

**PUPILLAGE POLICY**

**INTRODUCTION**

Chavasse Court chambers is a strong and well established criminal set of chambers comprising of 25 members, 5 door tenants (4 of who are Queen’s counsel) and 2 pupils.

The Recruitment Committee comprises of Desmond Lennon (Head of Pupillage) Anthony O’Donohoe and Carmel Wilde.

When seeking to communicate with the Committee or in relation to pupillage matters generally please do so in the first instance via the email address pupillage@chavassechambers.co.uk

Chambers supports and adheres to the BSB Code of Conduct, the Equality and Diversity Rules, the Bar Qualification Rules, Bar Qualification Manual and other regulatory provisions concerning pupillages applicable from time to time.

**PUPILLAGE RECRUITMENT**

1. The responsibility for pupillage recruitment rests with the Pupillage Committee.
2. All mini pupils, pupils, tenants and staff are selected on merit alone, irrespective of sex, race, age, disability, sexual orientation, religion or belief, and we encourage applications from groups which are under-represented in Chambers. We are willing to make reasonable adjustments for disabled candidates; any applicant who wishes to request that reasonable adjustments be made in relation to an application for pupillage should indicate their requirements within an additional covering letter.
3. Applicants are also asked to complete an equal opportunities monitoring questionnaire (in accordance with the Bar Standards Board’s Equality and Diversity Rules), which is used for monitoring purposes only and is not considered by the Recruitment Committee in the course of the pupillage or mini pupillage application process.
4. Chambers advertises on the Pupillage Gateway. For information regarding applications and deadlines, please visit the Pupillage Gateway website.
5. Chambers will be flexible and may consider deferring the start of a successful applicant’s pupillage in exceptional circumstances and subject to the approval of the pupillage and Management Committees.
6. Chambers principally recruits tenants from those successfully completing a 12 month pupillage but also welcome applications for third six pupillages and tenancy from junior or well established practitioners.
7. Subject to periodic breaks, or subject to changes of the start date, Chambers provides one-two 12-month pupillage in the academic year.

**PUPILLAGE RECRUITMENT CRITERIA**

1. Pupils will be assessed against the following recruitment criteria:
2. Intellectual Ability
* We will have regard to your academic record as a whole and your potential. A minimum of an undergraduate degree of second class honours is required, successful completion of the vocational component (BPTC) as well as the Bar Course aptitude test and English language test (IELTS 7.5) As a member of an Inn, you must have competed your required number of qualifying sessions to be called to the Bar. Evidence of other intellectual ability will also be taken into account. Consideration will also be given to your clarity of expression in writing in your application. If your qualifications were not gained in the UK, we will consider them on an equivalent basis. Please let us know any information you believe to be relevant in relation to the above.

* The aim of our selection process is to allow candidates to show they meet a standard of excellence judged by our selection criteria. Our criteria are objective. The process focuses on your ability and aptitude, and our experience is that this is not pre-determined by the place that you studied, or the background that you come from. We welcome applications from candidates from all backgrounds and from all universities. We have no preference as to whether graduates complete a first degree in law or another subject.
* In assessing candidates against our criteria, we recognise that pupillage, is itself a training process and that people follow different routes to pupillage and are often at different stages of their legal education. It is the potential of candidates we are concerned with. The aim of pupillage is to develop talent so that pupils go on to succeed as tenants in our chambers.
1. Advocacy

We will look for evidence that a candidate is articulate, responsive and has an ability to inspire confidence in others. Mooting and debating experience will be considered, but is not essential.

1. Analytical ability

Your ability to distil, retain and convey information when analysing the factual and legal issues in a problem will be tested. We will look for evidence that you can think under pressure, identify the crux of an issue and offer a persuasive solution.

1. Interpersonal skills and temperament

We will look for evidence of personal qualities such as self-reliance, independence, emotional intelligence, empathy, integrity, objectivity, stamina, confidence, common sense and an ability to stay calm and focused under pressure. Experience demonstrating the capacity to work effectively with clients, colleagues and Chambers’ staff will also be considered.

Evidence of motivation, industry and resourcefulness will be considered. This may include placements, holiday jobs, vocational experience, mini-pupillages, mooting, debating, sport and other life experiences. Please tell us about anything you feel demonstrates a high level of drive and determination. We will also consider your interest in and commitment to the Bar.

**PUPILLAGE AWARD AND EXPENSES**

1. The 12-month pupillage award is currently £16,601 in accordance with the national living wage with guaranteed earnings in the second six months.
2. £1,383.42 will be paid in six equal monthly instalments for the first six months and in the second six months, if your earnings do not reach the above amount per month, then the award will continue by way of a top up to the said amount.
3. It is not a requirement for pupils who receive income during their practising six months to pay a contribution towards chambers expenses.
4. A pupil’s reasonably incurred travel expenses for the purposes of pupillage (other than those incurred in respect of fee paying work) will be reimbursed on production of receipts.
5. Chambers pays for attendance at educational courses required during pupillage. Chambers may also pay for additional courses of further education during pupillage and connected expenditure reasonably incurred.

**APPLICATIONS FOR PUPILLAGE**

1. Chambers advertises on the Pupillage Gateway website in accordance with the Bar Standards Board’s requirements but does not use the Pupillage Gateway application system.
2. The advertisement will refer prospective applicants to Chambers’ website for further information about Chambers and the recruitment process. Applications should be made by way of Curriculum Vitae and a one page covering letter.
3. Applications for the advertised pupillage will only be considered if made within the timescale and manner advertised on the Pupillage Gateway website.
4. Applicants will also be asked to complete a diversity monitoring form; the completion of this form is encouraged but is entirely optional and forms no part of the selection criteria.

**SELECTION OF PUPILS**

1. All the applications for pupillage are fully considered on paper on an equal and non- discriminatory footing using the published Pupillage Recruitment Criteria. This initial selection procedure is undertaken by at least three members of Chambers. The most suitable applicants are selected for the interviewing process. Those rejected will be notified in writing via email.
2. The interviewing process generally consists of two rounds of interviews unless, in exceptional cases, it is necessary to hold a third round. Best endeavours are used to ensure that the panels are not comprised only of members of the same gender and that the panel consists of members with a range of experience. The interviewing panels can contain members of the initial selection panel. The first and second round interview is usually conducted by a panel of three members of Chambers;
3. After the first round of interviews are completed, the first round panel will draw up a shortlist of candidates whom will be given a second interview. Those rejected will be notified in writing.
4. The second interview will include a presentation and questions on a topical problem which will be provided to applicants usually a week before the interview.
5. Following the second round interview, the panel will decide which candidate (if any) will be offered pupillage. Candidates will be informed of the decision in writing. Feedback will be provided on request to any candidate who reached the interview stage.
6. All those involved in the selection process will assess applicants on the basis of the published Pupillage Recruitment Criteria. The Pupillage Recruitment Criteria will not be changed during the selection process

**PUPILLAGE STRUCTURE**

1. Once an offer of pupillage has been accepted, the pupillage committee will endeavour to keep in good contact with the pupil to potentially advise on relocation matters and general pupillage advice.
2. A pupil will normally have one nominated pupil supervisor but is advised that all members of chambers and staff are approachable should any issues arise.
3. A pupil will be expected to make themselves available for an introductory meeting with their supervisor before the formal commencement of pupillage. A tour of chambers will also be offered.
4. The pupils will be also given a detailed induction by a member of pupillage committee regarding the expectations of chambers, the standards required by chambers and the training and assessment process. They are also given and required to consider (after the meeting) a bundle of key documents, which will include a written pupillage agreement, the applicable Pupillage Policy, the Training Programme documents any other relevant chambers policies.
5. At the beginning of the pupillage, each pupil will be introduced by their pupil supervisor and as many of the members of chambers, clerks, administrative staff as practicable.
6. Pupils are expected, unless otherwise told, to wear dark clothing / business attire appropriate for attendance at court at all times when in Chambers.
7. The pupil’s usual working hours are 09:00 to 18:00 subject to court attendance. The pupil should have an hour’s break for lunch.
8. The pupil supervisor may however specify different times that the pupil should arrive in Chambers or at court and leave each day within the 9 hour window. However, pupils are encouraged not to work for the sake of it. Unless there is a particular justification or need (such as a pupil assisting their pupil supervisor and/or leader during a trial), pupils should feel able to down tools at the agreed time and not generally to work late into the evening or at weekends. Naturally, however, the ultimate responsibility for effective and productive working practices rests on each pupil.
9. The pupil is entitled to ten working days holiday in each of the six-month periods. This holiday entitlement is in addition to public holidays and is to be arranged in consultation with the pupil supervisor and the senior clerk.
10. Pupil Supervisors will guide pupils in relation the timetable to apply for a provisional practising certificate, the full qualification certificate and indemnity insurance.
11. We strive to provide a friendly and sociable atmosphere in which to work. Throughout the pupillage, many members of chambers organise social events to introduce new pupils to further members of Chambers and instructing solicitors which will be adjusted to suit any particular needs of the pupil taking into account their personal circumstances or any other protected characteristic.
12. Pupils are also involved in Chambers’ internal social events. These events normally include Chambers drinks, a Christmas and a summer party. However, pupils’ attendance or non-attendance at any social events is not something that is assessed or required.

**ABSENCE OR SICKNESS**

1. If a pupil is unwell and is unable to attend for work, the pupil should notify the pupil supervisor as soon as possible and leave a message if they are unavailable. If the pupil supervisor cannot be contacted chambers clerks should be informed.
2. If the pupil has more than 5 days’ sick leave in any 6-month period of pupillage, their pupillage must be extended by the period of absence. The pupil must also notify the Standards and Quality Section of the Bar Standards Board of the new date on the Notification of a Material Change in Pupillage Arrangements form.

**THE ROLES AND DUTIES OF PUPILS**

1. These are as set out in the Bar Qualification Manual (available at <https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual.html>) as well a detailed training programme provided to the pupil during the induction process.
2. The pupil is expected to shadow his/her pupil supervisor and carry out work, research and other preparation connected to his/her pupil supervisor’s work. The pupil will often spend time with other members of Chambers where it is felt that the pupil should experience the work (and style) in which another member of Chambers is involved and also so that the other members of Chambers are able to view the pupil’s work.
3. All work done for the pupil supervisor is done as part of the pupil’s essential training and assessment in pupillage. Any work given to a pupil other than by their pupil supervisor at any stage in pupillage must be done only with the agreement of the pupil supervisor and should be channelled through them. The pupil supervisor will liaise with the clerks and the pupillage committee to determine the arrangements upon which any such work should be given to a pupil (including whether the pupil should be paid).
4. During the practising six months, the focus will be on undertaking suitable work in the pupil’s own right. However, if so available, the pupil may still be expected to continue to shadow members of chambers to further their pupillage experience.
5. Pupils in Chambers must also comply with Chambers’ written policies insofar as these are relevant to pupils. All relevant policies will be provided to pupils in good time before the commencement of pupillage and are by in large available on chambers’ website.
6. Pupils are expected to conduct themselves professionally and courteously at all times during pupillage. In particular, attendance in Chambers or at court or on other business whilst under the influence of alcohol or drugs will be taken extremely seriously.
7. Around the end of the non-practising period of pupillage, pupils will accompany the most junior members of Chambers to court in order to experience the type of work that they can expect to carry out in their second 6 months.
8. Training opportunities such as marshalling with a Judge, which provides them with an invaluable view from the other side of the bench will be arranged. Short placements with the Crown Prosecution Service and defence firm solicitors may also be arranged.
9. Pupils are expected to attend the training that is provided by the Northern Circuit or Inns (i.e., the advocacy course) and any other compulsory training.
10. The roles and duties of pupil supervisors are also set out in the Bar Qualification Manual. Supervisors will have completed the relevant courses as required including refresher guidance.

**ASSESSMENT DURING PUPILLAGE**

1. Pupils will be assessed against the Professional Statement as required by the BSB rules. The mapping grid in the curriculum assessment strategy greatly assists in this regard. Chambers may also utilise the previously approved checklist by the Bar Council as an additional useful tool in our approach to pupillage.
2. At the beginning of the pupillage, the pupil supervisor will ensure that the pupil is provided with the necessary documentation and will discuss with the pupil how it should be used. The pupil should refer to the Professional Statement regularly throughout pupillage and records of progress against this criteria will be maintained throughout the pupillage, in particular at the conclusion of both the non-practising and practising 6 months.
3. All work done by the pupil will be critically appraised in a constructive manner by the pupil supervisor. It is likely that this would be done at least every few days in the non-practising 6 months. In the practising 6 months the pupil supervisor will oversee work done by the pupil in the pupil’s own right.
4. Every three months the pupil supervisor will provide an assessment of all the major areas of training and record that such an assessment has been carried out. Pupils will have stressed to them the importance of comprehensive records. The pupil will be encouraged to seek advice and to ask questions if unsure or uncertain about any aspect of the pupillage.
5. The appraisal process should be a valuable opportunity to give structured and objective feedback to pupils which should lead to improved performance. It is also an opportunity for us to obtain feedback from pupils about how they see their role, the work they have done and the way in which they are being supervised.
6. At these reviews, progress in relation to attaining the Threshold Standard and Competence must be considered. Pupils and pupil supervisors should also discuss progress in this regard on an ongoing basis cross referencing the Professional Statement, the Training programme and the (no longer compulsory) pupillage checklist. The checklist will be adapted to reflect work in chambers.
7. The pupil supervisor will thereafter report to the pupillage committee. Based on this information, a formal review will take place between the pupil and a member of the pupillage committee. This is a valuable opportunity for pupils to discuss how they are doing, whether they have any concerns regarding their supervision and where improvements need to be made.
8. The meeting will also be used to assess a pupil’s progress towards attaining the Threshold Standard and Competences and identify areas for further training towards their fulfilment in the coming weeks/months.
9. This meeting is also to ensure that there is good communication between all concerned to ensure any issues are not just left until the end of a pupil’s time with a particular supervisor. In fact the pupil is encouraged that if they have any concerns, they can approach members of the pupillage committee or any member of chambers of staff and their concerns will be treated sensitively.
10. Very shortly after the tenancy decision, there shall be a Training Review Meeting attended by a member of the pupillage committee, the pupil supervisor and the pupil. The aim of the Training Review Meeting is to plan, in a structured way how the remainder of pupillage can be used generally but in particular to address any areas where further training is required for the pupil to attain the Threshold Standard and Competences. The Final Review Meeting is intended as a final check in that regard before the completion of pupillage.
11. In addition to the assessments carried out by the pupillage supervisors, there will be formal advocacy assessments during pupillage. Whilst the assessment will allow Chambers to judge the pupil’s abilities and suitability for practice within Chambers, it will predominantly be used as a means of ensuring the pupil is ready to progress to the practising six months of pupillage and provide constructive feedback and further training as appropriate.
12. There may also be a formal written assessment which will most likely involve the pupil producing an opinion on a question of law relevant to Chambers’ main practice areas.
13. This written exercise will usually be reviewed by the pupil supervisors and the pupillage committee but may be shared more widely in appropriate circumstances.

**METHOD OF FAIR DISTRIBUTION OF WORK FOR PUPILS**

1. If there are two working pupils competing for work, Chambers has a policy that work would be evenly distributed amongst pupils. The senior clerk would be requested to keep a record of the work allocated to and done by pupils. This would assist in the implementation of Chambers’ policy that if there were two pupils the work would be distributed in such a way that at the end of a given period each would have done approximately the same amount of work measured in terms of amount and value. The records kept by the senior clerk would be checked by the Chairman of the pupillage committee once a month.

**OFFER OF TENANCY**

1. Each funded pupillage is offered with a view to tenancy. However, a final decision on whether any pupil is offered a tenancy is dependent on the circumstances of Chambers at the relevant time and the merit and suitability of the candidate.
2. The decision as to whether a pupil should be offered tenancy will be taken by all members of Chambers. During this process, the pupil supervisors will report back to the Pupillage committee as to whether the pupil has completed the competencies outlined in the Professional Statement and Training Programme. The pupillage committee will thereafter advise members of chambers as to their recommendation.
3. Save in the case of unanimous decisions, members of Chambers will be entitled to provide their views and vote on whether tenancy will be offered. Tenancy will be offered if a special majority of two-thirds votes in favour of offering said tenancy.
4. The tenancy decision will be communicated to the candidate no later than one month prior to the end of pupillage.
5. In the rare event that a pupil is not offered a tenancy, they may be permitted to squat at Chambers for a short period of time whilst seeking tenancy elsewhere. The terms of any such arrangement will be agreed with the pupil prior to the conclusion of pupillage. Chambers will give all the assistance it is able to help a pupil not offered a tenancy to obtain a tenancy elsewhere or to obtain employment. *(Please note that all pupils have historically been offered tenancy.)*
6. Once an offer of tenancy has been accepted, a post pupillage review can take place in order for the pupil to offer feedback to chambers on their pupillage experience. This will assist with future training plans and recruitment.

**THIRD SIX MONTHS PUPILLAGES**

1. Applications for third six pupillages are welcome and are advertised on chambers website and the pupillage gateway. Application is also by way of CV and a one page covering letter.
2. The selection procedure for 12-month pupillages will then be followed.
3. This statement reflects Chambers’ current policy and is subject to ongoing review. The Head of Pupillage will review the pupillage procedures at least once a year.

**MINI PUPILLAGES**

1. Applications for mini-pupillages may be made at any time of year by way of CV and covering letter emailed to pupillage@chavassechambers.co.uk.
2. As with applications for pupillage, we are willing to make reasonable adjustments for disabled candidates; again, details are available on the mini-pupillage page of the website.

**MISCONDUCT AND DISCIPLINARY POLICY**

1. This section must be read in conjunction with rC66 to rC69 of the Bar Code of Conduct. Under these regulations, if a complaint is one of serious misconduct which there are reasonable grounds to believe has been committed by a member of the Bar, Chambers has a duty to report this to the BSB.
2. Chambers take a risk-based approach to checking the mandatory credentials of our prospective pupils. During the pupillage induction process, a member of the pupillage committee is responsible for carrying out credential checks and will exercise due diligence in ensuring the following:
	* + 1. That academic and vocational training components have been satisfactorily completed within the 5 year limit. In accordance with the BSB’s **Curriculum and Assessment Strategy** namely that a person may not start pupillage more than five years after completing the vocational component.
			2. That the pupil is a member of an Inn.
			3. That the pupil has been Called to the Bar.
			4. Immigration visas have been obtained, where relevant.
			5. Waivers have been granted by the BSB, where relevant.
			6. Any other requirements that the AETO has specified as a condition.
3. The pupillage committee will ensure that copies of such certificates are provided and checked against the original documents. Follow up enquiries may also be made directly to the institutions and Inns of court.
4. The pupillage committee are required to report any allegation of dishonesty to the BSB and the pupils’ Inn of court.
5. Chambers is entitled to withdraw the pupillage prior to its commencement and to terminate the pupillage during the year with immediate effect at any time if:

a.A pupil commits a serious breach of the BSB Handbook;

b. A pupil is guilty of a serious or persistent breach of chambers policies, procedures or codes of conduct.

c. A pupil is convicted of a criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed);

* 1. d. A pupil fails to meet the minimum attendance or other regulatory requirements of the BSB for commencing or completing the non-practising or practising periods of pupillage training;
	2. e. A pupil, during the practising period of pupillage, ceases to hold a valid practising certificate;
	3. f. A pupil’s actions or omissions (whether or not in the course of the pupillage) bring or are such as to risk bringing the name or reputation of Chambers or its members into disrepute or to prejudice the interest of Chambers;
	4. g. A pupils immigration status means they cease to be eligible to undertake or complete the pupillage.
1. Misconduct that can result in disciplinary action being taken against a pupil is (1) any breach of any of the requirements set out in Chambers policies (2) any breach of the written agreement between the pupil and Chambers (3) improper use of social media, including making any reference to any legal case in they the pupil, their supervisor or any Members of Chambers is involved in (4) any disciplinary finding by the BSB
2. Any issue of misconduct (which do not fall under chambers definition of harassment) that are considered to be minor in nature by the pupil’s supervisor should in the first instance be dealt with by the pupil supervisor by way of words of guidance. Such incidents must still be reported to the Pupillage Committee by the supervisor
3. Should the pupil supervisor consider that words of guidance are insufficient for the level of misconduct the matter can be referred to the Pupillage Committee who, subject to review of the conduct, may issue written guidance (provided the conduct does not fall under chambers definition of harassment)
4. Pupils are referred to chambers’ pupillage disciplinary policy for guidance and the support available.
5. If the conduct falls within Chambers definition of harassment that the misconduct will be dealt with through Chambers complaints procedure

**PROBLEMS DURING PUPILLAGE AND FEEDBACK ON THE PROCESS**

1. If a pupil has difficulties or problems during pupillage, their first port of call should normally be their current pupil supervisor. It is each current pupil supervisor’s primary responsibility to provide appropriate advice, support and guidance and the pupil should approach them first if possible. More informal support can be obtained from other members of Chambers and, in particular, more junior tenants.
2. If a pupil has a concern or something about the pupillage process that they feel may need to be resolved or looked into, there is a nominated senior member of Chambers, Tom Watson, who is not a member of the pupillage Committee. His role, having heard the nature of the complaint, issue or problem, is to take the lead in its resolution either (where matters are less serious) by raising the matter as appropriate with the pupil supervisor and/or the Pupillage Committee or, alternatively, by reporting to the Head of Chambers on what steps should be taken by way of formal investigation, change of pupil supervisor or otherwise.
3. Likewise, if a pupil supervisor has a problem or concern about a pupil or if an issue over the conduct of a pupil (which is other than minor) is brought to the attention of the Pupillage Committee, who again will take the lead in its resolution in like manner.
4. Any concerns about equality or diversity matters should be raised with the Chambers’ Equality and Diversity Officer Carmel Wilde immediately, which can be done confidentially.
5. In addition to this, Paul Becker as wellbeing officer, is also available to discuss confidentially matters of a pastoral or personal nature if required. Any discussions with the Wellbeing officer are in strict confidence and are outside the Chambers’ complaints or grievance process, save that he may (with the consent of the pupil or where the matter is sufficiently serious) refer any concerns raised by a pupil to the Head of chambers.

1. If pupils have a concern about any aspect of their pupillage or the conduct of their pupil supervisor, they should raise it promptly with the pupillage committee and/or the Equality and Diversity Officer and are encouraged not to leave the matter open to pursue at a later stage.
2. Chambers understands that pupils may feel reluctant to raise issues of this sort. Chambers will endeavour to ensure that, in the event of an issue needing investigation and/or a complaint, careful steps will be taken so that it does not adversely impact on the pupil’s prospects of tenancy. In particular, if (as can occasionally happen) a pupillage relationship between pupil and pupil supervisor breaks down, then a pupil can change to another pupil supervisor without any adverse impact on their prospects in Chambers.
3. Chambers also has a general complaints and grievance policy, a copy of which will be provided to pupils upon arrival. It can also be downloaded from our website.
4. This statement reflects Chambers’ current policy and is subject to ongoing review. The Head of Pupillage will review the pupillage procedures at least once a year.

PUPILLAGE COMMITTEE

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