

Mini-pupillages at College Chambers

- 1) During a mini-pupillage, the mini-pupil will have the opportunity to ask questions about and get a flavour of life at the Bar on Circuit. The mini-pupil will attend court with Members of Chambers and sit in on conferences and negotiations. The mini-pupil may also read case papers and be asked to undertake legal research and written work.
- 2) Mini-pupillages are not assessed and are not funded.

How to make an application

- 3) Applications must be made by covering letter (maximum one side of A4) and CV (maximum two sides of A4). These documents must be sent as one PDF file to Head of Mini-pupillage Harrison Willis at hwillis@college-chambers.co.uk, with the subject line as follows: Mini-pupillage Application: <First Name><Last Name> <Date>.
- 4) Applicants are also requested to complete and submit (also by email to the above address) Chambers' Equality and Diversity Monitoring Form. The information provided by way of the Equality and Diversity Monitoring form in no way impacts upon the selection of mini-pupils and will not be considered alongside the application.
- 5) All applications for mini-pupillage will be considered by the Head of Mini-Pupillage, applying the criteria below. Applications will be considered once per month, with all applications received in that calendar month being considered at that time. Applicants will usually be informed by the 15th of the following month if they have been successful or not.

Assessment criteria

- 6) Due to the work undertaken in Chambers, mini-pupils must be at least 18 years old. In addition, applicants must have completed the first year of their undergraduate degree (whether studying law or another subject).

- 7) Applications received will be assessed according to the following criteria, with each criteria being marked out of five:
- a) Intellectual ability (whether through academic qualifications or other achievements/employment);
 - b) Commitment, determination and an interest in practising at the Bar; and
 - c) Written advocacy (through the application itself).

How applications are processed

- 8) Once the Head of Mini-Pupillage has received the applications for a particular month, they will:
- a) Ensure that the candidate is at least 18 years old and has completed the first year of their undergraduate degree;
 - b) Mark any applications in accordance with the above criteria;
 - c) Up to two mini-pupillages will be offered from each application round to those applicants scoring highest according to the selection criteria;
 - d) Email each applicant whether or not their application has been successful. Successful applicants will be invited to contact Chambers within seven days to book a date to attend. Should no response be received within those seven days, it will be assumed that the applicant does not wish to take up the offer of the mini-pupillage.

The mini-pupillage

- 9) Each mini-pupillage lasts for five days from Monday to Friday (except if there is a Bank Holidays in which case it will last for four days).
- 10) Chambers can only accommodate one mini-pupil at a time. College Chambers reserves the right to reduce the length of the mini-pupillage as necessary in light of available resources within Chambers.

- 11) The mini-pupil will not have an assigned supervisor for their week in Chambers but will spend time with different Members of Chambers. In the event of any issues, the mini-pupil should speak to the Member of Chambers they are with, the clerks or the Head of Mini-Pupillage.

Pupillage applications from those who have applied for and/or attended a mini-pupillage in Chambers

- 12) The offer or acceptance of an application for mini-pupillage does not have any impact on a later application for pupillage (except as described below).
- 13) Chambers reserves the right to reject an application for pupillage from a previous mini-pupil if they:
- a) Gave a client advice;
 - b) Breached confidentiality; and/or
 - c) Behaved in a way which could reasonably be described as gross misconduct.

Obligations of Members of Chambers

- 14) As not every case will be appropriate for a mini-pupil to observe, Members of Chambers are under no obligation to agree to take a mini-pupil with them to court or into conference. On attendance at court or a conference, Members of Chambers should check with the solicitor/ lay client that the mini-pupil's presence is agreed.
- 15) Members of Chambers should treat mini-pupils with courtesy and maintain professional boundaries at all times.

Duties of mini-pupils

- 16) Mini-pupils must:
- a) Attend Chambers or elsewhere as instructed by the clerks or the Member of Chambers they will be accompanying;

- b) At all times dress appropriately for court in a dark, formal suit (on or below knee length if a skirt) with dark shoes if possible;
- c) Follow any instructions given by Members of Chambers or staff in connection with the mini-pupillage; and
- d) Sign a confidentiality agreement.

17) Mini-pupils must not:

- a) Offer any advice or express any opinion during any meeting, conference or hearing at which they are present.
- b) Take books, papers or copies of papers out of Chambers.

18) Chambers may immediately terminate a mini-pupillage if the mini-pupil is in breach of any part of paragraphs 16 and/or 17.

Shadowing/Work Experience

19) Members of Chambers may wish to offer individuals the opportunity to shadow them or undertake work experience in appropriate circumstances. This is permitted but subject to the following limitations:

- a) Such offers may only be made if the Head of Mini-Pupillage has confirmed that this would not interfere with a mini-pupillage offered by Chambers.
- b) It must be made absolutely clear to the person shadowing/undertaking work experience that they are not undertaking a mini-pupillage with Chambers.
- c) The person shadowing/undertaking work experience must not suggest or imply that they have undertaken a mini-pupillage at College Chambers.
- d) The Member of Chambers is personally responsible for the person shadowing/undertaking work experience.

GDPR

20) In the event of a mini-pupil behaving in any of the ways described at paragraph 13(a) to (c) above, College Chambers shall retain the personal details of and a note of that behaviour described for a period of five years from the last day of the mini-pupillage. This information shall be stored in hard copy in Chambers.

21) Otherwise (i.e. should paragraph 20 above not apply), the applications shall be deleted electronically and any paper copies made destroyed no later than (a) seven days after the applicant has been notified that their application has not been successful, (b) seven days after the successful applicant has been contacted and (i) confirmed that they do not intend to take up the offer of a mini-pupillage or (ii) failed to respond, or (c) seven days after the mini-pupillage has ended.

Review of this policy

22) This policy will be reviewed annually.