COLLEGE CHAMBERS

PUPILLAGE POLICY

Introduction

1. College Chambers is committed to Fair Recruitment and selection including equality and diversity.

2. We look to recruit pupils that will carry forward our core values of excellence, service and integrity.

3. College Chambers administers pupillage in accordance with the requirements of the Bar Standards Board Handbook, the Bar Qualification Manual, and the Equality & Diversity Rules.

4. College Chambers seeks to select and recruit pupils fairly. Chambers seeks to ensure the following:

    a. upholding our Equality & Diversity policy;
    b. a well-defined selection procedure;
    c. all pupils are funded in accordance with the Bar Qualification Manual;
    d. a training programme based upon the Professional Statement for Barristers;
    e. the fair distribution of work between pupils; and
    f. complying with pupillage monitoring requirements.

5. College Chambers welcomes applications from **all applicants.** Chambers is committed to ensuring that **access** to training for the Bar is **open to all** on an equal basis. All applicants including

6. Under the Bar Qualification Rules, the three stages of education and training have been reclassified as:
    a. **Academic component** – gaining knowledge of the law itself.
    b. **Vocational component** – acquiring the core skills of a barrister, such as advocacy.
    c. **Pupillage or work-based component** – learning to be a barrister 'on the job'.

7. Detailed guidance on each of the components of training may be found in **Part 2** of the **Bar Qualification Manual**.

8. From September 2020, four approved pathways came into effect to satisfy the individual components of training for the Bar. College Chambers does not offer training on the apprenticeship pathway. College Chambers offers pupillage only.

Number of Pupillages

9. College Chambers aims to offer *up to* **two** twelve-month pupillages per year. One pupillage would usually start in the Autumn / October. The other pupillage would usually start in the April / Spring.

10. Whilst College Chambers aims to offer *up to* **two** pupillages in one calendar year, it may be in one calendar year, the Pupillage Committee considers there is a need to consider additional pupillages. All pupillages at College Chambers are advertised in accordance with the Bar Standards Board requirement on the Pupillage Gateway at www.pupillagegateway.com.

Overview and Threshold Statement

11. In accordance with the Bar Qualification Manual, pupillage provides work-based training in legal work under supervision. Pupils build on prior learning and experience, as set out in the BSB's **Curriculum and Assessment Strategy**, in order to demonstrate (as a minimum) the competences to the threshold standard in the **Professional Statement**.

12. Pupillage is an essential component of training for the Bar. A pupil must complete this component of training in order to be authorised to practise as a barrister.

13. The primary purpose of pupillage is for pupils to develop and build on the knowledge, skills and experience previously acquired and to gain first-hand experience in a work-based environment.

14. Pupillage is divided into a non-practising period and a practising period.

15. The normal duration of pupillage is 12 months (or part-time equivalent). This is the minimum. We do not advertise for non-practising-only pupillages.

16. The duration of pupillage may be extended to up to 24 months:
    a. if an application is made to and approved by the BSB under the Authorisation Framework; and
    b. Chambers applies to the BSB and demonstrates to the BSB, when seeking authorisation, why the proposed arrangement is appropriate.

17. Any change in the duration of the training programme or change in timing for applying for the Provisional Practising Certificate that was previously authorised by us must be notified to the Authorisations Team (**authorisations@barstandardsboard.org.uk**) as a material change

18. Our Pupillage is designed to allow our Pupils to exceed the requirements of the threshold Standard and Competences contained in the Professional Statement for Barristers.

19. We aim for our pupils to have achieved a thorough understanding of all of the competences within the Professional Statement as set out in the Professional Statement for Barristers. This can be found on the BSB website. https://www.barstandardsboard.org.uk/uploads/assets/a4556161-bd81-448d-874d40f3baaf8fe2/bsbprofessionalstatementandcompetences2016.pdf

20. In summary the competences include:

a. Barristers' distinctive characteristics, including legal knowledge, skills attributes;
b. Practical knowledge skills and attributes;
c. Advocacy – written and oral, Professional standards;
d. Personal Values and Characteristics, including behaviours;
e. Working with others including those at work and lay individuals; and
f. Management of Practice, personally and at work, and professional compliance work.

21. To date, all of our pupils have successfully qualified at the end of their twelve-month Pupillage with us.

22. Over the last three years, of the six pupils who have qualified with us, all have been invited to apply for tenancy. Of those who applied, all have accepted offers to tenancy.

Pupillage Award / Funding

23. College Chambers offers "**pupillage awards"** in line with the Bar Standards Board for Chambers **out of London.**

24. The **pupillage award** is no less than a minimum amount specified by the BSB.

    a. For pupillage commencing on or after 1st January 2022, the minimum amount of the "**pupillage award** is **£17,152 per annum**

25. The **pupillage award** is made up of
    a. "First six Award"
    b. Guaranteed earnings in the second six

First Six Award

26. From January 2020 the **First Six Award** is half of the **pupillage award** paid during the non-practising period of pupillage ("first six") in six equal monthly payments (the specified amount). That amount is £1,429 per month. These sums will be paid by electronic transfer on the last working day of the month.

27. Therefore, for the avoidance of doubt, during the non-practising / first six months of pupillage the pupil will receive a total **First Six Award** of £8,576 but paid in six instalments.

28. *Travelling Expenses in first six period.* In addition, pupils will also be reimbursed for reasonable travel expenses incurred during the first six non-practising period when a pupil is not travelling into Chambers or travelling with their pupil supervisor.

Guaranteed Earnings in the Second Six

29. During the second six, our pupils are 'on their feet' and earning their **own fees** from **their own work.**

30. College Chambers provides **Guaranteed Earnings the in Second Six** of a **minimum** monthly income of £1,429. This will be paid each month. This will be paid by electronic transfer.

31. *Expenses during second six.* During this period, College Chambers will also pay to our pupils such further sums as may be necessary to reimburse expenses incurred by them only on:
    a. Travel for the purposes of second six pupillage during that month, **but *excluding* any expenses incurred for travel for purposes of practice as a barrister, i.e., for work for which pupils will receive fees**;

b. Attendance during that month at courses which pupils are required to attend as part of their pupillage; less
    i. Such amount, if any, as pupils may receive during that month from practice as a barrister; and less
    ii. Such amounts, if any, that pupils may have received during the preceding months of their practising pupillage from their practice as a barrister, save to the extent that the amount paid to them in respect of any such month was less than the total of the sums at (a) and (b) above

32. College Chambers operates and runs its pupillage scheme in accordance with the BSB Handbook3 and the Bar Qualification Manual4. 2 See BQM Part 2C2.3.9 for further details see:
    a. https://www.barstandardsboard.org.uk/training-qualification/barqualification-manual/part-2-for-students-pupils--transferring-lawyers/c2-responsibilities-of-aetos.html.
    b. https://www.barstandardsboard.org.uk/for-barristers/bsb-handbook-and-code-guidance/the-bsb-handbook.html.
    c. https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual.html.

33. The pupillage award or remuneration during pupillage is paid to pupils in lieu of payment for any individual item of work.

34. During the first six months / non practising pupillage, pupils are not charged any chambers rent, nor are they required to contribute towards photocopying or chambers' other administrative costs undertaken in the course of their pupillage.

35. During the practising period of pupillage, ("second six" months) pupils are required to pay clerks' fees on **all briefs** (including for example any noting briefs) at the reduced rate of 10%, which will be levied on all fees collected by chambers during the practising period of pupillage.

36. For the avoidance of doubt, in the event that the pupil does not become a tenant at College Chambers, Clerks fees will continue to be levied on all fees collected by College Chambers.

37. In the event that pupils leave chambers during pupillage or at the conclusion of second six, any work done through College Chambers shall be billed and collected through College Chambers and the clerks' fees will remain payable on fees collected.

Noting Briefs

38. If a pupil undertakes a noting brief during their first six months of pupillage, they will be required to pay clerks' fees at 10% on those fees if they are collected by chambers during first six or second six.

Pupillage Committee

39. The Pupillage Committee will be made up of no less than **three members** of College Chambers including the Head of Pupillage.

40. The composition of the members of the committee will vary from time to time.

41. The Pupillage Committee will take overall responsibility for pupils' training and support during pupillage.

42. All members of the Pupillage Committee will have received training in Equality & Diversity and Fair Recruitment & Selection and must keep themselves abreast of developments in this area.

Selection Criteria

43. College Chambers aims to ensure that pupillage is open to all candidates.

44. The selection for pupillage is based upon merit, ability and potential.

45. We are looking for pupils with good academic ability with the character and personality who we believe will thrive within the ethos of College Chambers.

46. Pupillage Application Criteria is set out in Schedule One and Schedule Two at the end of this document

Procedure for Pupillage Applications

47. We do not currently accept applications through the Pupillage Gateway.

48. Applications for pupillage are currently made via CV and covering letter. The application process is currently via e-mail.

49. All pupillages at College Chambers are advertised on the Pupillage Gateway at www.pupillagegateway.com.

Selection of Applicants

50. The Head of Pupillage will convene a selection panel. The selection panel will conduct the process of sifting the applications using the Criteria in Schedule one.

51. Except in unforeseen and exceptional circumstances, the person with lead responsibility for the selection panel and at least one member of the selection panel (who may be the same person) will have received recent and appropriate training in fair recruitment and selection processes.

52. Save in exceptional circumstances, every member of all selection panels must be trained in fair recruitment and selection processes. The recruitment and selection processes use objective and fair criteria.

53. All paper applications will be read and seen by at least three members of the Pupillage Committee.

54. No application is rejected unless at least two members of Chambers have reached the same conclusion; any discrepancies/disagreements are passed to the Head of Pupillage whose decision will prevail.

First Round interviews

55. A shortlist will be drawn up from all applications of those who are to be invited for a First Interview.

56. Interviews are normally held on weekday evenings. Interviews may be held "virtually."

57. All applicants and interviewees will be directed to view this Policy upon applying for pupillage.

58. Chambers will **not cover expenses** for candidates to attend for any interviews.

59. Those who are invited for a First Interview will be informed of the date and time of their interview.

60. Due to work commitments of members of Chambers, it is not normally possible to set the date for the First Interviews more than 21 days in advance.

61. The First round interview will usually last no more than 20 – 30 minutes.

62. Due to work commitments of the individual members of the Interview panel, it is intended that, save in exceptional circumstances *all* first round interviews take place within a 7-day period.

63. It will not normally be possible to accommodate requests from interviewees with regards to alternative time and date of interviews (save for reasonable adjustments). Any requests for reasonable adjustments should be made in writing at the time of submitting application forms.

64. It is nearly always the case that that at least one panel member will be present for all First round interviews. In addition, every effort will be made by the pupillage committee that there will be two members who sit on all First round interviews. However, candidates will appreciate that it not always possible due to work = and personal commitments of the panel members.

65. Candidates should arrive at least 15 minutes prior to their First Interview.

66. No detailed knowledge or preparation of the law is essential for the first round interviews. The interview panel will ask all applicants the same set of questions.

67. The first round interview questions will usually consist of 4 – 8 questions.

68. Following this First Interview, successful applicants will be invited for a Second Interview.

Second Round Interview Stage

69. The second-round interview stage is normally held on **one weekday only.**

70. The interview will consist of **a whole day assessment** in Chambers.

71. Detailed Instructions for the second-round interview stage will be sent out to the candidates within a reasonable time in assessment day.

72. Second Round Interviewees will be required to attend Chambers from 8.30am until at least 18.00.

73. Candidates will be invited to sign a confidentiality agreement at the start of the second interview stage.

74. Candidates will be asked to undertake at least two pieces of work;
    a. Draft and complete piece of written work within the time allocated
    b. Prepare and carry out an advocacy exercise.

75. The advocacy exercise will take the form of a mock hearing with members of the interview panel playing the role of Judge.

76. Following the advocacy exercise, applicants may be asked some additional questions in order that the interviewing panel may gain more of an understanding of the applicant.

77. Chambers will provide a buffet lunch to the candidates. Members of Chambers may join the candidates for lunch.

78. The advocacy exercise will usually commence in the afternoon after the buffet lunch.

79. By the end of the second-round assessment day, candidates will need to email their written work to the Head of the Pupillage Committee.

Notification of Outcome of Interview

80. The candidates will **not** be notified of the outcome of the interview on the day.

81. Notification will be made in accordance with the BSB guidelines and in accordance with the Pupillage Gateway timetable.

82. Successful applicants will be notified in writing and will be asked to respond to the offer in writing as soon within the Pupillage Gateway timetable.

83. A reserve list may be created. Those on the reserve list will be notified in writing after the appropriate time in line with the Pupillage Gateway timetable.

Offers of Pupillage

84. A formal offer of pupillage will be sent in via email to the successful candidate(s).

85. The offer of pupillage and its acceptance will give rise to a legally binding contract for education and training ('the pupillage contract').

86. The terms of the pupillage contract between the Pupil and College Chambers will be set out in the Pupillage Offer Letter.

87. If a pupillage is accepted, the applicant must withdraw any other pending application with other chambers.

88. Evidence of all relevant education credentials will be required before the Pupillage is commenced.

Start of Pupillage

89. An induction visit for the pupil will be made available in the weeks before the start of pupillage.

90. The pupil may have at least 3 different pupil supervisors during a 12-month period.

91. The pupil must register his/ her pupillage, and any material change such as a change of supervisor with the BSB.

92. The pupil's working hours will, ordinarily, be 9am – 6.30pm. It will be necessary, from time-to-time, to start earlier than 9am or finish later than 6.30pm.

93. During the practising period of pupillage, pupils may be required to be available to go to court on Saturdays and Bank Holidays.

94. Pupils must be available to be contactable by telephone on Friday evenings/nights and on Saturdays so that they can be instructed to go to court on Saturday if necessary.

Annual leave

95. The BSB states that pupils should take no more than 'two weeks' leave' in each period of pupillage. i.e., 10 days in the first six and 10 days in the second six. This does not include bank holidays.

96. For longer periods of absence, it would be necessary to apply to the BSB for dispensation from the regulations.

97. The pupil should discuss with their pupil supervisor and the Senior Clerks request for annual leave. The Head of Pupillage should also be informed.

98. The pupil should give reasonable notice (no less than 14 days) of a request for annual leave.

Absence through illness

99. It the pupil is sick, the pupil, must in the first instance **immediately** notify their pupil supervisor and the clerks by email / telephone / text message.

100. If the pupil were to have excessive sick days in any six-month period of pupillage, the pupillage may need to be extended by the period of absence.

Pupillage Training

101. Pupillage at College Chambers focuses on the knowledge, skills, and attributes that are required for practice on day one of authorisation as described in the Professional Statement, including the Threshold standard and competences.

102. Pupils must pass the Advocacy Training Course provided by their Inn or Circuit and any other compulsory courses. Pupils will be given sufficient time to prepared for their compulsory courses.

103. During Pupillage, Pupils will:

    a. develop an understanding of and appreciation of the operation and practice of the rules of conduct and etiquette at the bar;
    b. observe conferences and mediation/negotiation;
    c. undertake paperwork and be expected to develop their writing and drafting skills;
    d. be expected to develop in confidence and advance their written and oral advocacy skills; and
    e. observe Court hearings along with their supervisor/members of Chambers.

104. Pupils are expected to maintain a 'pupillage diary' identifying the tasks that they have carried out within the competencies of the Professional Statement.

105. Additional 'in-house' training may be provided to the pupil.

106. The pupil shall discuss with their pupil supervisor (or if appropriate with the head of pupillage or the head of chambers) the training they have undertaken.

BSB - Authorisation Framework - Principle of Flexibility

107. Pursuant to 26 of the BSB Authorisation Framework, Chambers takes into account the principle of flexibility as follows:

a. Chambers' pupillages are usually offered for either October or the April, such commencement dates may accommodate a pupil's pre-pupillage /pre-training commitments.

b. Chambers may, at the discretion of the Head of Pupillage, allow pupils to work remotely, if appropriate

c. Whilst all pupillages advertised are for 12 months, it is accepted that there may be occasions when a pupillage might be undertaken on a part time basis. A written application should be made to the Head of Chambers prior to accepting the offer of pupillage setting out why the pupillage should be undertaken part time. The request will be considered with 14 days by the pupillage committee and a response provided forthwith. It is accepted that such applications are made on a fact specific, case by case basis. Chambers will assess any such an application on the availability of resources including pupil supervisors, staffing, funding, work available in the projected second 6 months of training.

d. Chambers usually offers pupils the opportunity to have three pupil supervisors during a full 12 months pupillage. The pupillage Committee / Head of Pupillage may allocate a supervisor based upon a general preference expressed by a candidate but also upon the availability of pupil supervisors at that time.

Compulsory courses

108. Pupils are required to attend all compulsory courses during their pupillage.

109. Pupils are responsible for organising their attendance at all compulsory training and courses.

110. Pupils are expected to discuss directly with their supervisors the courses they intend to attend.

111. The cost of attending a compulsory course undertaken during pupillage will be met by Chambers.

112. Pupils should discuss the method of payment of the courses directly with the Chambers administrator.

113. Chambers will not pay travelling for attending the course.

Pupillage Assessment

114. College Chambers may continue to refer to the BSB's pupillage checklists alongside the Professional Statement.

115. It is the responsibility of the pupil to ensure they continue to discuss with their supervisors the checklist and the Professional Statement.

Complaints

116. The pupil will be referred to the Chambers Complaint policy. In addition, if the pupil wishes to make a complaint about training that they have received or the person providing the same, such complaint shall be made in writing to the Head of Pupillage.

Data Protection and GDPR

117. Pupils shall abide by Chambers' Data Protection and GDPR policies.

Pupils' Code of Conduct

118. Pupils are expected to conduct themselves professionally and courteously at all times and in accordance with the BSB Handbook and the Bar Qualification Manual.

119. Pupils shall preserve the confidentiality of every client's affairs.

120. Pupils shall ensure that their pupillage is registered with the BSB on all relevant forms.

121. Pupil must notify the BSB of any material change in their pupillage arrangements including the change of pupil supervisor.

122. When attending Court, the pupil is expected to take care to ensure that they arrive at the appropriate court at the appropriate time.

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

124. Pupils will be required to carry out work for other members of Chambers when required to do so.

125. Pupils are not permitted to carry out any work for any other member of chambers without that member of chambers having first obtained the permission from the pupil's supervisor.

Dress

126. Pupils are expected at all times to wear appropriate Court dress when working in chambers or attending court.

127. Pupils in their second six months will be expected to have their own court dress such as wigs and gowns.

128. Pupils may be expected to attend court at very short notice.

Social Events

129. Pupils may be expected to attend and participate in chambers' social events. Pupils are expected to conduct themselves professionally at all times.

Social Media

130. Pupils are referred to the BSB guidance on social media use https://www.barstandardsboard.org.uk/uploads/assets/c7cea537-53f8-42a8-9f6d8ef1832a7db9/Social-Media.pdf

131. Pupils must also be conscious of the rules on "holding out" and therefore should not describe themselves as a "barrister" on any social media.

132. Pupils should not use social media during working hours, except for updating Chambers' twitter feed.

Mobile Phones

133. Pupils will be expected to use their own mobile phone.

134. Except in an emergency, pupils should not use their mobiles or any other devices for making personal calls / messages during working hours.

Computers

135. Chambers does not provide pupils with a laptop / computer. It is the responsibility of the pupil to ensure they have adequate computing facilities.

Pupil Supervisors

136. The obligations and functions of Pupil Supervisors are set out in the BSB Handbook and the Bar Qualification Manual. These are significant and must not be taken lightly.

137. The role of the pupil supervisor is to provide the pupil with suitable training that enables them to meet the competences in the Professional Statement.

138. Pupil Supervisors at College Chambers shall be at least 7 years call and must have practised for at least five years and have a current practising certificate and insured with the BMIF. Chambers shall ensure that the proposed supervisor is fit to carry out the duties specified below, and they have undertaken training as specified below.

139. The allocation of pupil supervisors to a pupil shall be determined by the Head of Pupillage in consultation with the pupil supervisor.

140. Not all supervisors are always available to supervise a pupil.

141. The supervisor shall:

    a. Ensure that he or she has undertaken relevant training to meet the outcomes specified by the BSB for a pupil supervisor (ideally the training offered by the Inns or Western Circuit),
    b. He or she will undertaken refresher training at least every five years, (or at least every three years if they have not had a pupil in that time),
    c. Take steps to ensure the pupil has the opportunity for work for a wide cross-section of Chambers;
    d. Have a copy of the BSB Professional Statement and will refer to it I discussions with the pupil to ensure that the pupil carries out work and attends hearings in accordance with its requirements;
    e. Ensure the pupil with an understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar;
    f. Ensure the pupil has sufficient practical experience of advocacy to be able to prepare and present a case competently;
    g. Ensure the pupil has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently;
    h. Ensure the pupil has sufficient ability in conducting legal research; and
    i. Ensure the pupil has achieved the BSB standard for drafting, paperwork and legal research.

142. There shall be regular appraisals between the pupil and the supervisor as to the pupil's performance. Where there are weaknesses in the pupil's performance, further support will be given by the supervisor. The appraisals are also an opportunity for the pupil to assess and reflect upon their own performance.

143. A written record should be kept of the meetings and appraisals between the pupil and their supervisor.

144. If the supervisor will be away from Chambers for an extended period of time, (say 3 days) the supervisor will make arrangements for the pupil to spend time with another member of Chambers.

145. If the pupil fails to satisfy the competences within the Professional statement, the supervisor must not sign off the pupil as having completed that stage of the pupillage.

146. At the end of the non-practising period of pupillage, the Pupil must submit a certificate from their Pupil Supervisor to the BSB certifying that the non-practising period has been satisfactorily completed.

147. At the end of their working period of pupillage the Pupil must apply for the Confirmation of Full Qualification Letter and a Full Practising Certificate on the satisfactory completion of their pupillage.

148. If there is reason to believe that the pupil will not meet the competences within the professional statement, the pupil and the supervisor should approach the Head of Pupillage who will convene a meeting. The meeting will be chaired by the Head of Pupillage. The supervisor and the pupil shall attend. In addition, it is anticipated that the Head of Chambers may also attend that meeting.

149. In the event that a pupil is not signed off as having completed the either period of pupillage, the pupil may lodge an appeal in writing to the Head of Pupillage or Head of Chambers, who shall consider the appeal and whose decision shall be final.

Tenancy from Pupillage at College Chambers

150. If a pupil who wishes to apply to College Chambers for tenancy, they should make a written application in writing addressed to the Head of Chambers.

151. The application shall not be made less than 8 weeks before the end of the second six period.

152. If the pupil who is considering applying for tenancy with Chambers wishes to have further information regarding the financial commitments to chambers such as rent structure, they may discuss such matters with their pupil supervisor or the Head of Pupillage.

153. The application for tenancy shall contain the feedback sheets provided to the pupil during the course of their pupillage and evidence demonstrating a commitment to Chambers.

154. Any change in the procedure for tenancy applications shall be a matter for the Management Committee and shall be communicated to the pupil before they make the application.

155. The decision to offer tenancy is made by Chambers at either an Extraordinary General Meeting EGM or the Annual General Meeting. The decision for taking on a pupil at the end of tenancy shall be voted upon by the members of Chambers. A pupil will need to have the support of three quarters of members for a tenancy to be offered.

156. For those pupils not offered tenancy, Chambers will provide assistance in finding opportunities elsewhere. Such assistance may include discussions with members of chambers / the senior clerk regarding other sets or other opportunities available.

157. References may be supplied upon request.

158. Applications for 'squatting' are only entertained on a case-by-case basis.

PROTOCOL FOR DEALING WITH PUPIL MISCONDUCT OR SERIOUS MISCONDUCT

159. Rule C66 provides that "you must report to the BSB if you have reasonable grounds to believe that there has been serious misconduct by a barrister". There

is a difference between misconduct and serious misconduct (the latter must be reported to the BSB).

160. MISCONDUCT NOT AMOUNTING TO SERIOUS MISCONDUCT – In the first instance, if it is believed that there has been misconduct by a pupil, this will be reported immediately to the pupil's supervisor and the head of pupillage. The pupil supervisor and the head of pupillage will discuss the issue and determine whether the pupil should be spoken to by just the supervisor or the supervisor and the head of pupillage. A written record will be taken of the discussions with the pupil.

161. Following the discussions, appropriate action will be considered and if necessary taken within chambers to deal with the misconduct and ensure that it does not happen again, e.g. thought must be given to supplying the pupil with a written warning, or perhaps simply asking them to amend their behaviour moving forward.

162. If action is taken with regards to the pupil's misconduct, the supervisor and /or the head of pupillage should email the Head of Chambers making them aware of what has happened /alleged to have happened.

163. MISCONDUCT OF SUCH A NATURE THAT THERE ARE REASONABLE GROUNDS TO BELEIVE THAT THE MISCONDUCT COMPLAINED OF IS SERIOUS MISCONDUCT FOR THE PURPOSES OF RULE C66. In the first instance, if it is believed that there has been SERIOUS misconduct by a pupil, this will be reported immediately to the pupil's supervisor, the head of pupillage and the head of chambers. The pupil supervisor, the head of pupillage and the head of chambers will discuss the issue and determine whether the pupil should be spoken to by just the supervisor and head of pupillage, or the supervisor, the head of pupillage and head of chambers. A written record will be taken of the discussions with the pupil.

164. Following the discussions, appropriate action will be considered and if necessary taken within chambers to deal with the misconduct and ensure that it does not happen again, e.g. thought must be given to supplying the pupil with a written warning, or even suspending or terminating the pupillage.

165. In addition, if there are reasonable grounds to believe that such conduct amounts to serious misconduct for the purposes of Rule C66, then it is the responsibility of the Head of Chambers to make an urgent referral to the BSB.

Last updated March 2022
Next update due 30th September 2022

SCHEDULE ONE

Criteria for assessing pupillage Applications on paper

Category	Marks
Intellectual Ability	0 – 5
Responsibility	0 – 5
Advocacy	0 – 5
Temperament & Motivation	0 - 4
Interpersonal skills	0 – 5
Presentation on paper	0- 5

SCHEDULE TWO

Criteria for assessing the candidate in interview

Category	Marks
Intellectual ability	0 – 5
Confidence and maturity	0 – 5
Clarity of thought / expression	0 – 5
Commitment to the Profession	0 - 5
Resilience / ability to perform under pressure	0 – 5
Analytical ability	0 - 5
Oral Advocacy / Impact	0 - 5

SCHEDULE THREE

Pupillage Feedback sheets