

GENERAL POLICIES OF CHAMBERS FOR PUPILLAGE

1 POLICY

- 1.1 Chambers particularly encourages applications from those who wish to practise at the Chancery Bar but also welcomes applications from those who wish to spend six months of their pupillage in a Chancery Chambers. Details of Chambers' requirements and the application process are published annually on Chambers' web site.
- 1.2 One Chancery pupillage is offered at any one time, which shall be for six months non-practising pupillage but may be extended to include a further six months practising pupillage on satisfactory completion of the first six months.
- 1.3 Chambers complies with the requirements of the Bar Code of Conduct, the Equality Code for the Bar, the Pupillage Guidelines and its own Equal Opportunities Policy (section 6) in the selection of all pupils. All applicants for pupillage are considered solely on merit in accordance with this policy.
- 1.4 Chambers' policy is to select carefully those that are believed can become successful practitioners in due course. However, no guarantee whatsoever is given that a tenancy will follow a pupillage.

2 MINI PUPILLAGE

- 2.1 9 Stone Buildings offers a limited number of places for mini pupillage for those students who are seriously considering a career at the Bar. Preference is given equally to law undergraduates, non-law undergraduates committed to law conversion, and to post-graduates who are law graduates or who are undertaking or committed to law conversion.

- 2.2 Mini-pupils will be given as wide an experience of life at the Chancery Bar as possible within normally a one week mini-pupillage including a view of life in Chambers, meeting with barristers, seeing some of the work being done at 9 Stone Buildings, and the opportunity to ask questions
- 2.3 Applications are made with accompanying CV and a statement of the preferred dates for attendance to the junior tenant who maintains records of all applications for one year. Applications for mini pupillage are scored and the successful applicants notified in writing.
- 2.4 All mini pupils are required to sign a declaration of confidentiality, which is retained on file by the junior tenant.

3 SELECTION OF PUPILS

- 3.1 A pupillage panel comprising of three or four members chaired by the Head of Pupillage or his deputy meets once per year to recruit pupils. Its duties includes:
- the recruitment of pupils into Chambers,
 - the planning, implementation and review of pupil training.
- Extension of pupillage is decided by the Head of Pupillage on the recommendation of relevant pupil supervisors. That decision may be reviewed by a pupillage panel chaired by the Head of Chambers, if required by any pupil or member of Chambers within 14 days
- 3.2 9 Stone Buildings is not a member of OLPAS and selection of pupils takes place according to the process detailed below.
- 3.3 The Head of Chambers in conjunction with the Head of Pupillage decide the number of pupillage vacancies annually. The number of pupillages and the finance available for pupillage are advertised in the Bar Council's Chambers' Pupillage Award Booklet and the information is available on Chambers' web site.

- 3.4 Applications are invited from suitable candidates by their completion of the standard application form contained on Chambers' web site and also available from the Senior Clerk. All applications must be by completion of this form, which also contains a section for completion on equal opportunities, in order that information may be gathered. All applicants for pupillage are dealt with in the same manner, regardless of the initial source of the application, to ensure equal opportunity for all.
- 3.5 The receipt of applications is acknowledged in writing by the Senior Clerk and all applications are filed. The equal opportunities monitoring information is detached and filed by year of the applications.
- 3.6 The Head of Pupillage confirms the recruitment process to panel members by memo, including the basis of scoring and the timetable. Applications are scored independently by the panel of three or four members against the weighted selection criteria. Each panel member provides to the Head of Pupillage his list of selected candidates in order of preference together with a written note about any marginal candidates beyond the number selected for interview.
- 3.7 The Head of Pupillage co-ordinates the scores from the panel members onto a master scoring sheet and a short list of approximately 12 candidates is drawn up to be interviewed based upon the highest scores. The interview panel may be required to meet to discuss and select those candidates to go forward for interview.
- 3.8 Interviews are conducted by a panel of members on the same day if possible against the same established criteria as the initial screening. As far as possible, a different panel of members is used for the interview process from that which conducted the initial screening process.

- 3.9 The interview schedule, selection criteria, standard set of questions and guidelines for scoring are sent to the panel members by the Head of Pupillage before the interviews begin. Applicants are previously sent a written exercise to complete and return to Chambers before the interviews. Interviews are structured to ensure that similar areas relating to the selection criteria are covered in questions to all candidates in order to ensure comparability between interviews.
- 3.10 Each interview lasts for a maximum of thirty minutes. Each panel member scores each candidate at the end of the interview using the pupillage interview scoring form against the selection criteria, the written exercise, and performance in interview. Panel members mark the candidate individually and objectively based solely on the criteria and the score-sheet is collected.
- 3.11 The Head of Pupillage coordinates the scores from all panel members on a master scoring sheet.
- 3.12 References may be taken up and offers of pupillage are made by the Head of Pupillage in writing to the most suitable candidates from the interview process with a list of reserve candidates in case of non-acceptance. At each of the above stages, unsuccessful candidates are notified promptly. All requests for constructive feedback from applicants are answered as soon as reasonably practical. All offers of pupillage are conditional on candidates passing all parts of the Bar Vocational Course.
- 3.13 The Head of Pupillage maintains all documentation relating to pupillage and selection decisions.
- 3.14 The Head of Pupillage reviews the effectiveness of the selection process in a brief written report annually to the Head of Chambers.

4 FINANCING OF PUPILLAGE

- 4.1 Each pupil receives an award of up to £ 10000 in each period of six months of their pupillage and paid monthly, the value of which is determined annually and published on Chambers' web site. The award may be supplemented at the discretion of the Head of Chambers on the advice of the pupillage selection panel.
- 4.2 The award made to a pupil in his/her second six months is subject to the deduction of any fees earned by the pupil. Such deduction is at the discretion of the Head of Chambers.
- 4.3 Pupils are not required to pay Chambers' expenses on any fees earned during their pupillage but whether or not clerk's fees are payable for any work carried out by a pupil in his/her own name is at the discretion of the Senior Clerk.

5 ROLE AND DUTIES OF PUPIL SUPERVISORS

- 5.1 Pupil supervisors have been approved by their respective Inns of Court, their names appear on the current register of pupil supervisors and they must ensure attendance at the appropriate briefing session provided by their Inn.
- 5.2 Pupil supervisors are required to:
- i) permit their pupils to see their papers (other than those papers they deem unsuitable),
 - ii) supervise and comment upon the work of their pupil,
 - iii) ensure their pupil attends Court with him/her or another member of Chambers in appropriate cases,
 - iv) ensure their pupil sees the work of junior tenants,
 - v) supervise any work received by the pupil in his/her own right as far as reasonable practicable,

- vi) ensure that the Bar Council Chancery check list is completed satisfactorily as the pupillage progresses.

6 ROLE AND DUTIES OF PUPILS

6.1 Pupils are required:

- i) to keep regular attendances except as agreed with the pupil supervisor,
- ii) to inform the pupil supervisor if unable to attend on any particular day,
- iii) not to use the office equipment in the clerks' room or the telephone without prior approval,
- iv) to obtain prior consent for using word processors from persons whose room he/she occupies from time to time; (a word processor is maintained in Chambers for the use of pupils),
- v) to ensure that the registration requirements of pupils have been complied with,
- vi) to preserve confidentiality regarding professional and lay clients and of Chambers' affairs,
- vii) not on any account to remove papers from Chambers or make photocopies of any papers save with the prior consent of the pupil supervisor,
- viii) only to contact professional clients regarding a matter in which a member of Chambers is instructed if requested to do so by that member.
- ix) to wear clothing appropriate to Chambers and to Court.

7 PUPILLAGE - THE FIRST SIX MONTHS

7.1 A pupillage lasts either for six months usually commencing on 1st October or 1st April or for one year commencing on 1st October. A pupil supervisor is assigned to each pupil for each period of three/four months spent in pupillage.

7.2 The Head of Pupillage and the pupil supervisor are responsible for arranging the introduction of the pupil into Chambers to include:

- providing an induction into Chambers according to the general induction procedure suitably modified and including Chambers' management structure,
- Chambers' manual and how to access it,
- introducing pupils to other members of Chambers, the clerks and other staff,
- discussing the structure of pupillage, hours of work, training, the library, photocopying, security of and access to Chambers, etc
- discussing appearance, confidentiality and conduct with solicitors and precisely what will be expected during pupillage;
- dealing with any questions or worries expressed by the pupil.

Details of the induction programme are recorded and maintained by the Head of Pupillage

- 7.3 Thereafter, the pupil normally works with and in the room of the pupil supervisor and is subject to his overall supervision. The pupil's training consists of attending Court and conferences, carrying out legal research and drafting opinions and other papers. In the latter months of the first six months pupillage, pupils attend Court with other members of Chambers (including the junior tenants) to ensure a spread of experience.
- 7.4 The pupil supervisor monitors the pupil's progress by the standard of the work done and discussing with the pupil how the work is proceeding. Each pupil is provided with a copy of the pupillage file prepared by the Bar Council and must ensure the Bar Council Chancery checklist is used and completed as the pupillage progresses. The checklist is reviewed and countersigned regularly by the pupil supervisor.
- 7.5 The pupil must ensure a copy of the fully completed check list is provided to the Head of Pupillage.

8 PUPILLAGE - THE SECOND SIX MONTHS

8.1 By the end of the second week of the last month of the first six months the pupil will indicate to the Head of Pupillage whether a second six months is required.

The Head of Pupillage will then:

(i) Ask pupil-supervisors to advise whether the first six months have been completed to their satisfaction and whether they recommend extension of the pupillage and then

(ii) Inform the pupil whether pupillage is extended after having regard to the recommendation of pupil-supervisors and the policies referred to at 5.1.3

Should the Head of Pupillage decide not to extend the pupillage then the pupil may appeal that decision by letter to the Head of Chambers within 5 working days of notification of the decision of the Head of Pupillage. The Head of Chambers shall convene a panel of up to 3 members of Chambers who shall consider the appeal within 10 working days of its receipt and forthwith inform the pupil of their decision

8.2 During the second six months, if a pupil receives instructions he/she must:

i) discuss the work with their pupil supervisor,

ii) confirm with the pupil supervisor that he/she is covered by professional indemnity insurance,

iii) inform the Senior Clerk if the work has not been allocated through the clerks' room.

8.3 All pupils wishing to take on cases under the free representation scheme are able and encouraged to do so, but must first notify the Senior Clerk.

8.4 Pupils are given work to do as and when it is available from the clerks and all such work is closely monitored by the pupil supervisor. Pupils may also be

requested to accompany other members of chambers to view cases of particular interest.

9 CONTINUING EDUCATION

9.1 Pupils must attend all compulsory courses and continuing education seminars that are from time to time provided for them by the Inns and other bodies. Chambers will pay the fee for the “Advice to Counsel” course for those pupils who attend the course whilst a pupil in Chambers.

9.2 Chambers runs its own seminars for pupils and these are also compulsory. Their objective is to provide pupils with a better understanding of Chancery practice and procedure.

9.3 Pupils may attend the voluntary courses offered by the Inns and others and are strongly encouraged to do so. Any fees for these courses will not be paid for by Chambers, but the pupil must first obtain the consent of his or her pupillage supervisor.

9.4 The pupil is responsible for maintaining a record of all training and professional development that has been received throughout the pupillage. The training record will include the checklist, suitably completed and also all additional courses, seminars and training attended. Such record should show:

- the date of any course/training
- the title of the course/training
- the course or training provider.

10 DISTRIBUTION OF WORK

- 10.1 The distribution of work among working pupils is carried out by the clerks on a rotational basis, subject to availability of the pupil, so as to ensure fair distribution.
- 10.2 Work distribution is monitored by computerised records of:
- the number of chargeable items of work;
 - fees earned.
- 10.3 The allocation of work to pupils is constantly monitored by the Senior Clerk to ensure fair distribution and equal opportunity. If any discrimination is identified the Senior Clerk ensures that action is taken to prevent recurrence.

11 GRIEVANCE PROCEDURE

- 11.1 It is expected in the first instance that the pupil should discuss any professional or Chambers' related problem with the pupil supervisor. If this is not possible or appropriate, the matter should be discussed with the Head of Pupillage. It is anticipated that virtually all problems can be resolved in this way.
- 11.2 In the event of the pupil wishing to raise the matter formally, he/she should refer the problem in writing to the Head of Chambers or if that is not possible or appropriate to the next senior member available, or ask the Head of Pupillage to do so. The Head of Chambers or appropriate person will discuss the matter with all parties concerned and endeavour to resolve the problem.
- 11.3 Where the Head of Chambers regards it as necessary or appropriate, he will appoint a panel of three members to consider the matter. The decision of the panel will be binding on all parties concern