



CROWN CHAMBERS

## **Crown Chambers Pupillage Programme**

Published 1<sup>st</sup> July 2020

1. Crown Chambers as an Authorised Education and Training Organisation (AETO) undertakes to provide training in accordance with guidance issued from time to time by the Bar Standards Board. Our appointed Head of Pupillage will oversee pupillage arrangements on a day-to-day basis. Chambers will have at least three registered pupil supervisors available to provide a pupillage.
2. Crown Chambers are based in Hull employing a clerking team consisting of senior clerk/family clerk, criminal clerk and fees clerk. We have 22 barristers as tenants and 4 QC door tenants. The exposure offered to a pupil is vast in its scope and potential. The pupil will be based out of Chambers in Hull.
3. Chambers has a particular focus within family and criminal law spheres.
4. In short there will be a wealth of relevant court work that will allow a pupil to flourish - allowing for an environment that satisfies all the requirements of pupillage training and development.
5. Feedback will be continuous for both pupil and supervisor. Chambers impressive team of experienced Counsel has a lengthy track record of training Pupils to the highest of standards. Flexibility in the delivery of feedback is encouraged as is constant self-reflection.
8. Chambers continuous growth requires further experienced counsel to join the team in the next 12 months additionally to the offering of pupillage to assist in our rapid expansion. It is forecast that pupillage opportunities will be offered annually.
9. Chambers is committed to providing training as set out within the Professional Statement for barristers, which will provide the parameters for training within our set. All barristers in chambers are to be accustomed to this document given it will form the training environment for all pupils. Further prior to the commencement of pupillage, pupils are required to be familiar with this document and use it for reference during their professional training.

### **Call Year objectives**



## CROWN CHAMBERS

Supervisors will conduct the assessment of the pupil in accordance with 'The Professional Statement for Barristers' including the threshold standard and competences. Training plans must be geared around the Professional Statement and supervisors will follow the below training plan/objectives encompassing

- Barristers Distinctive Characteristics
- Personal Value and Standards
- Working with others
- Management of Practice

In order to achieve these objectives the below plan is to be followed in conjunction with guidance set out within the Professional Statement. This is not rigid and flexibility is encouraged.

### **An understanding and appreciation of the operation in practice of the rules of conduct and etiquette at the bar**

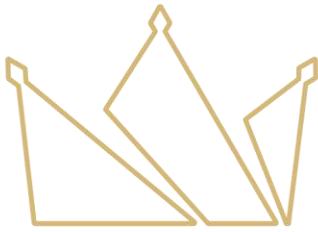
1. The aim is to ensure that the pupils have a thorough understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar and achieve a working knowledge and understanding of the Code of Conduct and the written standards for the conduct of professional work.

1.1 The pupil will gain an understanding of the operation in practice of rules of conduct and etiquette at the Bar and will achieve a working knowledge and understanding of the code of conduct and the written standards for the conduct of professional work. Whenever a point of conduct and etiquettes arises in practice, the opportunity will be given to consider the point with the pupil.

1.2 The barrister team appears daily in the Family/Crown Court and will provide a working experience of the necessary conduct and etiquette expected of counsel both in and out of court. This will be managed 'ad hoc' depending on diary commitments. Through exposure to court, robing room, and conversations with the pupil supervisor the necessary training in conduct and etiquette will be provided

### **Experience in undertaking legal research to solve real problems of drafting and of opinion writing**

2. There will be significant exposure to drafting of legal documents. Across Chambers paper-based work will be sourced to build a rounded knowledge base - in addition to



## CROWN CHAMBERS

opportunities to work with other members of Chambers across differing areas of law.

2.1 The aim of the pupil supervisor is to enable the pupil to develop the necessary writing and drafting skills by producing and obtaining feedback on written examples of work. Furthermore, the pupil supervisor will work with the pupil on legal research skills, developed from those in place on the Bar Course. However, these will be enhanced, in order to ensure that the pupil can correctly apply all sources of information.

2.2 The pupil will practice and develop the necessary skills by producing practical work, receiving constructive feedback on that work from the pupil supervisor. The pupil supervisor will give feedback on a pupil's work as soon as possible whilst the work is still fresh in the mind of the pupil.

2.3 By the end of the pupillage, the pupil will be able to demonstrate the appropriate degree of competence in each of the relevant skills in all areas of written work. The development of research skills will be largely pupil-centered. However, the pupil supervisor will provide direction as needed. The pupil will be assisted as necessary to learn how to locate and employ all relevant sources of information

### **Sufficient exposure to the work undertaken by his/her pupil supervisor to gain an understanding and some experience of working in that type of practice**

3. The pupillage is for twelve months with a nominated pupil supervisor for the full period. During the first six months the pupil will be expected to read and become familiar with the supervisor's current cases and be in a position to discuss in detail the relevant issues and how they might be approached during the trial. The pupil will attend court and conferences with their pupil supervisor, carry out research into areas of the law and work on their papers.

### **Preparation of a case for a hearing (factually, legally, and procedurally)**

3.1 Depending upon the nature of the case, the pupil supervisor will guide the pupil to consult the relevant civil procedure or criminal procedure.

3.2 The pupil will be guided by the pupil supervisor in each case observed to learn the following basic things:

Facts of the case:



## CROWN CHAMBERS

The Law:

The Legal Procedure:

The pupil supervisor will stress on the pupil to be well-organised and alert, and to listen carefully and plan ahead and objectively do the following:

- write things down
- organise their thoughts
- ask questions
- do research
- talk to your pupil supervisor, and
- observe other cases in court

3.3 The pupil supervisor will point out to the pupil that presenting a case in court starts well before anyone gets into a courtroom.

3.4 The pupil prior to attending court will be expected to have mastered the full facts of a case.

3.4 These expectations will continue for the full period of the second six when the pupil is not undertaking work of their own.

### **Experience through observation or otherwise of negotiation and conference skills**

4. There will be occasions, particularly during the first six months, when the pupil will spend time with other members of Chambers to broaden their experience. Further, there will be a requirement to assist other members of Chambers with research or paperwork when required. This will also lead to an opportunity to observe conference and negotiation skills in both criminal and civil settings. Members of Chambers will be consulted by the pupil supervisor at regular intervals to assess relevant ongoing training opportunities. This will be managed on a weekly basis.

4.1 Even where participation in negotiations and conferences is based on observation, pupils will be as actively involved as possible. The objective will be to raise the pupil to a standard where he or she can competently conduct a conference or negotiation. If a particular topic does not arise during a pupillage (for example negotiating with a litigant in person) a pupil supervisor will discuss with the pupil the sort of difficulties and pitfalls that can arise in such a situation and how to avoid them. The pupil supervisor will initial and date when he/she considers if the pupil has achieved a





CROWN CHAMBERS

satisfactory standard having regard to the objective set out.

### **Practical experience of advocacy**

5. A fundamental objective of the pupillage is that the pupil should develop and practice the skills necessary to be an effective advocate. In addition to the basic techniques of oral advocacy, these skills will include legal research, fact management and written presentations in particular skeleton arguments. The pupil will develop the ability to bring all these skills together especially under pressure or at short notice and will be able to deploy them efficiently and effectively.

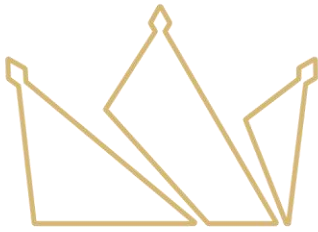
5.1 The development of Advocacy skills will depend, to a significant extent, on observation by the pupil, but the pupil supervisor will discuss both the basic techniques of the oral advocacy and any specific points that might arise in a particular case, so that the pupil may observe intelligently, and derive benefit from observations made.

5.2 The pupil supervisor will encourage the pupil to attend as wide a range of courts and tribunals as possible having regard to the type of work that the pupil is likely to take on in the early years of practice. If the opportunity to attend a particular type of court does not arise in the course of a pupillage, the pupil supervisor will discuss any particular aspects of advocacy that the pupil should consider in respect of such a court and in the case of a first six month pupil the supervisor will encourage the pupil to make good the omission during the subsequent period of pupillage. During the second six months, if a pupil is doing his or her own work, the pupil supervisor will exercise supervision over the pupil's preparation and take time to evaluate the process. In addition, the supervisor will encourage the pupil to attend the advocacy course provided by his or her Inn or Circuit in the first six months.

5.3 Towards the end of the first six months the pupil will observe the type of work that they will be expected to deal with in their second six months.

5.4 CPS 'sessions' at local Magistrates Courts and Magistrates defence trial work during the second six of the pupillage, will provide the basis of adversarial development in addition to any further adversarial opportunities that are deemed suitable. Applications to the CPS Advocates Panel will also be encouraged at Level 1.

### **Experience through observation or otherwise of trials and appeal proceedings in the higher courts**



CROWN CHAMBERS

6. The pupil supervisor will ensure that the pupil's diary is consulted weekly to allow for the most relevant training opportunities to be sought in conjunction with his/her diary and the diaries of the members of Chambers. Thus to allow for the pupil to gain the fullest breath of hearing/trial and appeal proceedings experience in the higher courts.

6.1 In the absence of exposure to a particular court setting all efforts will be made seek out potential opportunities of attendance during the 12 month pupillage.

6.2 The pupil supervisor will explain and emphasise to the pupil the importance of each setting.

### **General**

7. Chambers operates a shared desk policy within the barrister team and has access to computers with access to all recent case law, statutes, reports and articles. All pupils will receive access to legal research tools offering access to all recent case law, statutes, reports, articles and colleagues.

8. We will expect hard work during pupillage and in return we will ensure that our pupil has a breadth and depth of experience needed for a successful career at the bar. Remote working will be offered when flexibility is required.

9. The pupil will meet their pupil supervisor for an introductory session on a mutually convenient date before pupillage starts. During that meeting they will be taken through the Pupillage Policy Document, our expectations, our commitments to pupillage, our Equality and Diversity Policy and our grievance procedure.

10. There will be introductions to the members of Chambers and our pupil will be shown around the building, being made aware of the health and safety considerations relevant to the building and its users and issues concerning security. A meeting with the pupil, Head of Pupillage and Head of Chambers will be arranged as soon as possible. All relevant policy documents such as our equality and diversity policy and complainant and grievances policy will be provided at this introduction.

11. The pupil will receive continuous assessment and informal feedback from their pupil supervisor throughout their pupillage. Progress will be monitored with reference to the areas of the professional statement – working predominantly towards criminal/family practice. Written exercises, such as drafting documents and advices,



## CROWN CHAMBERS

will be set with an expectation to keep a portfolio of written work. The pupil will be set practical exercises in advocacy and professional ethics and conduct advocacy training at regular intervals.

12. During the second six the pupils work will be supervised by the pupil supervisor when practicable and outcomes reviewed; receiving feedback concerning court work: this will include feedback back from other solicitors, colleagues and judges. The pupil will receive periodic formal assessments, using the pupillage training plan. The Head of Pupillage will periodically check that these procedures are being followed and discuss the pupils progress.

13. Chambers covers courts all over the North East Circuit and beyond. Pupil's traveling expenses will be reimbursed.

14. Ultimately we will use the Professional Statement as the core basis of the work that the pupil should undertake in pupillage.

15. All appropriate training to understand the restrictions on the supply of legal services will be emphasised.

16. There is an expectation that the pupil will have mastered the fundamentals of criminal and family law so as to form a competent practitioner. It is expected that the pupillage will have a criminal law and family law focus but with exposure to all other areas of law. All appropriate advocacy opportunities will be offered with the required support.

17. It is a necessary part of pupillage that the pupil attend training sessions organised by their Inn and the Circuit. The firm will meet a pupil's necessary traveling expenses in respect of such training.

18. The joining of the North East Circuit will be encouraged to foster relationships with other barristers on circuit and also to take advantage of the learning opportunities offered.

19. Pupils will be required to read all Equality and Diversity Policy documents and apply the same.

20. Assessment may involve the below;

- Oral and written feedback (solicitors, clients, clerks, pupils supervisors, other



**CROWN CHAMBERS**

barristers)

- Assessment of in-house advocacy exercises
- Attendance at internal training