



CROWN CHAMBERS PUPILLAGE POLICY DOCUMENT

Published 1st July 2020 amended 3rd May 2022

1. The Regulatory Framework for Pupillage

1.1 Chambers policy is to ensure that effective procedures are in place for the management by it of pupillage/s. The Pupillage Committee will coordinate the management of pupillage/s. The Pupillage Committee will monitor and report on the effectiveness of Chambers' pupillage policies.

1.2 The number of pupillages on offer each year is for the Pupillage Committee and Head of Chambers to determine at the Annual Meeting in April. This number may increase following a recommendation by the Pupillage Committee. Head of Chambers must approve the recommendation, which will be communicated to all applicants in the relevant advertisement. Chambers will presume that any pupil offered a pupillage would want to remain in Chambers following at the end of it. Prospective pupils are to be made aware of this from the beginning of the process.

1.3 The length of the pupillage on offer is twelve months. In certain circumstances, the Chambers will consider offering pupillage of less than 12 months should the applicant have completed part of their pupillage in another way. Each case shall be judged on its own merits.

1.4 Chambers follows Section C2-3 of the Bar Standards Board (BSB) and Annex R to the Code of Conduct. The award will be in line with BSB guidance. Pupils will pay 12% (plus VAT) rent on income in excess of the pupillage award from commencement of second six.

1.5 Chambers does not expect pupils to re-pay the award if his/her pupillage is not completed. This applies even if the pupil decides not to remain in Chambers. Chambers also pays for any obligatory training required during pupillage. Chambers reimburses pupils for travel expenses reasonably incurred during pupillage. Pupils leaving before the completion of their pupillage are not required to repay all or part of the monies received prior to their departure, except in the case of misconduct.

2. Recruitment and Selection for Pupillage

2.1 Chambers is committed to the Pupillage Gateway, the recruitment process is by way of covering letter and CV with the details of the same being published both on our website and the standard pupillage recruitment websites. Chambers commits to the advertising requirements as set out in the BSB Hand book at Rule Q61.

2.2 The Head of Chambers appoints the Pupillage Committee. The Committee will follow the principles set in the BSB Handbook.

2.3 Chambers is committed to a policy of equal opportunities and candidates are welcome regardless of race, ethnic, or national origin, nationality, citizenship, gender, gender reassignment, sexual orientation, marital status, disability, age, religion or political persuasion. We aim to recruit candidates, regardless of their background, who can demonstrate the necessary commitment to a career at the Bar and in particular to Chambers. The recruitment of pupils is to be taken very seriously because every pupil is selected on the basis that it is hoped they will go on to become a Tennant.

2.4 We look for applicants who not only demonstrate intellect and sound legal knowledge but who balance this with common sense and a pragmatic approach that makes them accessible to solicitors and lay clients alike.

2.5 All applications received are to be considered by members of the Pupillage Committee against standard criteria. In addition to the qualities detailed in the paragraph above and those generally expected, we look for ability to manage copious, detailed, and complicated information and to communicate such information in a straightforward manner, evidence of interaction with a wide range of people from a variety of social and professional levels, the ability to prioritise work commitments whilst sustaining other interests or facing life's challenges, and of the ability to cope and achieve results under pressure.

2.6 No formal requirements are imposed as to the level of degree or BPTC attained, although our assessment process does take this into account, and as a rule a 2:1 is required at degree level, as a minimum, and a Very Competent at the BPTC. Candidates falling outside these criteria are however always considered when extenuating circumstances prevail.

2.7 From the total application pool around 12-15 candidates will to be short-listed for first-round interview. All members of the Pupillage Committee generally conduct the Interviews, which will over the course of a weekend (or 2 consecutive Saturdays). Each interview will last around fifteen minutes and candidates will be asked 5 set questions devised by the committee, there may also be some general questions, and the aim of each is to tell us about you, your personality, and your suitability to Chambers. We will avoid attempting to challenge your intellect during this process since we already know you have the intellectual ability to succeed if you have been invited for interview. As well as getting to know you, however, we do use this opportunity to assess your ability as an Advocate but in a general sense rather than via a particular exercise.

2.8 A limited number of no more than 6-8 successful candidates (usually) will then be called to attend a second-round interview. This is generally held on a weekday evening within a fortnight of the initial interview and is a 30-minute or more interview. The interviewing panel will generally remains the same, although sometimes other members sit depending upon members' Court commitments.

2.9 This second interview normally comprises of both an Advocacy exercise (either a legal application made available upon arrival with 30 minutes to prepare) or a more general exercise where candidates are asked to pick a topic from a range offered to

them, which is prepared in advance. Sometimes both will be required. There will also be further general questions asked of candidates at this time.

The Pupillage Committee

3.1 The Pupillage Committee will be made up of three members of Crown Chambers including the Head of Pupillage. The Head of Pupillage sits on Chambers' Management Committee and will chair the Pupillage Committee.

3.2 The Pupillage Committee will be responsible for pupils' training and support during pupillage. The Pupillage Committee will also be responsible for advertising any pupillages offered and the arrangement and conduct of the interviews of the candidates. This will include:

- (a) setting the interview questions and marking system that will be used to assess the candidates;
- (b) setting and organising the procedure and timetabling for interviews, together with convening the interview panel;
- (c) formulating an appropriate topical problem together with model answer and agreeing the marking system to be used to assess the candidates.

All members of the Pupillage Committee must have attended Equality & Diversity Training and Fair Recruitment & Selection Training and must keep themselves abreast of developments in this area.

The Pupillage Committee will also be responsible for:

- (a) ensuring that at the end of each period of pupillage the certificate of satisfactory completion of pupillage is signed and submitted to the BSB by the pupil; and
- (b) reviewing and revising this Pupillage & Recruitment Policy Document.

4. Supervision of Pupils

4.1 The Pupillage Committee will review the availability of pupil supervisors each year. Chambers encourages all eligible and suitable members to apply to become a pupil supervisor, to ensure that pupils in Chambers have the opportunity to be involved in as wide a range of work as possible. It is understood that it is for Chambers to decide who is suitable and competent to take on the role. All mandatory training will be adhered to.

4.2 All pupil supervisors must abide by rules as set by the BSB Handbook.

4.3 All pupil supervisors are registered and commit to the necessary training (and recruitment training) every 5 years. They must have completed the required training referred to within the BSB handbook.

5. Training and Responsibilities

5.1 Pupils are expected to start their training on their first day in Chambers. The Chambers senior clerk and Head of Chambers will deal with the general introduction to Chambers. The pupil supervisor will deal with the following:

Chambers background, services and clients;

- Organisation, Committees and key personnel;
- The responsibility for the management of pupillage (the Pupillage Committee);
- The pupils' responsibilities and duties (as detailed in the BSB's Handbook);
- The pupil supervisor's duties and responsibilities (as detailed in the Handbook);
- Chambers management systems;
- The procedures specific to pupillage; and
- The grievance procedure AND all other relevant policies

6. Pupillage

6.1 The appointed pupil supervisor has the duty of overall supervision of a pupil during his/her pupillage. However:

(a) The pupil can also expect to work with other Members Chambers during the first six months of pupillage. He/she will assist them with the preparation of court work, conferences and general research.

(b) During the second six months' of pupillage, he/she will conduct his/her own work (with assistance from the pupil supervisor where necessary) but also accompany his/her pupil supervisor, or others, if not doing his/her own work. Pupils may also undertake marshaling for a few days. Application to Level 1 on the CPS Advocates panel will be encouraged as will the joining of Circuit. All associated costs will be reimbursed.

7. Roles and Duties of the Pupil Supervisor and Pupil

7.1 Pupil Supervisors

7.1.1. Supervisors will make themselves available at all reasonable times, for discussion with the pupil, regarding all work related topics. They will also seek to assist with any personal issues raised, which may affect the performance of the Pupil.

7.1.2. Supervisors will conduct the assessment of the pupil in accordance with The Professional Statement for Barristers, including the threshold standard and competences. It may assist if checklists are used – though that is at the discretion of the supervisor. Training plans must be geared around the Professional Statement. Assessment may involve the following;

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

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

7.1.3. The Supervisor will encourage the pupil to undertake work for other Members when the opportunity arises. Any requests to do so will be made through the Supervisor.

7.1.4. The Supervisor will include his/her pupil in discussions at all stages of his/her cases, including research, preparation and conferences.

7.1.5. If the Supervisor is away from Chambers, the pupil will be assigned to another member of Chambers

7.2 Pupils

7.2.1. Pupils must ensure that they maintain confidentiality at all times.

7.2.2. Pupils must complete a contemporaneous record of the following:

- Registration of pupillage document,
- Updated Training plan in conjunction with the Professional Statement
- Diary of work
- Induction records with Chambers Administrator,
- Any review forms (and ensure their supervisor completes his/her own review forms) and forward copies to the secretary of the Committee.

7.2.3. They should help maintain the Chambers Library in terms of updating loose leaf publications.

7.2.4. They may take holidays in accordance with the agreement of their Supervisor and their supervisor. No more than 20 days (excluding bank holidays).

7.2.5. During the first six months of pupillage, the pupil is generally expected to work between the hours of 9.00 and 17.30. Such timings are subject to the expectations of the Supervisor.

8. Monitoring and Review of Progress

8.1 Chambers tries to ensure that effective procedures are in place for the monitoring and review of the progress of the pupillage. The Supervisor is expected to monitor the work and progress of the pupil. The review process ensures that any problems or difficulties may be raised and dealt with quickly and effectively.

8.2 After one month of pupillage, the pupil and Supervisor will independently of one another, confirm to the Head of the Pupillage Committee and Head of Chambers that the pupillage is working.

8.3 The Pupil and Supervisor should meet at least once a month to discuss the progress of the pupillage. The pupil and the Supervisor will complete a review form at the following stages:

Month One
Month Three
Month Five
Month Seven
Month Ten

These are sent to the Secretary of the Committee. The Secretary shall circulate the review forms to the rest of the Committee.

8.4 Pupils should self reflect upon their progress and report their thoughts during these meetings. This could be presented in a flexible way as agreed between pupil supervisor and pupil.

8.5 After the review at month five, the Supervisor shall indicate to the Head of the Pupillage Committee whether or not they are prepared to sign the first six pupil off at six months as being fit to practice.

8.6 If the Committee has any concerns, the Head of the Committee will set out these concerns for the benefit of both the pupil and the Supervisor. It is the responsibility of the Secretary of the Committee to arrange the reviews. The Committee will report to the Head of Chambers who will decide on the offer of tenancy.

8.7 The Committee will hold a review of the pupillage after about ten months. They will take into account all the review forms, a report from the Members together with the progress and performance reports obtained by the Supervisor from, for example, Judges or client reviews, if appropriate. The Committee will report to Head of Chambers.

8.8 The Supervisor ensures that the training plan has been adhered to and the 4 core objectives of the Professional Statement are satisfied. Ultimately it is the responsibility of the supervisor to satisfy himself or herself that the pupil has the knowledge, skills and attributes required to be a barrister. Copies of training records are provided to the Pupillage Committee and the Bar Council as necessary. Copies of training records are to be kept for 3 years. They will be available for inspection on request.

8.9 In addition to the grievance procedure referred to below, the Supervisor, any Member of the Chambers, or any member of the Pupillage Committee, may request a meeting of the Committee to discuss any issues arising from the pupillage. These might include, for example, the review forms, or any other relevant matters. Chambers will strive to deal with them quickly and effectively.

9. Offer of Tenancy

9.1 The decision to offer tenancy must be based on performance during pupillage. Pupils are to be considered for tenancy towards the end of the pupillage (month 10) once they confirm that an application for tenancy is being made. It is anticipated that it will be rare for pupils to be asked to undertake a third-six pupillage.

9.2 It is acknowledged that awaiting a decision on tenancy is a worrying time for pupils and efforts will be made during the pupillage to provide reassurance with the provision of early intervention to iron out any difficulties as early as possible.

9.3 Pupils who have worked hard, shown commitment to Chambers and a career at the Bar, and who have the necessary skill set to promote Chambers will generally be recruited. The pupil, therefore, will be judged in their own merit and rewarded according to the effort put in.

9.4 The final decision is taken at a meeting of the Pupillage Committee and the Head of Chambers. The pupil is notified of the decision as soon as practicable thereafter.

9.5 If the pupil is not offered tenancy, Chambers will, wherever possible, support the pupil to find alternative pupillage, tenancy, or employment.

9. Complaints and Grievances

10.1 Chambers makes every effort to ensure that the pupillage is free of problems. However, we recognize that difficulties and problems may arise from time to time. Chambers has regard to section 15 of the Handbook.

10.2 In the unlikely event of day-to-day difficulties or problems, we encourage pupils to raise the matter/s with his/her Supervisor so that such matters can be dealt with informally. However, in those cases where the grievance is more serious, or where informal discussion does not lead to improvement, Chambers will use the grievance procedure set out below.

10.3 The object of this procedure is to provide any pupil who considers he/she has a grievance with an opportunity to have it examined quickly and effectively. If a grievance is deemed to exist, Chambers wants to make sure it is resolved, if possible, at the earliest practicable moment. All grievance proceedings and records will be kept strictly confidential.

10.4 This procedure establishes the appropriate steps to be followed when pursuing and dealing with a grievance.

10.5 At all stages of the procedure, the pupil has a right to be accompanied by a Member of Chambers other than their Supervisor, or another appropriate person, at any hearings. Chambers will keep a record of all meetings or hearings. The record must be agreed by those present as a true and accurate account.

Stage 1

If a pupil has a grievance relating to his/her pupillage, he/she should approach his/her Supervisor in the first instance. He/she will ensure the matter is discussed with the pupil within five working days from the time the grievance is first raised.

Stage 2

In the event that:

- (i) The pupil feels the question has not been satisfactorily resolved; or
- (ii) The grievance relates to the Pupil Supervisor he/she may raise the matter with the Head of the Pupillage Committee. Upon receipt of such a request, the Pupillage Committee will arrange to meet to hear the grievance. If the Supervisor is on the Committee, he/she shall not have a role in the grievance procedure. It is the responsibility of the Head of the Pupillage Committee to arrange for the hearing to be held within five working days of the grievance being raised with him/her, or as soon as is reasonably practicable thereafter. There must not be any undue delay in hearing the grievance.

Stage 3

If the Pupil is not satisfied with the response from the Pupillage Committee, or has not received a response from it, within three working days after the hearing, he/she may request a meeting with Head of Chambers. Head of Chambers will then arrange to hear the grievance. Head of Chambers must arrange for the hearing to be held within five working days of the grievance being raised with him/her. He/she will provide a decision as soon as possible and no later than ten working days from the grievance being heard.

The decision of the Head of Chambers is final.

11. Pupillage File

11.1 Chambers keeps a Pupillage file. Any pupil, Supervisor or Member of Chambers may consult the Pupillage File, or the Secretary to the Committee to clarify any matters concerning pupillage. Credential check will be carried out with BPTC providers and University records departments prior to the offering of pupillage – all necessary information enabling the recovery of such information is to be provided by the perspective pupil barrister.

11.2 Chambers will require the details of two referees to be provided. At least one of these references must be an academic reference from the qualifying law degree. Please note that references are vital and it is the responsibility of the applicant to ensure that they are sent to us. We will not ourselves seek or chase up references if they are missing and it could cause delay.

11.3 Applicants will be required to sign the ‘Applicant’s declaration’ on their application form at the time of submitting their application. By signing the declaration they will confirm, amongst other things, that: the contents of their application form are

true; they are of good professional standing; they have no pending criminal or professional disciplinary proceedings or investigations; they have no unspent criminal convictions or cautions; they no know of no other good reason why they would not reasonably be considered a fit and proper person to practise at the self-employed Bar.

11.4 Successful applicants for pupillage with us will be required to provide (prior to commencing pupillage) evidence of their credentials. This is a condition of our pupillage offer. We will require Pupils to provide to us as soon as possible:

1. a certified copy of their undergraduate degree certificate;
2. a certified copy of their undergraduate examination results
3. a certified evidence of satisfactory completion of the vocational component within the five- year limit;
4. a evidence that they are a member of an Inn of Court and that they have been Called to the Bar;
5. a evidence that immigration visas have been obtained, where relevant; and
6. a evidence that waivers have been granted by the BSB, where relevant.

12. Barristers

Chambers has no formal policy in relation to the recruitment of barristers/tenants. Any applications are welcome at any time. They should take the form of a covering letter and CV. Applicants will be invited for interview with relevant members of Chambers. They should attend with any relevant documents, including any references, recommendations and financial information. Chambers will deal with correspondence and communicate any decision quickly.

13. Mini-Pupils

There is no set time-period for taking Mini-Pupils, each application for Mini-Pupillage is judged on its own merits. Ordinarily applications for Mini-Pupillages will be accommodated depending on workload and the situation in the Chambers at the time. Members of Chambers wishing to offer a Mini-Pupillage to a suitable candidate of their own volition may do so, but it is their responsibility to look after that Mini-Pupil throughout their time in Chambers

3rd May 2022