

# **Pupillage Policy**

**NEW BAILEY**  
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CHAMBERS

## **Introduction**

This Pupillage Policy sets out the process for the advertisement, selection and administration of pupillages within New Bailey Chambers. This also includes the roles and responsibilities of pupils and pupil supervisors, the finance of any pupillage, selections for tenancy and complaints procedures. This Policy is drafted in accordance with the Bar Standards Board Handbook, the Bar Qualification Manual, Bar Professional Statement and the Equality and Diversity rules.

New Bailey Chambers is committed to the principles of equality and diversity alongside fair recruitment and selection. Our Policy is designed to provide the framework to ensure those principles are upheld.

We take great care to ensure that our pupillage application and selection process is conducted fairly. We are committed to following our well defined selection procedures, ensuring that all pupils are funded in accordance with the Bar Qualification Manual and BSB Handbook, establishing and following written training programmes in accordance with the Professional Statement for Barristers whilst ensuring fair distribution of work and opportunities to pupils, complying with pupillage monitoring requirements and ensuring pupils are offered the highest levels of support throughout pupillage.

The Bar Qualification Rules set out the three stages of education and training as:

- 1 The academic component
- 2 The vocational component
- 3 The pupillage or work-based component

New Bailey Chambers only offers the pupillage/work based component of training for the Bar.

We offer pupillages through the approved three-step pathway, the four-step pathway and the integrated academic and vocational pathway. We do not offer pupillages through the apprenticeship pathway.

We consider applications from candidates who are yet to complete the academic or vocation components; however we do require candidates to complete those components prior to commencing their pupillage at New Bailey Chambers.

Our pupillage is designed to enable our pupils to exceed the threshold requirements contained in the Professional Statement for Barristers. Successful pupils will be able to demonstrate an excellent understanding and practical application of the key components of the Professional Statement for Barristers, namely;

1. Barristers' distinctive characteristics – *legal knowledge, skills and attributes; practical knowledge, skills and attributes; advocacy; professional standards.*
2. Personal values and standards
3. Working with others – *at work and with lay individuals.*
4. Management of Practice – *personal practice management at work level; professional compliance and work.*

We are proud that New Bailey Chambers has a 100% pupillage success rate and endeavour to ensure our high standards are maintained into the future.

## **Pupillage Committee**

1. The Committee will consist of at least three members of Chambers but not more than five members. The committee and chairperson will be selected by our Management Committee.
2. At least two members of the Pupillage Committee must have recently received formal recruitment and equality and diversity training.
3. The Committee will comprise as diverse a group as possible, with seniority, age, gender, social, ethnic and practice areas being taken into consideration during selection.
4. The Pupillage Committee will be responsible for ensuring the implementation of the Pupillage Policy.
5. The Pupillage Committee will be responsible for advertising any pupillages offered.
6. The Pupillage Committee will be responsible for organising the procedure and timetabling of interviews; setting and marking interview questions that will be used to assess the candidates; formulating any topical problems and model answers to be used in assessing candidates; informing candidates of the result of their applications or interviews.
7. The Pupillage Committee will be responsible for assigning a Pupil Supervisor to the successful candidate.
8. The Pupillage Committee and Head of Chambers will be responsible for overseeing the registration of any pupillage, ensuring that at the end of each period of pupillage the certificate of satisfactory completion of pupillage is signed and submitted to the Bar Standards Board by the pupil.
9. The Pupillage Committee will be responsible for ensuring the Pupillage Policy is reviewed annually to ensure regulatory compliance.

## **Pupillage Selection Process**

1. New Bailey Chambers is committed to equality of opportunity and selects pupillage candidates on merit and ability. Chambers will always seek pupils who show motivation and personal qualities that complement their academic and intellectual potential. Those principles are regardless of protected characteristics including sex, gender, sexual orientation, age, race, ethnic or national origin, civil or marital partnerships, disability, pregnancy/maternity, religion or belief.
2. We believe it is important to open the profession to as wide a range of candidates as possible and we will consider applications from those wishing to undertake a flexible or a part time pupillage.
3. Chambers will undertake to make any reasonable adjustments to interview candidates in line with our Equality & Diversity Policy and Reasonable Adjustments Policy. All of Chambers policy documents are available to candidates upon request.
4. In order to promote equality and diversity at New Bailey Chambers, we shall collect and monitor data of pupillage applicants. This information will remain strictly confidential and be used only for the purposes of monitoring in accordance with our Equality and Diversity Policy.
5. The selection criteria and scoring system will be reviewed each year before Chambers advertise for pupillage. Applications shall be anonymised by a member of Chambers who is not sitting on the Pupillage Committee to ensure fairness. Chambers will be seeking applicants that meet the selection criteria. The current criteria are:
  - a. Intellectual qualities demonstrated by academic achievement.
  - b. Inter-personal skills; the applicant must demonstrate an ability to interact with members of Chambers and display the qualities to work as part of a team. They must demonstrate the ability to effectively communicate with professional and lay clients.
  - c. Self-motivation; the applicant must show that they have the motivation and drive to be successful at the self-employed Bar.

- d. An ability to communicate clearly and persuasively and demonstrate strong advocacy skills that can be developed through pupillage.
  - e. The applicant must demonstrate that they have the ability to absorb, assimilate and analyse information.
6. Chambers policy is to recruit one pupil in a twelve month period (usually beginning in April or October) subject to the quality of candidates and the predicted level and type of work available.
  7. Chambers will advertise pupillage on the Pupillage Gateway, [www.pupillagegateway.com](http://www.pupillagegateway.com) and in accordance with the Pupillage Funding and Advertising Requirements and the Equality and Diversity Code of the Bar.
  8. Chambers may from time to time use additional methods of advertising when the Pupillage Committee feels that it is appropriate to do so.
  9. Applications should be made in the specified time period and in accordance with the procedure as agreed by the Pupillage Committee and as advertised.
  10. Applicants will be contacted by using the details provided in their applications but Chambers would ask all applicants to provide an email address to ensure a prompt reply.
  11. The Pupillage Policy will be sent to candidates selected for interview to enable them to familiarise themselves with the process and terms of pupillage.
  12. All applications will be acknowledged and considered by the Pupillage Committee. The anonymised applications will be assessed in accordance with pre-determined selection criteria which will be applied consistently to all applicants.
  13. Applicants will require a minimum 2:2 classification of undergraduate degree and will have completed the academic and vocational stages of training for the bar before a pupillage can commence.
  14. We acknowledge that the selection process can be stressful and challenging to candidates and we will make every effort to administer the process as efficiently as possible.
  15. All applications will be dealt with in the strictest confidence. All personal information will be held and processed with the sole purpose of selecting pupillage candidates

and monitoring diversity data within chambers. All personal information will be held in accordance with UK GDPR and will never be passed to third party organisations. Data will be kept for period of two years and will then be disposed of securely.

### **First Round Interviews**

16. First round interviewees will be required to sign a declaration form confirming that the contents of their pupillage application are true; they are not subject to any current or pending criminal or professional proceedings or investigations; they have no criminal convictions or unspent cautions; They know of no reason why they would not be considered a fit and proper person to practice at the Bar; They have completed the vocational component; they are a member of an Inn and have been called; they have completed the required qualifying sessions.
17. The Pupillage Committee will be responsible for the format and questions to be asked at interview but the format and questions will be the same for each applicant. Candidates will be asked to attend 20 minutes before their interview time to allow them to prepare for any advocacy exercise. At the conclusion of each interview the applicant will be invited and given the opportunity to ask questions of the Pupillage Committee. The applicant will also be informed of the date that they can expect to be informed if they have been successful in being invited back for a second interview.
18. Any applicant not invited for a second interview can request feedback if they wish. It is anticipated that any request for feedback will be provided within a week of the request.
19. Interviews will take place on weekdays, weekends or evenings and although there will be set times for interviews, Chambers will endeavour to be flexible and accommodate requests where possible.

### **Second Round Interviews**

20. Second round interviews will follow a similar format to the interviews conducted in the first round but may have their format altered from time to time. However all applicants will be informed in advance of the format.

21. Interviewees will be required to attend 20 minutes before the interview time and be given a short advocacy exercise to prepare. This will usually be a plea/sentence mitigation or bail application.
22. The successful applicant(s) will be informed of the offer of pupillage (Via a Pupillage Offer Letter) within seven working days and that offer will remain open for fourteen days and the applicant will be asked to respond as soon as possible but within 14 days. A minimum of two references will be required for the successful applicant and the offer of pupillage is subject to the references received.
23. The Pupillage Offer Letter will set out the dates of the pupillage being offered, the details of the award and practical information to efficiently facilitate the commencement of the pupillage.
24. A reserve list of potential candidates will be created in the event that the successful applicant declines the offer of pupillage.
25. In the event that the offer is not accepted within the fourteen day period, then the Pupillage Committee will reconsider which reserve list candidate to whom a pupillage offer should be made.
26. Any unsuccessful applicant can request feedback if they wish and it is anticipated that this will be provided within a week of the request.
27. If it is discovered that a successful candidate has made a false declaration when submitting their application which is incompatible with the Professional Statement for Barristers and Barrister Core Duties , Chambers reserves the right to terminate the pupillage with immediate effect.
28. As a condition of the offer of pupillage, successful applicants will be required to supply the following documents prior to commencing their pupillage:
  - a. A certified copy of their undergraduate degree certificate
  - b. A certified copy of their undergraduate exam results
  - c. A certified evidence of a minimum 2:2 classification in the qualifying law degree
  - d. Evidence of their Inn of Court and evidence of their date of call to the Bar
  - e. Evidence of any immigration visa status, if required
  - f. Evidence of any BSB waivers, as required
  - g. Evidence that the academic and vocational training components have been completed within the 5 year limit.

29. A Pupillage Agreement will be drafted and sent to the pupil along with Chamber's Policy documents for the pupil to review and sign. It shall contain the terms of the pupillage, how the pupillage will be conducted and what is expected of the pupil.

### **Roles and Duties of pupils and pupil supervisors**

1. Chambers' Pupil Supervisors are registered as approved Pupil Supervisors and will have completed Pupil Supervisor training within the last 5 years (3 years if they have not supervised a pupil in that time). They have undertaken the training and accreditation sessions for pupil supervisors and are in compliance with their obligations as set out in the Bar Handbook and the Bar Qualification Manual. They are also familiar with the Professional Statement for Barristers and The BSB Curriculum and Assessment Strategy. The Pupil Supervisor will also have a meeting with Chambers E&D Officer to discuss relevant policies prior to the pupil starting.
2. The Pupil Supervisor will be responsible for the supervision, tuition and guidance of the pupil in accordance with the BSB guidelines, Bar Qualification, Bar Professional Statement and the Equality Code of the Bar. They will liaise with the Management Committee to ensure that the pupil attends all compulsory training as required by the BSB.
3. It is Chambers Policy to have a least two qualified Pupil Supervisors. This is to ensure that if one Supervisor is absent for any length of time or cannot continue in the role due to unforeseen circumstances, the pupil will not be disadvantaged and their pupillage can continue with minimal disruption.
4. It will be the responsibility of the Pupil Supervisor to give guidance, advice and feedback on the pupil's work and to ensure that core requirements are met and the necessary standards of competence are obtained.
5. Regular appraisals will be arranged by the Pupil Supervisor to give feedback and identify areas which require further support or learning and for the pupil to discuss their progress. A written record of appraisals will be made and shared with the Pupillage Committee and kept on the pupil's pupillage file. A chambers checklist will be completed by the pupil supervisor to ensure the pupil completes the required competences to complete pupillage. Detailed records and feedback will be recorded which demonstrate the competences have been achieved.

6. The Pupil Supervisor will ensure the pupil keeps a detailed diary throughout their pupillage and will ensure the pupil checklist is completed.
7. If the Pupil Supervisor believes or is informed of any concerns over the pupil's performance, knowledge, abilities or welfare, the Pupil Supervisor will notify the Pupillage Committee immediately so that action can be taken to provide extra support to the pupil where required.
8. Pupil Supervisors will be required to facilitate a suitable training programme to enable the pupil to exceed the required threshold standards and competences in the Professional Statement for Barristers
9. The pupil will be required as part of their pupillage to read their Pupil supervisors papers in order to familiarise themselves with their workload. They will also draft opinions, skeleton arguments and other legal documents for the Pupil Supervisor to access, and undertake legal research for their Pupil Supervisor and others tenants where required. Pupils will have the full use of Chambers IT facilities to assist them in this task. Pupils will also be required to attend conferences with their Pupil Supervisor and take notes of what is discussed. Pupils will be expected to assist in the overall preparation of their Pupil Supervisor's cases.
10. Pupils will be required to attend local Courts with their Pupil Supervisor and on occasion, other members of Chambers when their Pupil Supervisor is away or other tenants are able to provide additional learning opportunities. Pupils will be expected to observe and learn advocacy skills, court behaviour and etiquette, how to deal with professional and lay clients and how to conduct out of Court negotiations.
11. All shadowing undertaken with other members of chambers will be authorised by the Pupil Supervisor. Any requests by other members for other work to be undertaken by the pupil must be made and authorised through the Pupil Supervisor. The Pupil Supervisor must ensure the pupil is properly supervised and that the pupil has sufficient time to conduct the work.
12. Pupils must keep all information and knowledge acquired in the course of their pupillage, through reading papers, discussing cases in Chambers or attending court or conferences strictly confidential in line with data protection legislation and regulatory requirements.
13. During the second six practicing period of pupillage, distribution of work to pupils will be discussed between the Pupil Supervisor and the Senior Clerk to ensure fair

distribution of work in line with chambers Equality Policy and Fair Allocation of Work Policy and to ensure the pupil has the workload and opportunities required to fulfil their pupillage training requirements.

14. During the second six practicing period the Pupil Supervisor will provide guidance and assessment to the pupil of their work and be available to provide guidance and support. All members will be expected to offer informal support and guidance where required.
15. During the second six period, the Clerks will report any external feedback on the pupils performance to the Pupil Supervisor.
16. Pupils will be provided with a copy of this Policy document along with all of Chambers Policy documents prior to the commencement of pupillage.
17. Pupils will be guided by their Pupil Supervisor on the hours they are expected to be in Chambers but pupils will normally be expected to be available between 9am and 6pm each week day. Pupils will not be expected to attend Chambers at weekends or on public holidays.
18. Throughout pupillage, consideration will be given to providing increased flexibility to those whose personal circumstances require it, such as through having caring responsibilities or medical considerations.
19. Although pupils are not employees of Chambers we recognise the importance of pupils taking annual leave during pupillage. It is vital to the welfare and welling of the pupil. Pupils are permitted to take 20 days annual leave per annum (not including bank holidays). Chambers will consider requests for alternative arrangements on an individual basis and merit however the BSB recommend not more than 2 weeks leave during each period of pupillage.
20. The Pupil will be responsible for the submission of the certificate to the BSB from their Pupil Supervisor at the completion of their first non-practicing period. The Pupillage Committee will also acknowledge the completion. It is for the Pupil Supervisor to determine whether the pupil has reached the required threshold for completion. This should be discussed at each appraisal. Any concerns that the pupil is not on track to reach completion should be discussed with the pupil and brought to the attention of the Pupillage Committee at a formal meeting for remedial action to be considered.

21. If the Pupil Supervisor determines that the pupil has not reached the required threshold for the completion forms to be signed and the Pupil disagrees with the decision, the Pupil may appeal the decision to the Pupillage Committee who will make a final decision.
22. When the practising period of pupillage has been successfully completed, the Practising Period Completion Form will be completed by the Pupil Supervisor to confirm the Pupil has achieved the competences required in the Professional Statement. It is the responsibility of the Pupil (with assistance from the Pupil Supervisor and Pupillage Committee) to submit the form to the BSB in order to apply for a practising certificate. The Pupillage Committee must be informed when the form is submitted.
23. If the Pupil Supervisor determines that the pupil has not reached the required threshold for the practising period completion forms to be signed and the Pupil disagrees with the decision, the Pupil may appeal the decision to the Pupillage Committee who will make a final decision.
24. The Pupil must inform the Pupillage Committee and Pupil Supervisor when they receive their full practising certificate.
25. At the completion of pupillage all completed checklists, pupillage work diaries and completed forms should be copied and given to the Pupillage Committee who will arrange for them to be retained in Chambers for a period of 5 years.
26. If a Pupil Supervisor leaves chambers or cannot fulfil their role due to illness or another unforeseen reason, the Pupillage Committee will be responsible for arranging a suitable substitute to take over as promptly as possible.
27. In the event that Chambers were to close prior to commencement of pupillage or during the court of pupillage, The Head of Chambers (with assistance from the Pupillage Committee) will discuss options with the pupil and pupil supervisor. Every effort will be made to try and ensure the pupillage can be completed.

The options available may include:

- The pupil following their supervisor to a new Chambers where the pupil will complete the pupillage there.
- The pupil moving to another Chambers under a different supervisor to complete their pupillage.
- If these options are not available, The Head of Chambers will speak with the Leader of the Circuit and the Bar Council to discuss alternative options.

## **Pupillage Award**

- 1 Chambers' pupillage award as of January 2023 is £18,884 per annum. Half of the pupillage award is paid in the non-practising period and will be payable monthly, in advance, in six equal monthly payments by electronic transfer.
- 2 During the second half of pupillage in the practising period the pupil will be earning their own fees. We guarantee our second six pupils a minimum monthly income of one twelfth of their pupillage award. Earnings will be deducted against the monthly allowance. Any payments will be made at the end of the month by electronic transfer.
- 3 Pupils will be charged chambers fees at the current rate (14% as of Jan 2023) on all fees earned beyond the threshold (£1573.66) in the second six practicing period.
- 4 All reasonable travel expenses incurred during the first six months of pupillage will be paid by Chambers. The pupil is expected to obtain and keep all receipts for travel. The receipts must be given to the Senior Clerk with a completed Chambers 'travel expenses claim form' in order for the pupil to be reimbursed. The pupil will not be paid for travel between their home and Chambers nor will they be paid for travel expenses incurred during their second six months.
- 5 The fees for compulsory courses including Ethics, Advocacy Training, Practice Management and Forensic Accounting completed during pupillage will be paid by Chambers. Payment for courses that are not compulsory will be at the discretion of the Pupillage Committee. It is also Chambers policy to provide Equality and Diversity training to pupils.
- 6 If during pupillage a pupil is experiencing severe financial hardship they should raise the matter with their Pupil Supervisor who will bring it to the attention of the Management Committee. Any issues will then be raised at a Chambers Management Committee meeting to see if additional support or measures can be taken. Every effort will be made to consider the affordability of accepting pupillage alongside accessibility to the profession from disadvantaged groups.

## **The pattern of pupillage and training**

1. The pupil will be allocated and informed of who their Pupil Supervisor is at least two weeks before commencing pupillage. There will be an opportunity for the pupil to meet their Pupil Supervisor and the Head of Chambers prior to commencing pupillage to discuss arrangements. Copies of Chamber's Policy documents will be provided to the pupil and discussed. Start dates, working times and locations will be discussed alongside any discussions about flexible working. They will be provided with a pupillage folder as set out in the Training Plan.
2. As a common law set providing a wide range of legal practice areas, consideration will be given to any indication from the pupil as to any preference for their future practice area(s). This will be considered when allocating the Pupil Supervisor. For example, if a pupil has a clear idea they wish to practice in criminal law, efforts will be made to facilitate that progression whilst providing a wide ranging pupillage in line with the regulatory and training criteria.
3. Conversely, pupils will be given every opportunity to gain experience in a wide range of practice areas to enable them to have the flexibility to develop their future practice in whichever way they choose.
4. Pupils will also be provided with the opportunities to attend secondments or work experience opportunities (for example spending a week with CPS), to broaden their experience and knowledge.
5. We recognise that each pupil is an individual and it is vital to understand each individual's needs when formulating a tailored plan for their pupillage. By understanding the different strengths and weaknesses of each pupil we can ensure they gain all of the required skills to successfully complete their pupillage.
6. The pupil will be responsible for registering the pupillage with the BSB on the required forms and must inform the Pupillage Committee and Pupil Supervisor once this has been completed.
7. It would be expected that the pupil would remain with the same pupil supervisor for the duration of their pupillage. If however circumstances dictate, for example

the Pupil Supervisor is engaged away from Liverpool for a long period of time, the pupil will be assigned to another Pupil Supervisor. There will be occasions when the pupil will attend Court with other members of Chambers as previously outlined.

8. Prior to the commencement of pupillage the Senior Clerk will provide an induction for the pupil and be shown around chambers and our building, introduced to staff and other members of Chambers and familiarised with chambers security etc. The pupil will also be shown how to access Chambers resources and textbooks. The Senior Clerk will also be responsible for obtaining the pupil's bank account details to facilitate payments as well as obtaining all relevant information to facilitate the practical requirements necessary to begin pupillage such as setting up email addresses, logins and contact information.
9. The Pupil Supervisor will explain the nature and content of their practice and discuss what is expected from the pupil during pupillage. The pupil supervisor will explain their supervisory role and how the pupil will be monitored and appraised.
10. The pupil will be expected to keep the pupillage checklist up-to-date and to maintain a record of all work completed. The pupil supervisor will complete the chambers checklist to ensure the competencies are completed.
11. At the completion of the first six months pupillage, the Pupil will be responsible for the submission of the certificate to the BSB from their Pupil Supervisor at the completion of their first non-practising period. It is for the Pupil Supervisor to determine whether the pupil has reached the required threshold for completion. The pupil will apply for a Provisional Practising Certificate and inform the pupil supervisor and pupillage committee that they have done so. Once received the pupil will supply both with a copy of their Provisional Practising Certificate and this will be held on file. Pupils will not be able to commence their second six practising period (and conduct restricted legal activities) until they receive their provisional practicing certificate authorising them to do so.
12. The pupil will not need to be supervised every day during the second six month practising period but will remain in constant liaison with their Pupil Supervisor to ensure that they benefit from the experience and advice that the Pupil Supervisor can offer.
13. Pupils must pass the compulsory courses required to complete pupillage. The Pupil Supervisor will ensure the pupil has adequate time to prepare for the

courses. In the event the pupil fails to pass any compulsory course it must be brought to the immediate attention of the pupil supervisor and pupillage committee. Consideration will be given to what action can be taken to support the pupil to re-sit a course and pass or consider if pupillage will need to be extended as a result.

14. When commencing the second six practicing period, the Senior Clerk will ensure that the pupil is not asked to undertake work beyond their capabilities or experience. A meeting will take place to discuss the nature of work the pupil will be booked for.
15. In the event a pupil is unwell and requires sick leave, they must inform their Pupil Supervisor and Senior Clerk immediately by email or telephone. If the pupil is absent through sick leave for an extended period the Pupil Supervisor may decide (in conjunction with the Pupillage Committee) to extend the pupillage by the by the period of absence.
16. When the practising period of pupillage has been successfully completed, the Practising Period Completion Form will be completed by the Pupil Supervisor to confirm the Pupil has achieved the competences required in the Professional Statement. It is the responsibility of the Pupil to submit the form along with the completed pupillage checklist and records form to the BSB in order to apply for a full practising certificate and full qualification letter. The Pupil Supervisor and Pupillage Committee must be informed when the form is submitted and a full practising certificate and letter is received by the pupil. This will be held on file. Pupils will not be able to commence full practice until a full practicing certificate is received. (Please note the provisional practicing certificate will lapse 30 days from completion of pupillage).
17. Pupillage training is designed to provide the pupil with the knowledge, skills and attributes that are required to practice in accordance with the Barrister's Professional Statement (including the Threshold Standards and Competences) and to meet the requirements of the BSB Handbook and provide a high standard of professional service to clients. Pupils will also acquire extensive knowledge of the rules of conduct and etiquette at the Bar.
18. Pupils who successfully complete their pupillage at Chambers will have acquired all the necessary skills to be an effective advocate and a clear grounding to be a successful and valued asset to the Bar.

19. At the conclusion of the two periods of pupillage a full appraisal will be conducted by the Pupil Supervisor to consider whether the pupil has successfully completed all of the requirements to complete pupillage.
  
20. The pupillage committee are responsible for ensuring that the pupillage is designed, delivered and reviewed in accordance with the requirements. At the conclusion of each pupillage the pupillage committee will carry out a review to see if there are any additional elements or considerations that can be implemented in future to improve standards of pupillage training. This will include obtaining feedback from the pupil and pupil supervisor to see if they have suggestions for improvement. Any changes the pupillage committee proposes to be adopted in the future are passed to the Management Committee for consideration.

## Tenancy

1. Pupils are selected with a view to tenancy after the successful completion of their pupillage. Whilst there is no guarantee that a tenancy will be offered at the completion of pupillage, Chambers will endeavour to offer every support to the pupil in an effort to achieve that aim.
2. Whilst it will be a basic requirement for the pupil to have successfully completed pupillage to the required competent standard, it will also be essential for the pupil to have displayed a high level of ability during pupillage and demonstrated an enthusiastic desire to be a member of Chambers team and a commitment to our values.
3. Pupils will be invited to apply for tenancy at New Bailey Chambers which should comprise of a cover letter, pupillage work diary, a sample of written work undertaken, results of any training exercises, any references from solicitors and recommendation from the Pupil Supervisor.
4. The Pupillage Committee will consider the application and make a recommendation to the Management Committee. If the recommendation is positive the Management Committee will hold a Chambers-wide formal vote (majority vote) on whether to offer tenancy.
5. Those accepting a formal offer of tenancy will become full members of Chambers and be bound by Chamber's Constitution.
6. Pupils will only be permitted to accept Tenancy when they receive their full Practising Certificate.
7. New Tenants will be supported to help them develop the type of practice they wish to acquire.
8. In the event that a tenancy is not offered at the completion of pupillage, Chambers Management Committee will provide references commensurate with the performance levels shown during pupillage. They will also consider squatters opportunities or a probationary (third six) tenancy. Consideration will be given to each pupil on a case by case basis to assist a pupil to obtain opportunities elsewhere including a probationary tenancy or a full tenancy at another Chambers.

9. Professional Indemnity Insurance cover of any pupil under their Pupil Supervisor's insurance does not extend beyond the end of pupillage and therefore the Pupil will be responsible for obtaining their own insurance cover before commencing Tenancy.

## **Support**

New Bailey Chambers is committed to wellbeing at the Bar. A wealth of useful resources can be found at [www.wellbeingatthebar.org.uk](http://www.wellbeingatthebar.org.uk)

During pupillage the Pupil Supervisor, Pupillage Committee and Management Committee are overall responsible for the wellbeing of the pupil.

Guidance on support or redress for any issues can also be obtained from Chambers Grievance Policy.

However, we recognise that a pupil may wish to obtain independent advice from an experienced member of the Bar who is not connected to New Bailey Chambers. New pupils will also be provided details of the Bar Council *Pupil Helpline* which can offer additional confidential guidance and support tailored specifically to pupils.

Once a successful pupil accepts a tenancy at New Bailey Chambers we will continue to offer high levels of support to assist the tenant to develop their practice and build a strong and successful career at the Bar.

We recognise that the first 3 years of practice can be particularly challenging as the new practitioner will continue to 'learn on the job' and will require practical and moral support. We will appoint a designated Qualified Person to provide guidance to the new tenant both in relation to both legal activities they conduct and also with regards to practical aspects of being a barrister and moral support to ensure their wellbeing.

The Management Committee and Senior Clerk will also take particular care to ensure the new tenant is given the opportunities to develop their practice and maximise their potential in line with Chambers Equality & Diversity Policy.

## **Mini-Pupillage**

Chambers encourages applicants for mini-pupillages as it allows members of Chambers to have an insight into the character and suitability of the applicant prior to any pupillage application and a good mini-pupillage assessment will aid an application for pupillage.

All applications for mini-pupillage will be given to the nominated member of the Recruitment Committee who will decide whether the applicant should be offered a place.

The mini-pupillage assessment form must be completed by the member of Chambers who is supervising the mini-pupil. The records of that mini-pupillage will be kept in Chambers for at least three years and will be attached to any subsequent pupillage application.

## **Probationary Tenancy (Third six pupillage)**

Chambers will consider applications for probationary tenants (third six applicants) and each application will be assessed on its merits and the circumstances in which the application is made.

If a probationary tenant is accepted it will be on the same terms and conditions as full tenants except there will be a review date on which a decision will be made on whether to offer a full tenancy. Details of any arrangements for a probationary tenancy will be set out in writing.

## **Pupil Grievance procedure**

New Bailey Chambers actively manages pupillages to ensure that pupillage is a positive experience with wellbeing and communication at the heart of our approach. However we recognise that there could be occasions when a pupil may wish to raise a complaint either informally or formally.

At the first instance, a pupil should raise their complaint with their Pupil Supervisor as soon as possible. The Pupil Supervisor will consider whether the matter can be swiftly resolved or if it requires intervention from the Pupillage Committee or Management Committee.

If the pupil feels it is not appropriate to raise it with the Pupil Supervisor they may approach the Head of Chambers or any member of the Pupillage Committee with their complaint. If the matter cannot be resolved swiftly to the pupil's satisfaction they may raise a formal grievance. The process is set out in the *Grievance Procedure*.

If the pupil is dissatisfied with the outcome of hearing they may appeal.

If the Pupil is dissatisfied with the outcome of any appeal they may refer their complaint to the Bar Standards Board.

Written records will be kept by the Management Committee of any complaints made and their outcomes. All records will be confidential and will be held on file for 5 years.

## **Pupil Misconduct**

If any complaint is received about a pupil it will be directed to the Pupil Supervisor to consider. If the complaint cannot be resolved through discussions with the pupil or that is not appropriate, the complaint will be passed to the Pupillage Committee to consider what action should be taken. In the event Pupillage Committee considers it a serious matter beyond their jurisdiction it will be subject to Chamber's Disciplinary Procedure.

Examples of what Chambers considers constitutes pupil misconduct are:

A breach of the BSB Handbook;

A breach of Chambers' Policies;

Being convicted of a criminal offence;

Failing to meet minimum attendance or other regulatory requirements;

Not holding a valid practising certificate;

Risking or bringing the name or reputation of Chambers into disrepute or prejudicing the interests of Chambers;

Being or becoming ineligible to undertake or complete the pupillage as a result of the pupil's immigration status.

If the pupil is subject to any allegations of misconduct, the matter shall be investigated in accordance with Chambers Disciplinary Policy.

In instances of the most serious professional misconduct the Management Committee reserves the right to terminate pupillage. Such instances will be dealt with in accordance with the BSB Handbook. The Management Committee will be responsible for reporting breaches to the BSB.

## **Review of Pupillage Policy**

It will be Chambers policy to review this Pupil Policy document annually. That review will be undertaken by the Management Committee who has the power to implement any changes required to comply with regulatory obligations and good practice. The Management Committee will also take into account any feedback from pupils, Pupil Supervisors, Pupillage Committee, clerks and any external sources, for example Solicitors.

## **Annexed Documents**

Annex 1 Draft Written Pupillage Agreement

Annex 2 Pupillage candidate declaration form

Annex 3 Pupil Travel Expenses Form

Annex 4 Pupil Progress Checklist (internal chambers checklist)

Annex 5 Pupillage Training Plan

Annex 6 Bar Training: Curriculum & Assessment Strategy

Annex 7 Professional Statement for Barristers