

Chambers' Pupillage Policy

1. General Policy

- a) Chambers operates an equal opportunities policy in its selection of pupils. No applicant for pupillage will be discriminated against on the basis of his or her race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion or political persuasion or age.
- b) Chambers will select pupils from the total number of applicants whose applications are received by the closing date for applications.
- c) Pupils will be accepted only if they have been through Chambers' normal selection procedure.

2. The Tenancy and Pupillage Committee

The selection and recruitment of pupils is the responsibility of the Tenancy and Pupillage Committee (the Committee). The Committee consists of no fewer than five and no more than ten members of Chambers. The presence of three members makes its meetings quorate. The composition of the Committee is intended to reflect a diverse cross section of Chambers.

3. Pupillages in Chambers

- a) Chambers usually offers two twelve month pupillages beginning in late August or early September of each year.
- b) In respect of the non-practising period of pupillage, Chambers will pay a pupil £7,500. In respect of the practising period of pupillage the pupil is guaranteed earnings of £10,000.
- c) Chambers would normally expect to recruit pupils with a 2:1 degree or better.
- d) Applications for pupillage should be made by letter to Gwydion Hughes, Secretary to the Tenancy and Pupillage Committee, with a current CV.
- e) As required by the General Council Council of the Bar, Chambers will monitor pupillage applications by sex and race.

4. Selection Procedure

- a) Following receipt of an application, the Committee will acknowledge it in writing.
- b) If possible, any application will be considered by every member of the committee independently and, in any event, by no fewer than three members.
- c) No fewer than three members of the Committee will select candidates for interview from all the applications.
- d) Interviews will be conducted by no fewer than three members of the Committee. The interview is of a general nature, and allows candidates to explain why they would like to undertake a pupillage in these Chambers.
- e) All applicants will be assessed by each interviewer independently using agreed, written selection criteria.
- f) Selection of pupils from interviewees will be made by the interviewers by reference to their CV and performance in interview as assessed using the agreed, written selection criteria.
- g) Offers of pupillage will be made in writing soon after the interview and will remain open for at least 14 days.

h) All offers of pupillage are made subject to the successful completion of the Bar Vocational Course examinations at first sitting.

5. The Role and Duties of Pupils in Chambers

a) A pupil's primary role in Chambers is to learn. All pupils are expected to familiarize themselves with their pupil supervisor's practice, produce their own attempts at opinions and pleadings, research points of law and generally shadow their pupil supervisor.

b) A pupil must maintain the confidentiality of every client.

c) Normal working hours are between 9.00am and 6.00pm. Pupils are not usually expected to work outside these hours although it may be necessary for them to do so from time to time.

d) Pupils should attend any compulsory training courses during their pupillage. Pupils will also be encouraged to take part in the work of the Free representation Unit.

e) Pupils will attend court, conferences and negotiations with their supervisor.

f) Pupils sit in their supervisors room.

g) When accompanying a supervisor or any other member to court, a conference or negotiation a pupil should not contribute unless expressly invited to do so by the barrister. If in doubt, say nothing.

h) Pupils are not expected to know everything. They should feel free to ask their supervisor questions at any time except during conferences/negotiations/court appearances.

i) Clothing should be dark and smart.

j) All members of Chambers are on first name terms, and that includes pupils.

k) Pupillage supervisors will review a pupil's progress to date with the pupil every two months and indicate any areas that may require further work.

6. Pattern of Pupillage

a) As a general rule, pupils will spend the first six months of pupillage with one supervisor and the second six months with a different supervisor.

b) In addition to working with the allocated supervisor, pupils will accompany junior tenants to court and conferences. Pupils may also accompany other members of Chambers to court where a case is particularly interesting or unusual, or it would otherwise be of benefit for a pupil to attend the hearing.

c) Pupils are likely to be asked to produce written work for other members of Chambers.

d) Pupils are expected to complete a bar Council checklist.

e) Work for pupils in the second six months of pupillage is likely to consist of Magistrates Court crime and small claims work in the County Court. The work will be distributed evenly by the clerks. The distribution of work between pupils will be monitored by the Senior Clerk.

f) Any complaints should be raised in the first instance with a supervisor or the Head of Chambers.

7. Tenancies

Tenancy applications by existing pupils are determined by the whole of Chambers in general meeting usually held towards the end of the second six months of pupillage. Consideration of the merits of a candidate will be by reference to their performance during pupillage and to agreed, written criteria.