

Chambers Pupillage Policy

1. General Policy

- 1.1. 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.
- 1.2. Chambers will select pupils from the total number of applicants whose applications are received by the closing date for applications.
- 1.3. In compliance with Paragraph 1.21 of Section 1A of the Equality and Diversity Code for the Bar, pupils will be accepted only if they have gone through Chambers' normal selection procedure.

2. Selection procedure

- 2.1. Chambers offers one 12 month pupillage beginning in October each year. The pupillage is terminable after 6 months on either side and carries an award of £65,000, paid monthly in arrears. Applications will not be considered from those who do not have or expect to obtain at least a 2:1 degree.
- 2.2. Bar Council rules forbid Chambers to offer unfunded pupilages.
- 2.3. Chambers operates outside the Pupillage Gateway scheme. Applications not made in the manner prescribed below shall not be considered.
- 2.4. Applications must be made as follows:
 - 2.4.1. applications should be made on Chambers' standard application form which can be downloaded directly in MS Word format from the pupillage page of our web-site;
 - 2.4.2. the applicant's text should be typed onto to the form and saved in MS Word format;
 - 2.4.3. the deadline for applications for pupillage commencing in October is usually the end of January, and will be published on Chambers' website and the Pupillage Gateway; applications may only be made by email and should be sent to pupillage@newsquarechambers.co.uk with "Pupillage application" as the subject heading;
 - 2.4.4. the application email should consist only of the completed application form attached as an MS Word Document. No further text is required;
 - 2.4.5. applicants are welcome to telephone Charlotte Ford in Chambers if they have any questions about the application process or the completion of a form.
- 2.5. As required by the General Council of the Bar, Chambers will monitor pupillage applications by sex and race.

3. The Pupillage Committee

Chambers have a pupillage committee consisting, at present, of a Chairman and 4 other members of Chambers who will include at least one member of each sex. Other members of Chambers may be co-opted onto the Committee if and when necessary

4. Selection Procedure

- 4.1. Where practicable, each application will be considered by every member of the pupillage committee independently and, in any event, by no fewer than three members.

- 4.2. Not less than three members of the committee will select at least 25 candidates for interview from the total number of applications using agreed, written selection criteria. The current criteria are set out in Annex B.
- 4.3. The committee will normally hold three rounds of interviews. In the first round all selected candidates will be interviewed by at least two members of the committee for about 15 minutes. The interview is of a general nature, and allows candidates to explain why they would like to undertake a pupillage in these Chambers. All candidates selected for the second round will be interviewed by not less than four members. This interview includes the analysis of a legal problem and lasts for about one hour. Candidates selected for the final round will be interviewed by not less than two members and will be asked to analyse a legal problem, again for about one hour.
- 4.4. At all interviews all applicants will be asked the same basic set of questions, together with such supplementary questions as may arise from their answers to the original questions.
- 4.5. All applicants will be assessed by each interviewer independently using agreed, written selection criteria. The criteria used will be found in Annex C.
- 4.6. Applicants who have not done a mini-pupillage in Chambers may be invited to spend a day or two with us after their second round interviews and before any offers are made.
- 4.7. Final decisions on applicants will be taken, where practicable, by the full pupillage committee and, in any event, by not less than 4 of its members, by reference to the above-mentioned assessments. Final decisions will not be taken until all interviews have been completed.
- 4.8. All application and selection documents will be kept for a period of two years.

5. Offers

- 5.1. First offers of pupillage commencing in October will be made before 30th April. The offers will state the amount of the award offered, together with the period for which pupillage is offered and the period within which the offer must be accepted or refused.
- 5.2. At the same time Chambers may inform one or more other interviewees that they will or may be made offers if one or more of those to whom first offers have been made do not accept them within the prescribed period.
- 5.3. All offers of pupillage are made subject to successful completion of the Bar Professional Training Course examinations at first sitting.

6. Complaints

Any applicants (whether or not invited to interview) who are dissatisfied with their treatment may complain in writing to the Head of Chambers. He will consider the complaint in conjunction with two other members of Chambers who were not members of the pupillage committee, and will take any action deemed necessary. Whether or not they invoke this procedure, applicants may also use any other complaints process provided by the Bar Council or other relevant body

7. The Role and Duties of Pupils in Chambers

- 7.1. 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,

- 7.2. A pupil is required to maintain the confidentiality of every client's affairs.
- 7.3. Normal working hours are between 0900 and 1800. Pupils are not usually expected to work outside these hours although it may be necessary for them to do so from time to time. In particular cases it may be possible to adjust a pupil's normal working hours, but our ability to make such adjustments will be restricted by court hours.
- 7.4. Pupils will be permitted to attend any compulsory training courses for which they may enrol during their pupillage, and will be reimbursed the costs of those courses after they have completed them. With their supervisor's consent, pupils may also absent themselves from Chambers to take part in the work of the Free Representation Unit or a similar body.
- 7.5. Pupils are entitled to two weeks leave in each six month period of their pupillage (in addition, of course, to all public holidays), although this should be arranged with the consent of their supervisors.
- 7.6. Written work should be produced within the time specified by the relevant barrister or within a reasonable time. If in doubt, ask.
- 7.7. Pupils will attend court, conferences and negotiations with their supervisor. If a hearing or conference takes place more than 50 miles out of London, a pupil is not required to accompany the supervisor unless expressly requested to do so. In that event any necessary fares in excess of £100 will be met by the supervisor or by Chambers. Pupils will be expected to meet other travel costs out of their awards, provided that in any particular month those costs do not reduce their income below the Bar Council minimum. Again, ask if you are in doubt.
- 7.8. Pupils sit in their supervisor's room; there is no "pupils' room" in Chambers.
- 7.9. 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. The client, solicitor etc., is not paying for the pupil's opinion. If in doubt, say nothing. The relevant barrister will be happy to answer all questions after the hearing/conference.

8. General Information

- 8.1. Pupils are not expected to know everything; if they did they would not be pupils. Pupils should feel free to ask their supervisor questions at any time except during conferences/negotiations/court hearings.
- 8.2. Clothing should be dark and smart within the constraints of a pupil's means.
- 8.3. All members of Chambers are on first name terms and that includes pupils. Except as stated above, pupils are encouraged to have and air opinions and are not restricted to speaking only when spoken to!
- 8.4. Members of Chambers take tea together at 4.00pm. Some members lunch regularly in Hall. Both provide opportunities for pupils to get to know the members of Chambers.

9. Role and Duties of Pupil Supervisors

- 9.1. These are as set out in Part 4 of the Bar Standards Board Handbook (and reproduced in the Pupillage File, Section III) and will not be repeated here.
- 9.2. Supervisors will ensure that their pupils do written work for other members of Chambers. Copies of such work will be retained for use in the selection of new junior tenants.

9.3. Supervisors will write a short report on each of their pupils at the end of the pupil's time with them. The report will contain the supervisor's assessment of the pupil's written work, both advice and pleadings, and an assessment of their potential as an advocate.

9.4. At regular intervals the supervisor will discuss informally with the pupil his progress to date, and indicate any areas that may require further work.

10. Pattern of Pupillage

10.1. As a general rule, pupils that are in chambers for 12 months will spend 3 months with each of 4 supervisors. In the case of 6 month pupillages pupils will spend generally spend 3 months with each of 2 supervisors.

10.2. In addition to working with his/her allocated supervisor, pupils will accompany junior tenants to court and conferences.

10.3. Pupils may also accompany other members of Chambers to court where the case is particularly interesting or unusual, or it would otherwise be of benefit for a pupil to attend the hearing.

10.4. Pupils will be expected to produce written work for at least eight members of Chambers (or for at least five, if their pupillage is for only six months) in addition to their supervisors. From time to time all pupils will be asked to work on the same set of papers, in order to provide an objective basis for assessing their performances.

10.5. Advocacy training within Chambers will be offered to all pupils at least once a term, and more frequently if possible.

10.6. In common with most other Chancery sets, Chambers rarely have work for second six pupils. When such work is available it will be distributed evenly amongst Chambers' pupils, subject to the relevant supervisor being of the opinion that the work is within the abilities of his/her pupil.

10.7. Any complaints may be raised in the first instance with a supervisor. In addition or alternatively, pupils may use Chambers' Grievance Procedures – Members, Pupils and Staff.

11. Assessment

11.1. Towards the end of each three months the supervisor will obtain reports on pupils' progress over that period from their supervisors, from any other member of Chambers for whom they may have worked or whom they have accompanied to Court, from those who have observed their performance during advocacy exercises, and from any other persons likely to have relevant information on the pupils' performance.

11.2. On the basis of this material and using so far as is practical the criteria listed in Appendix III, the supervisor will assess the pupils' progress to date and make a short note of their assessment. They will also discuss the assessment with the relevant pupil, identifying where appropriate any areas in which improvements might be made.

11.3. The supervisor may consult the Chairman of the Pupillage Committee in relation to any assessment carried out under this paragraph, if he deems such consultation to be appropriate.

12. Tenancies

12.1. Tenancy applications are determined by the whole of Chambers in general meeting. Applications by established practitioners are considered as and when the

occasion demands, but applications for junior tenancies are normally considered not later than 31 July.

- 12.2. It is Chambers' policy to recruit one or more junior tenants each year, subject to the availability of work. Pupils should discuss prospective applications with their supervisor and/or with any member of the Pupillage Committee. They may also wish to speak to the Senior Practice Managers.
- 12.3. As part of the recruitment process applicants may be asked to advise in writing on a set of papers of the sort they are likely to meet in their early years of practice. They may also be asked to settle appropriate pleadings or other documents. They will be given a limited period in which to return the papers to the Pupillage Committee. Applicants may also be invited to take part in a mock hearing designed to test their skills of advocacy.
- 12.4. The Pupillage Committee will consider the applicants' performance in these exercises in conjunction with the reports of past and present supervisors and any views expressed by other member of chambers for whom a pupil may have done work. The Committee will make recommendations to Chambers in the light of this material.
- 12.5. Applications may be considered from pupils in other sets, but Chambers will normally expect to recruit new tenants from among its own pupils. All of the junior tenants who have joined Chambers in the last few years were originally pupils here.
- 12.6. Chambers does not normally permit pupils who have not been offered a tenancy to squat in Chambers after their pupillages have ended. It will, however, assist pupils in any way that it reasonably can to find another pupillage or a tenancy elsewhere.

Annexes:

- Chambers mini-pupillage policy.
- Criteria for assessing pupillage and mini-pupillage application forms.
- Interview selection criteria.
- Interview assessment form.

Chambers' Mini-Pupillage Policy

1. General Policy

Chambers operate an equal opportunities policy in its selection of mini-pupils. No applicant for mini-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, political persuasion or age

2. Selection Procedure

- 2.1. At present Chambers offers a maximum of 12 unfunded mini-pupillages for a duration of 2 days each. Chambers may not offer all its mini-pupillages in any given year.
- 2.2. Applications must be made in the following manner:
 - 2.2.1. application may only be made between 1st August and 30th September in any given year;
 - 2.2.2. applications may only be made by email and should be sent to minipupillage@newsquarechambers.co.uk with "Mini-pupillage application" as the subject heading;
 - 2.2.3. the email should contain as a single attachment a completed Mini-pupillage application form, which can be downloaded directly in MS Word format from the pupillage page of our web-site;
 - 2.2.4. No further text is required in the body of the email.
- 2.3. At the time any application is made, the applicant must have completed their second year of a law degree or their third year of any non-law degree.
- 2.4. Applications will not be considered from those who do not have or expect to obtain at least a 2:1 degree.
- 2.5. Applications will be considered by one or more members of the Pupillage Committee (as defined in Chambers' Pupillage Policy) between 1st October and 31st October in the year of application. The selection criteria are the same as those applied to select pupils, and are set out below in Appendix II. Particular attention is drawn to the minimum requirement of a 2:1 degree, although not necessarily in law.
- 2.6. Chambers may decide to interview applicants for mini-pupillage.
- 2.7. All candidates who have made an application in the prescribed manner will be notified by email whether their application has been successful. Those to whom mini-pupillages have been offered will be invited to contact chambers to schedule a mini-pupillage between 1st December (in the year of application) and 30th April (in the following year). Mini-pupillages may only be undertaken outside this period in exceptional circumstances.

3. The Relationship between Mini-Pupillage and Pupillage

- 3.1. A mini-pupillage gives us a chance to meet the mini-pupil and to get to know him or her as much as the time permits. It gives prospective applicants for pupillage an opportunity to see the type of work we do in chambers, and to make an informed choice whether to apply for a full pupillage.

- 3.2. ***An unsuccessful applicant for mini-pupillage should not be deterred from making an application for pupillage.*** We have only a limited opportunity to assess applicants for mini-pupillage. Applications for a pupillage proper, however, are considered in some depth, and we hope to interview a significant proportion of those who apply.
- The fact that a candidate has not been offered a mini-pupillage does not in any way prejudice his or her chances of being offered a pupillage.

Criteria for assessing pupillage and Mini-pupillage application forms

Selection criteria in order of importance

1. Intellectual ability (minimum degree: 2.1)
2. Motivation
3. Relationships
4. Self-presentation

Relevant evidence for each criterion

1. Intellectual Ability
 - 1.1. Primarily academic achievement but would include achievements in earlier careers
 - 1.1.1. Degree result (either first or subsequent)
 - 1.1.2. Awards or distinctions
 - 1.1.3. A-levels or equivalent
 - 1.1.4. Any other academic qualification
 - 1.1.5. Success in other careers
2. Motivation
 - 2.1. Demonstrating strong drive and determination generally and commitment to some aspect of the Bar
 - 2.1.1. Non-academic achievements
 - 2.1.2. Positions of responsibility
 - 2.1.3. Undertaking mini-pupillages/FRU
 - 2.1.4. Interest in Chancery work
3. Relationships
 - 3.1. Ability to get on with a wide range of people and an ability to negotiate with/influence other people
 - 3.1.1. Non academic experience
 - 3.1.2. Positions of responsibility
 - 3.1.3. Mooting successfully
4. Self-presentation
 - 4.1. Articulate
 - 4.2. Content appropriate and to the point

Interview Selection Criteria

Intellectual Qualities

- Think logically and clearly
- Construct logical and coherent arguments
- Absorb complex information quickly
- Analyse materials and identify discrepancies, anomalies and inadequacies
- Keep a track of multiple arguments or lines of inquiry
- Seek out information
- Keep up to date
- Remain aware of practicalities

In addition, interviewers may take into account the candidate's ability to perceive inadequacies, inconsistencies and inaccuracies; to check details; to see a situation from several angles; to develop new solutions; to query standard answers. Also important is any evidence that the candidate does not lose track of main and long term issue when handling lengthy or confusing materials and situations. Evidence regarding these additional qualities could help particularly in comparing 'middle block' candidates.

Relationships

- Get on with a wide range of people
- Exercise tact, courtesy and diplomacy
- Negotiate with (influence) others
- Distinguish between professional and social relationships
- Maintain personal distance while co-operating
- Adapt manner to audience
- Gain others' trust
- Empathise with others

In addition, interviewers can consider evidence of the candidate's ability to distinguish between professional and social relationships and to maintain personal distance within a co-operative role. An additional strength would be evidence of ability to accept continuous assessment and competition. Interviewers may also consider an ability to identify another's needs; to exercise discretion; to gain others' trust; to negotiate and to present effectively.

Temperament

- Work long hours (where necessary)
- Cope with deadlines
- Work fast with complex materials

- Keep calm under pressure
- Show objective judgment
- Think quickly on feet
- Behave with integrity
- Handle personal stress
- Adapt as circumstances change
- Show patience

Decisions will be helped by evidence that the applicant has coped well with an hierarchical environment and with highly formal situations and also that he or she is able to handle personal stress such as possibly considerable financial and career uncertainties.

Motivation

- Demonstrate strong drive and determination
- Commitment to some aspect of work at the bar

Interviewers may need to be satisfied that the candidate's range of interests and commitments relate to aspects of the legal profession e.g. a desire for intellectual challenge, interest in courtroom challenge; preference for an entrepreneurial freedom.

Self-presentation/Impact

- Articulate
- Confident
- Content appropriate and to the point

Interview behaviour is a specialist sort of performance which is easily learned by some candidates. The interview provides a small though valid piece of evidence regarding the initial impression the candidate makes. It is significant for the profession, but interviewers also need to take into account the quality of other relationships the candidate has sustained long term.

INTERVIEW ASSESSMENT FORM

NAME :

INTERVIEWER INITIALS :

Intellectual Abilities	1	2	3	4	5
------------------------	---	---	---	---	---

Relationships	1	2	3	4	5
---------------	---	---	---	---	---

Temperament	1	2	3	4	5
-------------	---	---	---	---	---

Motivation	1	2	3	4	5
------------	---	---	---	---	---

Self-presentation/Impact	1	2	3	4	5
--------------------------	---	---	---	---	---

January 2016