36 GROUP

Pupillage Manual
Updated 05/09/2026

36 GROUP

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Introduction

The 36 Group Pupillage Manual ("the Pupillage Manual") consolidates the 36 Group's ("Chambers'") pupillage processes from advertisement to completion of pupillage and creates a comprehensive Chambers' pupillage policy in line with Section 1: *Overarching Principles* and the Bar Standards Board (BSB) Professional Statement for Barristers, Curriculum and Assessment Strategy and Authorisation Framework for AETOs.

The manual does not address mini-pupillage: this falls within the remit of the Enviormental, Social, and Goverenance Committee ("ESG"), and is a responsibility specifically of Chambers' Outreach Committee. This has its own separate processes and policy documents. However, the head of ESG, head of Equality & Diversity ("E&D") and head(s) of Pupillage ("HOP") work in unison to provide mini-pupillage opportunities and experience.

When pupils make applications for tenancy, these are to the relevant head of Practice Group ("HOPG"). The pupillage officer ("PO") for that Practice Group ("PG") is responsible for providing materials and feedback documenting a pupil's pupillage, and also, if the HOPG deems it necessary, for convening a pupillage panel and supplying it with the same materials. Tenancy decisions fall outwith the purview of the PC and are made by the Executive Board ("EB") upon recommendation for tenancy by the relevant HOPG.

This Pupillage Manual is subject to annual review so as to ensure compliance with any changes to BSB requirements, and so as to ensure that Chambers continues to offer optimal recruitment processes and training.

This Pupillage Manual and its appendices replace the following documents:

- Appendix 11 to the Constitution: Pupils, Pupillages and the Pupillage Committee (March 2015);
- The 36 Group Pupillage Contract (October 2016);
- Pupillage Grievance Procedure (9.10.16);
- Use of Pupils Policy (11.11.19);
- Pupillage at the 36 Group (21.11.19);
- Briefing Paper on Pupillage Gateway Applications (11.1.20);

- Marking Guidance for the Paper Sift (1.2.20);
- Pupil appraisal form (undated); and
- Pupillage Manual (August 2020, October 2020, February 2022, November 2022)

Catriona MacLaren and Paul Prior

Heads of Pupillage

June 2026

Section 1: Overarching Principles

Aims of Pupillage

1.1 The policies and procedures set out in in this Pupillage Manual aim to ensure that:

(a) Chambers is attractive to pupillage candidates;

(b) Chambers encourages the widest diversity of applicants;

(c) The recruitment process for pupils is rigorous and fair and offers effective accessibility to the Bar;

(d) Offers of pupillage are made to exceptional candidates;

(e) Chambers runs an effective pupillage programme, which delivers the curriculum for pupillage and enables pupils to develop and demonstrate the competencies set out in the Professional Statement;

(f) Pupils are fully supported in their wellbeing and individual needs;

(g) Pupils have the financial support to complete their pupillage without financial pressure;

(h) Pupils are enabled to fulfil their potential and to practise with the highest standards; and

(i) Pupils wish to apply for tenancy with Chambers at the end of their pupillage.

Transparency & Accountability

1.2 The Pupillage Manual is published on Chambers' website so that it is freely accessible to anyone considering pupillage with the 36 Group or any other interested party. It is also provided to all pupils when offered and when commencing pupillage. Any changes to the Pupillage Manual are approved by the PC, and where significant, by the EB.

1.3 No member of Chambers is to offer a pupillage using a recruitment process or funding arrangement other than that set out in this Manual.

1.4 Members of Chambers can challenge any aspect of the Pupillage Manual by sending a written proposal to the HOP or the Pupillage Secretary, who will place it before the PC for discussion. If a significant change is proposed, the PC will make a recommendation to the EB, who will decide whether the Pupillage Manual should be amended as proposed.

E&D and Inclusion

1.5 The 36 Group believes that the Bar should be a diverse and inclusive profession encouraging and recruiting pupils with diverse backgrounds and personal circumstances. Chambers aims to encourage exceptional candidates, and to recruit pupils and tenants solely on the basis of excellence, assessed against objective criteria. The EB, HOP, HOPG, head of E&D and head of Corporate Social Responsibility work closely together to try to achieve these aims.

1.6 All applicants for pupillage will be considered solely on merit and without regard to the applicant's sex, gender, marital/civil partnership status, race, colour, disability, ethnic origin, sexual orientation, gender identity or expression, religion, age, pregnancy, or parental leave or other "protected characteristic" within the meaning of the Equality Act 2010. The only exception to this will be where positive action is taken in accordance with s159 of the Equality Act 2010 (for which, see Section 3: Offers of Pupillage). The selection process will also be carried out without regard to other factors which do not come within the protected characteristics or s.6 the Equality Act but which often create barriers to practise at the Bar such as socio-economic disadvantage, parenthood and neurodiversity. This is a non-exhaustive list and any factors impeding access to the Bar are considered annually as part of the review of selection process.

1.7 For pupils and pupillage applicants with a disability (within the meaning of s6 of the Equality Act 2010 – hereafter a "Relevant Disabiliy"), the PC will make all reasonable adjustments to working practices and the application process. Applicants will be consulted about reasonable adjustments and are encouraged to contribute their views as to what measures may be appropriate. The making of reasonable adjustments will be subject to review during the entire process of application so as to ensure compliance by Chambers' with its duties under the

Equality Act 2010. Any pupil or applicant for pupillage wishing to discuss or request reasonable adjustments should contact the HOP.

1.8 Any applicant declaring a Relevant Disability who meets the minimum threshold for the offer of a pupillage interview in the PG applied to will be offered an interview, subject to meeting the threshold for interview and limits placed on total numbers of interviewees each year.

1.9 The PC and EB will work with all applicants for pupillage or who have requested adjustments, adaptations or flexibility in the application process because of their particular needs, whether those are related to disability, health, religion, childcare responsibilities or other mitigating factors, so as to identify and implement such reasonable adjustments as will assist that candidate to participate in the selection process fully and fairly without discrimination or disadvantage.

1.10 All applicants for pupillage are encouraged to discuss reasonable adjustments or anything else relating to a Relevant Disability or mitigating circumstances as early as possible in the application process. These discussions will take place in strict confidence with the HOP who does not have any involvement in marking applications, interview or pupil selection and whose role will be to ensure that all reasonable adjustments are made or mitigating circumstances considered where appropriate, or both.

1.11 This Pupillage Manual and any other information related to Chambers' pupillage process will be made available in accessible formats upon request.

1.12 Chambers' pupillage programme will be flexible so as to take into account pupils' personal circumstances, so as to promote an accessible, diverse and inclusive legal profession, and so as best to support pupils to develop and to demonstrate the Professional Statement competencies.

Review

1.13 The PC will monitor and review the Pupillage Manual on at least an annual basis and will make recommendations for any appropriate amendments to the EB.

Compliance

1.14 Chambers' Pupillage Manual and procedures will be compliant with the following Bar Standards Board documents:

(a) The Handbook, including the Code of Conduct;

(b) The Bar Qualification Manual;

(c) The Professional Statement for Barristers, incorporating the Threshold Standard and Competencies;

(d) The Authorisation Framework for the Approval of Education and Training Organisations; and

(e) The Curriculum and Assessment Strategy.

Section 2: The Pupillage Committee

2.1 The PC will manage and implement Chambers' Pupillage Manual and processes, with a view to achieving the aims set out in Section 1: *Overarching Principles*.

2.2 The PC will be comprised of:

(a) The Chief Executive Officer ("CEO");

(b) The HOP (appointed by the EB);

(c) The Pupillage Secretary (appointed by the EB); and

(d) One Pupillage Officer from each PG (appointed by the HOP).

In addition, HOPG and pupil supervisors may be invited to attend PC meetings where matters relevant to them are being discussed. All members of the PC and HOPG will receive copies of minutes of PC meetings.

2.3 There will be a register of all members of the PC, their roles and teams (*Appendix 5)* which will be accessible to all members of Chambers, pupils, probationary tenants and staff.

2.4 The CEO will:

(a) Manage information and documentation on Chambers' website with support from other committee members;

(b) Liaise with the Bar Council in respect of pupillage issues;

(c) Manage information uploaded to, and applications downloaded from, the Pupillage Gateway;

(d) Induct pupils into Chambers;

(e) Maintain all relevant records;

(f) Collate E&D data from the pupillage process;

(g) Facilitate fair recruitment training and E&D training for all members of Chambers involved in the recruitment process for pupils;

(h) Raise within EB meetings and/or Finance Committee meetings any matters arising from PC meetings requiring input from the EB or Finance Committee as appropriate; and

(i) Support the PC with practical and administrative matters such as practical arrangements for interview.

2.5 The HOP will:

(a) Be responsible for compliance with Chambers' obligations as a PTP, or AETO once authorised;

(b) Make or submit any applications for changes to BSB authorisation;

(c) Oversee, and ensure compliance with, this Pupillage Manual;

(d) Lead the annual review of recruitment processes and the Pupillage Manual;

(e) Liaise with POs and HOPG to review the pupillage selection process within each PG insofar as there is team autonomy;

(f) Support the pupillage interview process;

(g) Support the Pupillage Secretary with the drafting of documentation;

(h) Chair PC meetings;

(i) Liaise with the head of E&D, head of ESG, HOPG and head of Training;

(j) Liaise with POs, pupil supervisors and HOPG as required regarding pupils' progress and wellbeing;

(k) Approve the allocation of pupil supervisors to pupils;

(l) Review assessment and appraisal of pupils;

(m) Liaise with pupillage candidates, those offered pupillage and pupils regarding any reasonable adjustments that they may need during the selection process, in preparation for pupillage or during pupillage;

(n) Resolve any disputes regarding use of pupils in accordance with the Pupillage Manual;

(o) Resolve any complaint or grievance raised in accordance with the Pupillage Manual; and

(p) Ensure continuity of training for all pupils in the event of the non-availability of their allocated pupil supervisors or a closure of Chambers.

2.6 The Pupillage Secretary will:-

(a) Ensure the PC is aware of regulatory requirements, Chambers' policies and relevant deadlines, bringing any outstanding or forthcoming tasks to the attention of the PC;

(b) Arrange regular meetings of the PC and prepare the agenda and minutes of each meeting for circulation among the PC, HOPG and pupil supervisors;

(c) Organise in-Chambers and online pupillage events, and Chambers' attendance at events like the Bar Council Pupillage Fair;

(d) Support the timely completion of pupillage appraisal, authorisation to practice and notifications of change of supervisor by pupils and pupil supervisors;

(e) Check the credentials of new pupils and the disciplinary records of pupil supervisors; and

(f) Organise in mid-to late September a welcome evening for all new pupils joining at the start of October.

2.7 The POs will:

(a) Arrange for members of their PGs to attend the annual Bar Council Pupillage Fair and any in-Chambers or online pupillage events;

(b) Attend PC meetings;

(c) Contribute to the annual review of the Pupillage Manual and processes;

(d) Coordinate with their HOPG and the HOP to prepare the mark schemes for their PG, to organise the interview process including the setting of questions for candidates;

(e) Organise the initial paper sift of pupillage applications and then arrange the candidate interviews for their PG;

(f) Invite candidates to interview provide candidates with interview materials;

(g) Ensure pupils have a Chambers buddy in accordance with the Pupillage Manual;

(h) Liaise with pupil supervisors regarding pupil progress and wellbeing and bring any issues which require the input of the PC or the HOP to their attention;

(i) Support the delivery of the training programme for their pupils;

(j) Collate reports for tenancy applications and liaise with HOPG regarding the arrangements for tenancy applications and interviews; and

(k) Support the HOP with the organisation of the welcome evening referred to at paragraph **2.6(f)** above.

2.8 The role of pupil supervisors is set out in **Section 4(e)** : *Pupil Supervisors*. In summary, they will:

(a) Have overall responsibility for the professional development and welfare of their pupil;

(b) Deliver training to enable their pupil to meet the Professional Statement competencies in accordance with the Curriculum and Assessment Strategy;

(c) Provide pupils with all necessary assistance in complying with their regulatory obligations; and

(d) Confirm with the BSB when the non-practising and practising periods of pupillage have been satisfactorily completed.

Section 3: Recruitment of Pupils

Fair Recruitment

3.1 It is the objective of the PC to ensure that the process for recruitment of pupils is as fair as possible and adheres to the Bar Council Guidance on Fair Recruitment.

3.2 Any member of Chambers or staff member involved in the recruitment of pupils is required to undertake fair recruitment training not less than every three years. It shall be the responsibility of the CEO to arrange opportunities for such training each year, and the responsibility of POs to identify those who will be involved in the recruitment process and that they have received fair recruitment training. The Pupillage Secretary will keep a register of members of chambers who have undertaken fair recruitment training.

3.3 It is an expectation of the heads of Chambers that all members of Chambers will offer support with the pupillage recruitment process where requested to do so by their HOPG. Each HOPG will authorise a roster each year identifying which roles are to be carried out by which barristers in their PG.

3.4 Training will cover the following areas:-

- **(a)** Fair and effective selection and avoiding unconscious bias;
- **(b)** Attraction and advertising;
- **(c)** Application processes;
- **(d)** Shortlisting skills;
- **(e)** Interviewing skills;
- **(f)** Assessment and decision-making;
- **(g)** Monitoring and evaluation; and
- **(h)** Disability and reasonable adjustments.

Advertisement

3.5 The number of pupillages to be advertised and offered each year will be at the discretion of the individual HOPGs. Pupillages will be specialist and allocated to one of Chambers' PGs: Crime; Family; Public & Human Rights; or Stone.

3.6 All pupillages will be advertised and recruited via the Bar Council's Pupillage Gateway.

3.7 Pupillage advertisements will clearly set out:-

(a) Chambers' selection criteria for pupils.

(b) The number of pupillages available for each PG;

(c) The specialism (PG) and any sub-specialism of the pupillage advertised;

(d) The pupillage award, including expenses and other costs of training that Chambers covers or does not cover;

(e) The main geographical areas to which pupils are likely to be required to travel during pupillage;

(f) Whether Chambers will offer any travel expenses for candidates to attend interview and in what circumstances; and

(g) That further information about pupillage is available on Chambers' website.

3.8 Chambers will publish the Pupillage Manual and its appendices on its website, so that prospective Pupils are able to understand:

(a) The application process and the criteria that Chambers uses to assess applicants;

(b) The pupillage training programme and what to expect from pupillage.

(c) Prospects at the end of pupillage and the process for applying for tenancy;

(d) Expectations around income and potential earnings during pupillage; and

(e) The practical impact of Chambers' E&D policies.

Events

3.9 In order to raise the profile of Chambers' pupillages and to encourage applications from the widest diversity of applicants, the HOP, Pupillage Secretary and POs will:

(a) Ensure that Chambers is appropriately represented at events such as the Bar Council's annual Pupillage Fair;

(b) Organise and promote in-Chambers events such as an annual Pupillage Open Evening;

(c) Organise and promote online events such as Pupillage Q&As;

(d) Support the initiatives for mini-Pupillage organised by the Outreach Committee;

(e) Engage with external groups whose objectives are to increase accessibility to the bar and encourage applications from under-represented groups; and

(f) Liaise with the Outreach Committee to identify outreach work, for example with under-represented educational establishments.

Selection Criteria

3.10 All pupils will be selected in accordance with Chambers' selection criteria are objective and applicable to all applicants. They have been developed by the PC so as to ensure that Chambers' pupillage recruitment process is fair and rigorous and meets the objectives of the Pupillage Manual and the Bar Council's Fair Recruitment Guide. The selection criteria are set out in ***Appendix 1.*** The selection criteria are reviewed annually so as to ensure that they remain optimal. All applicants will be assessed against all of the criteria.

3.11 The selection criteria are applicable both during the paper sift and in interview. Each PG shall have autonomy to decide which of the selection criteria are applied during the paper sift, and which of the selection criteria are applied in each of the interview rounds.

3.12 The POs and HOPG will develop and maintain individual mark schemes for the sifting stage of the application process and for the the interview stage of the application process. The mark schemes will enable an evaluation of the merit of candidates, according to the particular needs of the PG, against the selection criteria. . Each PG has autonomy and flexibility in ensuring its mark schemes and any scenarios upon which candidates are tested to reflect the particular skills and abilities sought by, and the particular expectations of, that PG.. This autonomy includes PGs being permitted to devise scenarios and questions upon which candidates are assessed throughout the recruitment process.

3.13 After the paper sift there will be two rounds of interviews.

3.14 All mark schemes, scenarios and questions shall be fair.

3.15 Each PO shall provide the mark schemes and interview exercises for their PG to the Pupillage Secretary and HOP.

The Paper Sift

3.16 The Gateway will be requested to redact applicants' names, schools and universities from their applications during the paper sift and allocate each

application a unique reference number ("URN"). Anonymised applications will be sent to the PO for each PG.

3.17 The PO for each PG together with their HOPG and HOP will be responsible for reviewing the sifting mark scheme for that PG annually.

3.18 POs will appoint appropriate sifters within their teams, having consulted and obtained the approval of their HOPG. They will endeavour to assemble the most diverse group of sifters practicable from within the membership of their PG, in terms of both protected characteristics and levels of call.

3.19 POs will allocate the sifters and send the applications which they are to mark, the selection criteria, and the mark scheme for that PG. There is PG autonomy as to how many applications are marked by more than one sifter, or as to other moderation techniques.

3.20 Prior to the commencement of sifting, the PO will convene a calibration meeting during which a random sample of applicants' CVs will be discussed, so as to ensure that there is consistency of marking. All sifters must attend a calibration meeting.

3.21 Sifters will mark the applications, applying the mark scheme, by a date set by the PO.

3.22 POs will collate the marked applications and review them for any indication that certain applications might require moderation. POs may require any of the applications to be marked again, or apply other appropriate moderation techniques, raising any significant issues with the sifters and HOP.

Invitations to Interview

3.23 HOPG, in consultation with the POs will decide on the number of applicants to be invited to interview and will decide on the candidates to be invited to interview. They will send the list of successful URNs to the CEO and HOP.

3.24 POs and HOPG are responsible for setting the minimum threshold criteria ("MTC") for the offer of an interview for their PG Those candidates with a

Relevant Disability meeting the MTC will be offered an interview.. This guarantee is subject to operational limits on the total number of interviews each year. If the number of candidates with a Relevant Disability exceeds this number then those candidates with Relevant Disabilities scoring highest in the application process will be offered an interview.

3.25 The PO will notify applicants who are being invited for any interview in writing. This will be confirmed via the Pupillage Gateway. Successful applicants will be notified of a first round interview not less than 14 days prior to the interview date.

3.26 Invitations to interview will provide clear information regarding:

(a) The practical arrangements for interview and points of contact;

(b) How to request reasonable adjustments or flexibility in interview arrangements if required;

(c) The selection criteria for the interview;

(d) Details of any practical assessments or other scenarios which the candidate will be asked to address; and

(e) Any other relevant information.

3.27 POs will use their best endeavours to ensure that interview times take into account such other commitments as the interviewee may have at other Chambers, and taking into account their travel needs, any need for religious observance or other relevant personal circumstances.

3.28 Reasonable adjustments will be made to the interview process to enable the most effective participation for applicants with a Relevant Disability. See **paragraph 1.9** above

3.29 Any applicants not selected for first round interview will be notified via the Pupillage Gateway.

3.30 Any applicants not selected, following their first round interview, will be notified in writing by the PO and (if requested by the applicant) offered concise feedback. The Pupillage Gateway will also be updated.

3.31 Any applicants not offered pupillage after a second round interview will be notified in writing by the PO and, if requested by the applicant, will be offered concise feedback. The Pupillage Gateway will also be updated.

Interview Panels

3.32 The POs, subject to consultation with and approval by the HOPG, will decide how many interviewers are required for each round. They will endeavour to assemble the most diverse interviewing panels practicable from within the membership of their PG, taking into account barrister availability, protected characteristics and levels of call.

3.33 Taking into account the need not to overburden members of chambers who are people of colour with additional responsibilities, POs shall use their best endeavours to ensure that:-

(a) there shall be no all male or all female panel of interviewers; and

(b) candidates will not be interviewed by an panel which is exclusively white.

3.34 Any concerns regarding the composition of interview panels must be referred to the HOP.

3.35 Where members of Chambers are attending interviews from outside London, a request may be made to the Finance Committee for their travel expenses to be reimbursed.

Preparation for Interviews

3.36 The PO for each PG will draft interview questions, any instructions to interviewees, marking guidance for their PG and mark sheets. These must be approved by the HOP and relevant HOPG.

3.37 POs will schedule the interviews for their PG (allowing time for preparation and consideration) and will prepare electronic documentation for the panel containing:

(a) The running order;

(b) The interview questions;

(c) The marking guidance;

(d) Unredacted copies of the applications of each interviewee; and

(e) Electronic marking sheets.

3.38 The PO will discuss with the interview panel the application of the marking scheme so as to ensure consistency.

3.39 Interview dates will be confirmed on Chambers website by no later than 5th January each year.

Interviews

3.40 Interviews may take place in person or remotely.A candidate may request that an interview takes place remotely, and all reasonable requests will be considered. POs shall take steps to ensure that candidates who are interviewed remotely are not thereby disadvantaged.

3.41 POs will attend the interview days so asto coordinate the interviews for their PG. The HOP will also be present, or available if taking place remotely, to oversee the interviews as a whole and to assist with any problems.

3.42 On the day of the interview, POs will provide candidates with any final assessment materials and ensure that the candidates have a quiet space and fair allocation of time in which to consider them.

3.43 For each in person interview, the applicant will be collected from the reception area by the PO or an interviewer and accompanied out of the building by the PO or an interviewer.

3.44 Appropriate technical support will be offered to candidates attending remotely so as to ensure that the remote interview is effective.

3.45 Each candidate interviewed by a PG will be asked the same questions.

3.46 POs shall use their best endeavours so as to ensure that all second round interviewees are conducted by by the same interview panel.

3.47 After each interview, the panel will discuss and agree a mark for that candidate. At the conclusion of each round of interviews the interview panel and PO for that PG will agree an order of merit for candidates interviewed in that round.

3.48 HOPG in consultation with their PO, will decide on the number and identity of applicants to be invited for a second-round interview.

Offers of Pupillage

3.49 HOPG in consultation with their PO will decide on which (if any) applicant is to be offered pupillage or a reserve place, and in what order. Any pupillage offers are to be made by HOPG or by HOP, save in exceptional circumstances.

3.50 The PO will assist their HOPG by providing the information gathered, following second round interviews, pursuant to paragraph 3.46 The POs will provide their own views to the HOPG.

3.51 All individuals involved in the second-round interview process will have regard to s159 of the Equality Act 2010, which permits positive action in the following circumstances:-

159 Positive action: recruitment and promotion

(1) This section applies if a person (P) reasonably thinks that—

(a) persons who share a protected characteristic suffer a disadvantage connected to the characteristic, or

(b) participation in an activity by persons who share a protected characteristic is disproportionately low.

(2) Part 5 [of the Act] (work) does not prohibit P from taking action within subsection (3) with the aim of enabling or encouraging persons who share the protected characteristic to—

(a) overcome or minimise that disadvantage, or

(b) participate in that activity.

(3) That action is treating a person (A) more favourably in connection with recruitment or promotion than another person (B) because A has the protected characteristic but B does not.

(4) But subsection (2) applies only if—

(a) A is as qualified as B to be recruited or promoted,

(b) P does not have a policy of treating persons who share the protected characteristic more favourably in connection with recruitment or promotion than persons who do not share it, and

(c) taking the action in question is a proportionate means of achieving the aim referred to in subsection (2).

(5) "Recruitment" means a process for deciding whether to— […] (e) offer a person a Pupillage or tenancy in barristers' chambers, […]

(6) This section does not enable P to do anything that is prohibited by or under an enactment other than this Act.

3.52 At the date and time stipulated in the Pupillage Gateway timetable, the Pupillage Gateway will be updated to inform candidates of offers of pupillage or a place on the reserve list. HOPG, HOP or a member of the PC will also contact candidates (either by phone or by email) so as to make any offers of pupillage.

3.53 The terms on which a pupil is offered pupillage will be in accordance with this Pupillage Manual and the Pupillage Agreement (***Appendix* 2**). Upon making an offer of pupillage, Chambers will send the prospective pupil the Pupillage Agreement and the current version of the Pupillage Manual, so that Chambers' terms and funding arrangements are clear to them before they accept or decline the offer. It shall be made clear that there may be changes to the Pupillage Manual prior to the commencement of pupillage.

3.54 Reserve applicants will be notified as soon as possible that they have been placed on the reserve list and the relevant PO for the PG will ensure that they are updated with any changes in their application status at the earliest opportunity.

3.55 POs will respond to any requests for feedback following second round interviews within 14 days or receipt of the request.

Waivers and additional pupillages

3.56 Chambers may occasionally decide to offer additional pupillages to those advertised if a practice group identifies an additional vacancy. Additional pupillages must be approved by the EB prior to being offered. Additional pupillages may only be offered with a view to tenancy, and only to those persons who have been through the recruitment process described in this manual and who have met the standard for an offer of pupillage. This includes

candidates for pupillage who have the benefit of a waiver as described in paragraph 3.56 below.

3.57 Where an offer of pupillage is made to a candidate with the benefit of a BSB waiver allowing Chambers to provide a pupillage for less than 12 months, the candidate may elect nonetheless to undertake the full 12 month pupillage. Where a candidate with the benefit of a waiver requests a reduced pupillage period, the length of pupillage to be undertaken will be at Chambers' discretion. Where a reduced period of pupillage is undertaken the pupillage award will be reduced pro-rata.

Review of Recruitment Process

3.58 The CEO will collate E&D data from the selection process and send it to the PC. The PC will review this E&D information, together with this section of the Pupillage Manual and the marking guidance for each stage of the application process, so as to improve the promotion of the aims set out in Section 1: Overarching Principles of this Pupillage Manual.

Section 4: Pupillage

Commencing Pupillage

Commencement and Registration Information

4.1 Before the commencement of pupillage in each PG, the PG PO will meet the pupils to discuss their areas of interest within their PG and any areas of Chambers' other work that would best complement those areas of interest. The pupil supervisors shall strive to accommodate the pupil's wishes so far as is practicable, but subject to the extent that those wishes are consistent with the strategy of the PG providing the pupillage.

The HOP, after consultation with the HOPG and PG PO, will appoint members of Chambers to act as pupil supervisors. Practice managers will be notified by their HOPG of the identity of pupil supervisors.

4.2 No later than 28 days prior to the commencement of pupillage, the Pupillage Secretary will provide pupils with:

(a) The commencement date of their pupillage; and

(b) The date of their Chambers induction.

4.3 No later than 21 days prior to the commencement of pupillage, each PG PO will provide pupils with the names of their first pupil supervisor and their Chambers buddy.

Registering Pupillage with the BSB

4.4 Two weeks prior to starting pupillage, each PG PO will ensure that their pupils apply to the BSB for registration of their pupillage by submitting an application in the form prescribed by the BSB. Each PG PO will ensure that pupils provide the name of their pupil supervisor and the commencement date. The HOP will complete such other information on the form as may be required by the BSB. Upon receipt from the BSB of confirmation of registration, each pupil will forward this to the Pupillage Secretary.

4.5 If any of the information provided in an application for registration of a pupillage changes before the pupillage has been completed, the pupil, assisted by the

relevant PG PO, must promptly notify the BSB in writing of the change using the prescribed form.

Credentials Checking

4.6 Chambers will exercise appropriate due diligence in checking credentials and reporting any fraudulent or dishonest activity to the BSB and to the Inns of Court as appropriate.

4.7 No later than one month prior to the commencement of pupillage, the CEO will ensure that a member of administrative staff will request the following information from pupils, which must be satisfactorily provided before the commencement of pupillage:

- **(a)** The official certificates/transcripts of the university examinations referred to in the pupil's pupillage application form;
- **(b)** The official transcript of any examination taken or notified between the acceptance of pupillage and its commencement;
- **(c)** Clear documentary evidence of the pupil's satisfactory completion of the vocational component of Bar training (known as the Bar Professional Training Course until September 2020) within the last 5 years, or that they have obtained dispensation from the BSB to complete the pupillage outside of the usual 5 years;
- **(d)** Clear documentary evidence that the pupil is a member of an Inn of Court; and
- **(e)** Clear documentary evidence that the pupil's nationality or immigration status allows them to undertake the pupillage.

4.8 A member of administrative staff will also check that pupils have been called to the Bar, or that they have registered with their Inn of Court to be called to the Bar before the practising period of pupillage ("second six").

Induction

4.9 Before or upon the commencement of pupillage, pupils will be inducted into Chambers by the CEO or by such other appropriate member of the PC. Pupils will be shown Chambers' premises, introduced to Chambers' structure and procedures, and set up with such IT logins (including for web-based legal research tools) and printing permissions as may be appropriate. They will also be introduced to the clerks and to the administrative staff.

4.10 Pupils are afforded free and comprehensive access to legal research engines – currently Westlaw and LexisNexis – throughout their pupillage.

4.11 During induction, pupils will be required to sign the Pupillage Agreement (*Appendix 2*) and confidentiality agreement (*Appendix 6*) and will be provided with copies of:

(a) Their PG's written training programme;

(b) Chambers' policies on bullying and harassment;

(c) An up-to-date Pupillage Manual and appendices;

(d) The Training Programme;

(e) The Reasonable Adjustments Policy;

(f) The Parental Leave Policy; and

(g) The E&D Policy.

Non-Practising Stage ('First Six')

4.12 Pupils in their first six will not carry out any reserved legal activities, including rights of audience. Pupils will not accept any client instructions, except for noting briefs where they have the permission of their pupil supervisor or head of Chambers. Short-term secondments to relevant client/work generating organisations or law firms shall also be permitted, in the dicretion of the relevant team's PO, within the confines of the BSB rules but subject to the needs of Chambers and the appropriate professional development of the pupil. Any proposed secondment shall be discussed with the pupil's supervisor in the first instance. Any secondment should be undertaken only if it is in the pupil's best interests to do so.

4.13 Pupils will use the title 'pupil' (before call to the Bar) or 'pupil barrister' (after call) and will not refer to themselves as a 'barrister'. This requirement applies to all circumstances in which the pupil is named and not simply with regards to formal advices, pleadings or other written work. A pupil putting or sharing any documents into the public domain, such as articles, books or seminar materials, must describe themselves as "[Name], [Pupil/Pupil Barrister], 36 [Crime/Family/Stone/Public & Human Rights]".

4.14 During first six, pupils will have the opportunity to discuss in more detail with their practice manager or senior clerk the type of work they can expect to undertake in their second six, and expectations around income.

Completion of First Six

4.15 To satisfactorily complete first six, pupils will have:

(a) met the competencies that need to be met to the threshold standard before a pupil can apply for a Provisional Practising Certificate ("PPC"), as set out in pages 30-41 of the BSB Curriculum and Assessment Strategy;

(b) satisfactorily completed the relevant compulsory courses specified by the BSB (see Part 2C (C5) of the Bar Qualification Manual); and

(c) been called to the Bar.

4.16 Upon the satisfactory completion of first six, the pupil's supervisor will complete the Non-Practising Period Completion Form. If the supervisor is unavailable to sign the form, one of the HOP or heads of Chambers may sign the form , which must be accompanied by reasons as to why the pupil supervisor was unable to sign, and which must indicate that the HOP or heads of Chambers is / are satisfied the relevant requirements have been met.

4.17 Pupils will submit the Non-Practising Period Completion Form to the BSB certifying that the non-practising period has been satisfactorily completed. A copy will be provided to the HOP or Pupillage Secretary. If the pupil supervisor is prepared to sign the form in advance, the BSB will accept the signed form one week in advance. Provided that the pupil has completed the compulsory training specified by the BSB, the BSB will grant the pupil a PPC.

4.18 Where it is not considered that the defined standards and competencies have been met, the pupil supervisor will not sign the form. This should not come as a surprise to the pupil, as any issues should have been apparent through Chambers' appraisal process. This decision should be brought to the attention of the HOP by the pupil supervisor. In this situation, Chambers will exercise its discretion in deciding whether to either terminate the pupillage or to provide additional training or remedial work so as to enable the pupil to attain the required level of competency. Where there are extenuating circumstances, Chambers is likely to take the latter course and extend the first six. Chambers will continue to pay the pupil the same level of pupillage award during the extension period.

4.19 Where the pupil wishes to appeal their pupil supervisor's decision not to sign the form, the pupil should raise this in writing with the HOP. The HOP will convene a meeting with the pupil and a joint meeting with the pupil and pupil supervisor so as to review

the decision not to sign the form with a view to achieving an agreed way forward. The HOP may uphold the decision of the pupil supervisor or sign the form in place of the pupil supervisor. If the pupil remains dissatisfied with the decision, they may appeal by writing to one of the joint head(s) of Chambers and it will be treated as a grievance.

Practising Stage ("Second Six")

Commencing Practice

4.20 Provided they have been issued with a PPC, second six pupils are entitled to accept instructions, supply legal services and exercise rights of audience with the permission of their pupil supervisor or head of Chambers. Second six pupils will use the title 'pupil barrister' and will not refer to themselves as a 'barrister'. The requirements of paragraph **4.12** above will continue to apply.

4.21 Pupils who intend to practise in the Youth Court must register this activity with the BSB. They must declare that they have the specialist skills, knowledge and attributes to work effectively with young people, as set out in the BSB Youth Proceedings Competencies and Guidance.

4.22 Upon commencing practice in second six, pupils will:

(a) Register with the Information Commissioner as a data controller;

(b) Register as self-employed with HMRC; and

(c) Register for VAT with HMRC.

Court Experience

4.23 During second six, Chambers will endeavour to ensure that the pupil has the opportunity to do as much court work as is reasonably possible in accordance with the PG's normal range of work, and bearing in mind the pupil's experience and progress, and the availability of the work.

4.24 However, the pupil will also require time for preparation and to carry out work for their pupil supervisor and others. Ordinarily, 3 or 4 days a week (as an average over second six) should be the maximum number of times the pupil should be sent to court. Pupils will not be expected to attend court on Saturdays unless they wish to do so. Any concerns regarding a pupil's work-load or the suitability of work allocated to a pupil should be raised by the pupil with their pupil supervisor in the first instance. If the issue

is not resolved the pupil supervisor should raise the matter with the PG PO, HOPG and HOP, and the pupil may also raise the matter with the HOP.

Completion of Second Six

4.25 To satisfactorily complete second six, pupils must have:

(a) met the competencies in the Professional Statement; and

(b) satisfactorily completed the relevant compulsory courses specified by the BSB (see Part 2C (C5) of the Bar Qualification Manual).

4.26 Upon the satisfactory completion of second six, the pupil supervisor will complete the Practising Period Completion Form ("PPCF")to confirm that the pupil has met the competencies in the Professional Statement. If the pupil supervisor is unavailable to sign the form, one of the HOP or heads of Chambers may sign the form confirming completion, provided they provide reasons why the pupil supervisor was unable to sign and indicated that they are satisfied the requirements have been met.

4.27 Pupils will submit the PPCF to the BSB. Provided the pupil has satisfactorily completed pupillage, which includes the compulsory training specified by the BSB, the BSB will confirm that eligibility for a Full Practising Certificate ("FPC"). Pupils will then apply for a FPC. A copy will be provided to the HOP or Pupillage Secretary. Pupils' PPCs are valid for 30 days after the end date of pupillage so as to give pupils time to apply for the FPC.

4.28 Where it is not considered that the competencies in the Professional Statement have been met, the pupil supervisor will not sign the form. This should not come as a surprise to the pupil, as any issues should have been apparent through Chambers' appraisal process. This decision should be brought to the attention of the HOP by the pupil supervisor. In this situation, Chambers will exercise its discretion in deciding whether or not to either terminate the pupillage or to provide additional training or remedial work to enable the pupil to attain the required level of competency. Where there are extenuating circumstances, Chambers is likely to take the latter course and extend the second six. Chambers will continue to guarantee the pupil's monthly earnings at the same level as their second six level during the extension period.

4.29 Upon the completion of pupillage, pupils will apply to BMIF for their own insurance cover for legal services offered in self-employed practice.

Applications for Tenancy

4.30 Each PG is responsible for creating a clear policy for the recruitment of tenants from pupils with readily-identifiable criteria and processes. The timetable for applications may vary between PGs and the relevant PG policy document will be provided to pupils as part of their induction. It will clearly identify;

(a) The process which will be adopted by that PG for the making of any tenancy decision upon completion of pupillage; and

(b) The selection criteria which will be adopted by the PG when considering whether to offer tenancy to pupils on completion of pupillage. Each PG may adopt its own selection criteria in this regard.

4.31 Pupils will be able to apply for tenancy no earlier than 12 weeks (i.e. 8 July) and no later than four weeks (i.e. 2 September) prior to the end date of their pupillage. Pupils should be informed of the decision in relation to tenancy within 28 days of making an application.

4.32 Save in exceptional circumstances, pupils will be invited to apply for tenancy. Pupils should apply in writing to their HOPG within the timeframe specified at paragraph **4.31**. HOPG will arrange for the recruitment process to take place in line with the PG policy document provided to the Pupil on induction.

4.33 Reports will be then sought by the PO from

(a) each of the pupil's supervisors; and

(b) their practice manager as to their suitability for tenancy. That suitability will be considered in terms of practice, performance and conduct during pupillage.

4.34 Those reports, together with

(a) the pupil's appraisal forms;

(b) work evaluation forms for the pupil; and

(c) any reports on the pupil provided by such further members of Chambers as the pupil, pupil supervisors or practice manager may indicate,

(d) any reports on the pupil from any other person the HOP or EB consider to be appropriate.

4.35 The individuals providing reports pursuant to paragraph **4.34 (c)** and **(d)** above must be persons who have had a direct and substantial opportunity to observe and/or to assess the pupil's conduct, practice and performance (which may include written work or advocacy).

4.36 The reports obtained pursuant to paragraph **4.34** above shall be disclosed only to the pupil to whom they relate, to the relevant PO, to the HOP, to the relevant HOPG, to the EB, and to any person forming part of any interview panel for the purposes of making a tenancy decision for that pupil.

4.37 The pupil's Chambers buddy will not be asked to provide a report.

4.38 Upon reviewing the reports obtained pursuant to paragraph **4.33** and **4.34** above, the relevant HOPG will discuss with the relevant PO whether an offer of tenancy can be made without an interview. Where there is any concern as to whether the pupil has met the criteria for tenancy, then an interview must always be offered. An application may not be rejected without an interview. It is within the discretion of the HOPG either:

(a) to recommend that the EB make an offer of tenancy based solely on those documents; or
(b) to require a tenancy Interview.

Tenancy Interview Panel

4.39 If a decision is taken to interview a pupil applying for tenancy, then:-

(a) a recruitment panel will be appointed by the relevant HOPG;
(b) the recruitment panel will include members from that PG;
(c) there shall be no less than five and no more than seven recruitment panel members appointed following consultation and agreement between the HOP, the HOPGs and the PG PO;
(d) ther will be no all white interview panels;
(e) Each recruitment panel shall include at least one member of the EB;
(f) The pupil's Chambers buddy will not be on the panel;
(g) The provisions regarding the composition of the interview panel as set out at **3.32** to **3.34** of this Pupillage Manual apply;
(h) Consideration of a pupil's suitability for tenancy shall be made by the HOPG together with the recruitment panel, having regard to the entire

pupillage period, in terms of a pupil's practice, performance and conduct during pupillage, reflected in reports obtained pursuant to paragraph **4.33** and **4.34** above;

(i) the HOPG and recruitment panel will thereafter make a decision as to whether a recommendation should be made to the EB that the pupil should be offered tenancy, and shall communicate the outcome to the EB forthwith upon the making of the decision, and to the pupil within 48 hours of the decision.

4.40 The final decision as to whether a pupil is to be offered tenancy will be taken by the EB within 48 hours of its receiving the recommendation pursuant to either paragraph **4.38 (a)** or paragraph **4.39 (i)** above.

4.41 For the avoidance of doubt the chambers Member Recruitment Policy (contained in a separate policy document) does not apply to the recruitment of tenants from pupils.

Pupil Supervisors

4.42 Each pupil will have at least two pupil supervisors from their PG during pupillage (usually one for each six-month training period). However, it is within the discretion of each PG (through their HOPG and PO) to decide how many pupil supervisors their pupil(s) will have and for what periods. Any changes in pupil supervisor must be notified to the BSB.

4.43 Pupils are responsible for completing and submitting for signature to the HOP the Change of Authorisation form prior to the implementation of any change of pupil supervisor.

Pupil Supervisor Responsibilities

4.44 Pupil supervisors have overall responsibility for the professional development and welfare of their pupil. They will keep themselves informed on these matters and will consult the pupil regularly about all material aspects of their pupillage and career aspirations.

4.45 Upon commencement of supervision of a pupil, pupil supervisors shall discuss with the pupil whether they have any particular needs or responsibilities which would be likely to mean the pupil needs additional support, adjustment to the training provided, or greater flexibility of working for the pupil. For example health needs or caring

responsibilities. This shall include discussing whether any reasonable adjustments are appropriate by reason of a Relevant Disability. The pupil and pupil supervisor should discuss and agree how the pupil's particular needs and circumstances can be met, and the pupil supervisor should communicate the agreed arrangements to the Pupillage Secretary and any subsequent pupil supervisor responsible for supervising that pupil. Pupil supervisors should check with the pupil whether the agreed measures are effectively addressing the pupil's needs or circumstances.

4.46 Pupil supervisors are responsible for delivering the training programme to enable their Pupil to meet the Professional Statement Competencies. They will be supported in this by the PC and, in particular, by the PG PO, as well as and trainiers and the PG Training Officer.

4.47 Pupil supervisors must ensure that their insurance covers all activities pupils are asked to do during the course of their pupillage, including (for example) writing books or articles, charitable and pro bono work. The standard BMIF policy may not cover all such work and it is the pupil supervisor's responsibility to ensure that they obtain any necessary extension to their own insurance so as to ensure that their pupil's work is appropriately covered.

4.48 Pupil supervisors will provide pupils with all necessary assistance in complying with their regulatory obligations (e.g. registering their pupillage with the BSB, applying for any necessary waivers and obtaining a PPC).

4.49 Pupil supervisors are responsible for confirming that the non-practising and practising periods of pupillage have each been satisfactorily completed.

4.50 Pupils will have the opportunity to spend up to two weeks (concurrent or separate) in their non-practising pupillage period with another PG or PGs as a shadowing exercise. This shall be arranged by the PO for that pupil following discussions with the pupil and pupil supervisor.

Appointment of Supervisors

4.51 The HOP, in consultation with the HOPG, will appoint appropriate pupil supervisors for each pupil.

4.52 Supervisors must be practising barristers. In deciding the most appropriate members to appoint, the HOP and HOPG will consider their suitability in terms of:

(a) Their professional experience;

(b) The nature of their practice and whether it offers appropriate learning opportunities;

(c) The time they can devote to a pupil;

(d) Their aptitude to create an appropriate learning environment; and

(e) Their competence to provide effective feedback.

4.53 In general, junior counsel will be in a better position to satisfy the above suitability criteria, in particular the requirement that their practice must offer appropriate learning opportunities, which should be appropriate to the type of work that the pupil is likely to be doing in their first few years of practice. It is likely to be only in exceptional cases that a K.C. is the most suitable candidate.

4.54 The Pupillage Secretary will check the supervisors' disciplinary records with reference to the Barrister's Register on the BSB website, and seek declarations from each supervisor that no other disciplinary action is in process.

Training of Supervisors

4.55 The BSB no longer requires pupil supervisors to have undertaken specific training, to be approved by an Inn of Court or to appear on a register of approved supervisors. However, all pupil supervisors must have received appropriate training such that they can meet the training outcomes prescribed in the Bar Qualification Manual Part C2-1, para.1.19-1.20. In order to meet these outcomes, prospective supervisors may attend formal events, self-study the BSB documentation and/or attend in-house briefings in Chambers.

4.56 The Pupillage Secretary will keep records of pupil supervisor training so as to ensure that it is up to date, and identify any areas where additional training is needed.

4.57 The HOP and/or pupillage secretary will hold an annual pupil supervision training session for supervisors before the period of their supervision begins, to ensure they are familiar with Chambers policies and procedures. Pupil supervisors are expected to attend this training or view a recording of the training.

4.58 Refresher training is mandatory every five years, or after three years if the individual has not been a supervisor during that time.

4.59 Supervisors will send records of any relevant training to the Pupillage Secretary, who will retain them for the purpose of supervision by the BSB.

Pupil Training Programme

4.60 There will be a formal training programme throughout the period of pupillage. The aim of the programme will be to assist pupils in meeting and, where possible, exceeding the competencies in the Professional Statement. Each PG will have a Training Officer.

4.61 Pupils will be provided with a written copy of their PG's training programme with the Pupillage Agreement in their induction. Responsibility for delivery of pupil training will lie with pupil supervisors, POs and Training Officers.

4.62 The Training Officer will support and assist pupils and pupil supervisors with delivering the training programme. The Training Officers for each PG having a pupil in any given year will coordinate to provide plenary advocacy training sessions for all current pupils in their non-practising period. The Training Officer(s) will provide the calendar for training events to the pupil for their PG at the start of the pupillage.

4.63 The training programme will be flexible so as to take into account pupils' particular personal circumstances, career goals and training needs. All reasonable adjustments will be made to the training programme in respect of any pupils with a Relevant Disability. Pupils can seek reasonable adjustments by speaking to their pupil supervisor, the relevant PO or the HOP.

4.64 Pupils are required to undertake a professional ethics exam (and from 2025 a negotiation skills assessment) set and marked by the BSB. Chambers will meet the cost of pupils undertaking the exams. Pupil supervisors will provide pupils with time to prepare for these exams.

4.65 Pupil supervisors will regularly discuss and review the training programme with their pupils, and agree how they are going to measure whether the competencies are being met and what methods will be used to assess them.

4.66 The HOP and relevant HOPGs will satisfy themselves that there are appropriate arrangements in place for the training programme. They will continuously monitor and review the effectiveness of the training programme and ensure that changes are made if appropriate.

Assessment, Appraisals and Feedback

Assessment

4.67 Pupils will be assessed against the threshold standard and competencies specified in the Professional Statement. In addition to formal appraisals, pupil supervisors will ensure there is regular oral or written feedback given.

4.68 Pupil supervisors will ensure that pupils complete at least two substantial pieces of written work per six-month training period. After these are completed, the pupil supervisor or relevant member of chambers will complete a work evaluation form (*Appendix 3*). These forms will be held by the PO for the pupil's PG and will form part of the tenancy selection process at the end of pupillage.

Appraisals

4.69 Pupil supervisors will ensure that their pupil is appraised each quarter (i.e., in early January, early April, early June, and finally, shortly before completion of pupillage, in September – a total of 4 appraisals). The appraisals will serve a dual purpose:

(a) To ensure that pupils understand the progress they are making and the areas for development.

(b) To provide an opportunity for pupils to give feedback on their progress, the work they have done and the way they are being supervised.

4.70 An informal appraisal will also take place at two months, which will be an informal discussion between the pupil supervisor and pupil. This will provide an opportunity to review the Professional Statement and training programme and discuss the pupil's career goals and training needs.

4.71 The 4 appraisals referred to at paragraph **4.67** will be formal. Pupil supervisors will use the pupil appraisal form (***Appendix 4***) to provide objective feedback, identifying strengths and areas for development, and setting objectives to develop skills and competencies. To enable the appraisal to be productive, pupil supervisors and pupils should take time to reflect and review the form in advance of the appraisal.

4.72 Pupils have an opportunity during appraisals to raise any concerns they have about their progress, work or supervision or any other difficulties that have arisen. The pupil and pupil supervisor should work together to address these, and may also raise them with the HOP if appropriate. Pupils may contact the HOP directly if they have any concerns which they do not wish to raise with their supervisor, or which have not been resolved by their supervisor. Pupils can also raise issues with their Chambers buddy.

4.73 Pupil appraisal forms will be held by the PG PO, and also provided once complete to the pupil after the appraisal, so that the pupil may reflect on its content. They will form part of the tenancy selection process at the end of pupillage and will influence reviews of the training programme and Pupillage Manual. Appraisal forms will be sent to and reviewed by the HOP, who will arrange to speak to the pupil and pupil supervisor regarding any issues.

4.74 If, following appraisal, it becomes clear that adjustments need to be made to the pupillage process as it impacts on any pupil, those adjustments should be made or, if applicable, put to the EB for consideration.

4.75 The HOP and HOPG will monitor the appraisals so that Chambers is aware of the progress of all the pupils and can identify where there might be emerging issues.

4.76 The appraisal process will be flexible so as to take into account pupils' particular personal circumstances, career goals and training needs, and all reasonable adjustments will be made to the appraisal process in respect of any pupils with a Relevant Disability. Pupils can seek reasonable adjustments by speaking to their pupil supervisor.

Withdrawal of Pupillage

4.77 Pupils may withdraw from pupillage prior to its commencement or bring the pupillage to an early termination during pupillage on giving not less than one month's written notice to Chambers.

4.78 Chambers is entitled to withdraw the pupillage prior to its commencement or to terminate the pupillage with immediate effect at any time if:

(a) The pupil commits a serious breach of the BSB Handbook.

(b) The pupil is guilty of a serious or persistent breach of Chambers' policies, procedures or codes of conduct applicable to them.

(c) The pupil is convicted of a criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed).

(d) The pupil fails to meet the minimum attendance or other regulatory requirements of the BSB for commencing or completing the non-practising or practising periods of pupillage training.

(e) During the practising period of pupillage, the pupil ceases to hold a valid practising certificate.

(f) The pupil's actions or omissions (whether or not in the course of the pupillage) bring, or are such as to risk bringing, the name or reputation of Chambers, its members or its staff into disrepute or to prejudice the interest of Chambers.

(g) The pupil's immigration status means they cease to be eligible to undertake or complete the pupillage.

(h) The pupil is guilty of any gross default or misconduct including negligence in connection with or affecting the business of Chambers or any member of Chambers or client or customer of Chambers

4.79 A decision to terminate pupillage will be made by the HOP, after discussion with the relevant HOPG. The pupil will be immediately notified in writing of the decision, the reasons for it and the pupil's opportunity to appeal it. Upon the written reasons being sent to the pupil, their pupillage (and any award or guaranteed earnings above the minimum amount set by the BSB) will be suspended.

4.80 The appeal process will be as follows:

(a) If the pupil wishes to appeal the decision, they will write to the heads of Chambers within seven days of receiving the written reasons. The pupil will outline the reasons why their pupillage should not be terminated.

(b) If, after seven days, the pupil has not indicated in writing a wish to appeal the decision, their pupillage will be terminated. If they have indicated in writing a wish to appeal, the suspension of their pupillage (and any award or guaranteed earnings above the minimum amount set by the BSB) will continue until the appeal process is concluded.

(c) The EB will appoint a panel to hear the appeal, which will include members from the pupil's PG. The number of panel members will be no

less than five and no more than seven in number and shall include at least one member of the EB.

(d) The appeal hearing will take place no later than seven days after the pupil's letter to the heads of Chambers is received.

(e) In advance of the appeal hearing, the panel will be given the written reasons for termination and the pupil's letter to the heads of Chambers.

(f) During the appeal hearing, the HOP, HOPG and pupil will have the opportunity to address the panel (in person or by telephone/video link) and the panel will have the opportunity to ask them questions. If the HOP or HOPG are not able to attend (in person or remotely) owing to exceptional circumstances, they may nominate another senior member of Chambers to attend on their behalf.

(g) Following the appeal hearing, the panel will make a recommendation to the EB as to whether the pupillage should be terminated. It shall then be a matter for the EB to decide, in its absolute discretion, whether or not to terminate the pupillage. The EB will notify the pupil of the outcome of the appeal within seven days of the appeal hearing.

(h) If the pupil's appeal is unsuccessful, their pupillage will be immediately terminated. If the pupil's appeal is successful, their pupillage will continue and they will be reimbursed any award or guaranteed earnings lost during the appeal process.

4.81 Chambers may also withdraw or terminate pupillage in the event that it ceases to be authorised by the BSB as an AETO or there is another regulatory, financial or practical impediment to Chambers continuing to provide pupillage. If, during pupillage, Chambers ceases to be able or authorised to take pupils, Chambers will promptly notify the BSB. In that event, the HOP will support the pupil to the best of their ability to identify another set of chambers where they can complete their training and secure continuation of their pupillage.

Use of Pupils

4.82 If a member of chambers wishes to have the assistance of a pupil for a piece of work, they will make a prior request by email to their pupil supervisor. If the pupil supervisor is not available, the request will be made to the HOP or to the pupil's practice manager. Under no circumstances will a request be made directly to a pupil.

4.83 In the pupil's first six, the clerking team and/or practice managers shall liaise with a pupil's supervisor before offering a pupil for work, or accepting work for a pupil and before discussing potential work with the pupil. This includes noting briefs. For the avoidance of doubt a first six pupil is not to be paid for any noting briefs, or for work carried out for other members of Chambers. A first six pupil is not permitted to carry out work for a solicitor in their own right.

4.84 Where possible, the request should be made in relation to a pupil working in the same PG as the member making the request. Where that PG does not have a pupil, or the pupil of that PG is not available, the request can be made in relation to another PG's pupil.

4.85 Pupil supervisors will use their discretion in relation to requests made of pupils. In exercising their discretion, they will take into account the pupil's existing workload and the educational or training benefit to the pupil of the requested assistance. Work from the pupil's PG will be given priority over work from other PGs in Chambers.

4.86 Any request made of a pupil contrary to this provision should be referred to the HOP, who may in their discretion refer the matter to the EB. Any dispute over the use of pupils should be reported to the HOP.

Wellbeing and Support

4.87 Pupil supervisors have overall responsibility for the welfare of their pupil. They will take an active interest in the wellbeing of their pupil, which will include:

- **(a)** Discussing in advance what is expected from pupils in Chambers, in a conference, in court or in carrying out pieces of work;
- **(b)** Taking care to ensure that pupils do not spend a disproportionate amount of their time and resources travelling to and from distant courts;
- **(c)** Ensuring during first six that, save for in exceptional circumstances, pupils are not required to work late into the evening or on weekends; and
- **(d)** Ensuring during second six that pupils are given sufficient time out of court to prepare their own work and any additional work for the pupil supervisor or other members of Chambers.

Working Hours

4.88 Chambers' core business hours are 8:30am to 6pm Monday to Friday (inclusive). There are no fixed training hours, but pupils will be expected to be available for education and training for around 35 hours each week, save for periods when they are unable to work due to illness, injury or holiday.

4.89 Pupils may be invited to attend evening or weekend events relevant to their education and training, at their option. Any compulsory training which must unavoidably be organised in the evenings or on weekends will be flexible to the personal circumstances of the pupil.

Absence from Work

4.90 Pupils are entitled to 20 days holiday plus bank holidays and any other days when Chambers is closed. Chambers' holiday year for pupillage runs from 1 October to 30 September. Pupils should spread their holiday evenly between their first and second six insofar as practicable.

4.91 Pupils should seek the approval of their pupil supervisor prior to the booking of any holidays. Before approving the holiday, the pupil supervisor will consult the relevant practice manager. Provided the timing of the holiday is not likely to prevent Chambers from carrying out its business effectively, approval is likely to be given.

4.92 Pupils in their first six who are unable to work due to illness or injury or other health reason will notify and update their pupil supervisor. Pupils in their second six will notify and update their pupil supervisor and practice manager. This includes the health of a child or other dependant. Pupils will provide medical evidence (for example, a letter from their GP) to their pupil supervisor if they need to take more than five working days off in a row due to illness or injury or ill health.

4.93 Where a pupil is unable to work for a prolonged period of their pupillage, their pupil supervisor will make all reasonable adjustments to the training programme to enable the pupil to meet the competencies in the Professional Statement. In exceptional circumstances, it may be necessary to extend the pupillage, suspend and re-start it, or to terminate it. Where pupillage is extended, Chambers will continue to pay the pupil their award/guaranteed earnings during any period of extension. A pupil whose pupillage is suspended will continue to be paid at least the minimum award or guaranteed earnings set by the BSB until their pupillage is re-started. Any decision to

extend, suspend or terminate will only be made after discussion with the pupil, and would be open to appeal through the Grievance Procedure or Termination Appeal Procedure (both set out elsewhere in this chapter).

Chambers Buddies

4.94 Before pupillage commences, each pupil will be appointed a Chambers buddy by their relevant PO. Chambers buddies will be junior members of the pupil's PG, preferably within the first five years of their own practice. They will not be a member of the PC.

4.95 Chambers buddies will provide confidential and informal support and advice to pupils in relation to Chambers, pupillage, work and wellbeing. The only circumstances in which a Chambers buddy will disclose any issues raised by the pupil is with the pupil's consent or where the buddy is obliged to under the BSB Handbook (for example, if the pupil or another member of the Bar have committed serious misconduct) or where required by law. If a buddy is obliged to report a matter to the BSB or to the police, they will also report that matter to the HOP.

4.96 After the pupil's first six, the PG PO will decide whether to appoint a new Chambers buddy for their second six, and if so, who it will be. The pupil's views on both points will be sought and taken into account.

4.97 Chambers buddies will neither provide a report to the EB nor sit on any tenancy interview panel.

Pupillage Complaint or Grievance Procedure

4.98 Pupils have a right to raise a complaint or grievance concerning their pupillage at any time.

Complaint or Grievance Not Concerning Pupil Supervisor

4.99 If the complaint or grievance does not relate to their pupil supervisor, the pupil should raise it orally with the pupil supervisor. If possible, the pupil supervisor will resolve the matter immediately. Otherwise, the pupil supervisor will meet with the pupil (in person or by telephone/video) to discuss the complaint or grievance, within 24 hours if practicable. After the meeting, the compliant or grievance should be resolved immediately in a manner agreed between the pupil and pupil supervisor if possible.

4.100 The pupil supervisor will keep a written note of any meeting, including the complaint or grievance discussed and any resolution agreed. They will provide a copy of the note to the HOP and Pupillage Secretary within 24 hours of the meeting.

4.101 In the event that the complaint or grievance is resolved to the satisfaction of the pupil and pupil supervisor, a record of the agreed resolution shall be signed by both and a copy provided within 24 hours to the Pupillage Secretary and the HOP by the pupil supervisor.

4.102 In the event that the complaint or grievance is not resolved to the satisfaction of the pupil and/or the pupil supervisor, the matter shall be referred by whomsoever is dissatisfied within 24 hours to the HOP for resolution. The HOP shall investigate the complaint or grievance and offer the pupil a meeting within 7 days of the referral. The meeting shall be recorded in writing and a note kept of the meeting.

4.103 In the event that the matter is not resolved by the HOP to the satisfaction of the pupil and/or pupil supervisor, the matter shall be referred by way of an appeal to one of the heads of Chambers for determination.

Complaint or Grievance Concerning the Pupil Supervisor

4.104 In the event that the complaint or grievance concerns the pupil supervisor, the pupil shall raise the matter directly with the HOP. The HOP will resolve the matter immediately if necessary (for example, if it relates to health, safety or wellbeing). Otherwise, the HOP will meet with the pupil (in person or by telephone/video) to discuss the complaint or grievance within 7 days. After the meeting, the complaint or grievance should be resolved immediately in a manner agreed between the pupil and HOP if possible.

4.105 The HOP will keep a written note of any meeting, including the grievance discussed and any resolution agreed.

4.106 In the event that the matter is not resolved by the HOP to the satisfaction of the pupil and/or pupil supervisor, the matter shall be referred by way of an appeal to one of the heads of Chambers for determination.

4.107 If the pupil is unable to contact the HOP in relation to a matter that requires immediate resolution, the pupil will instead contact the head(s) of Chambers directly.

Appeal to One of the Head(s) of Chambers

4.108 One of the head(s) of Chambers will be responsible for hearing the appeal. The other head of Chambers shall select a member of Chambers (not connected to the PC) to assist the pupil in the preparation of their appeal, or by way of defence to an appeal by the pupil supervisor.

4.109 The HOP, pupil supervisor and pupil shall provide the relevant head of Chambers with a written statement of the complaint or grievance, its investigation and attempted resolution to date and proposals for ultimate resolution. If they cannot agree on a joint statement, they shall be at liberty to submit separate written statements, making clear the matters on which they disagree.

4.110 The relevant head of Chambers shall conduct an appeal hearing within 7days of the notification of the grievance procedure appeal if at all practicable, but in any event no later than 14 days after notification of the complaint or grievance procedure appeal. If the relevant head of Chambers is unable to attend the appeal hearing owing to exceptional circumstances, they may secure the attendance of another senior member of Chambers (who must be a K.C. or more than 20 years call) in their place.

4.111 The result of the appeal shall be notified in writing within seven days of the hearing of the appeal to the pupil, pupil supervisor, Pupillage Secretary and HOP.

4.112 In the event that the pupil is dissatisfied with the decision or resolution proposed by the relevant head of Chambers, the pupil shall be referred to the BSB and be provided with every assistance by way of written documentation of the complaint or grievance process, appeal hearing and relevant contact.

Other Methods of Raising a Complaint or Grievance

4.113 Where issues cannot be resolved internally or pupils would prefer to discuss any concerns with someone outside of Chambers, the following sources of help and advice are available to them:

(a) The Bar Council Pupils' Helpline, which provides confidential advice and support to pupils by email or telephone;

(b) The Bar Council E&D Helpline, which offers confidential equality and diversity advice to all pupils and members of the Bar about any equality and diversity, parental leave or bullying and harassment issue;

(c) The Education Officer within their Inn of Court;

(d) The LawCare Helpline, which is a free and confidential advisory service to help lawyers, their immediate families and their staff to deal with the health issues and related emotional difficulties that can result from a stressful career in the law;

(e) The Bar's Wellbeing website offers advice, guidance and a range of contacts on a range of specific issues relating to mental health and wellbeing at the Bar, including support for students and pupils; and

(f) Where internal procedures are not successful, a formal complaint can be pursued with the BSB.

Pupillage Funding

4.114 The award amounts and funding arrangements for each pupillage will be set by the HOPG and notified to the PC before recruitment for the pupillage begins.

4.115 All pupils will be paid at least the minimum amount specified by the BSB. From 1 January 2026, the minimum amount is £25,863 for 12-month pupillages in London.[1]

4.116 Pupils are paid their pupillage award in 6 equal monthly instalments during their first six.

4.117 Guaranteed earnings will be paid to a pupil in 6 equal instalments during their second six. In the event that a pupil receives payments during their second six for work undertaken, Chambers will retain these payments up to the value of the guaranteed earnings. Any payments received during the second six over and above the guaranteed earnings threshold will be transferred to the pupil free of any Chambers' fees.

4.118 Pupils are able to request up to £10,000 of the grant component of their award to be paid to them during the 12 months prior to pupillage commencing. If such a request is made and approved, the pupil enters into a separate contract in relation to this which specifies the terms of payment. Early drawdown is ordinarily paid in 12 equal instalments from a date 12 months prior to pupillage commencing unless otherwise agreed by the Finance Committee.

[1] https://www.barstandardsboard.org.uk/resources/bar-standards-board-announces-minimum-pupillage-award-from-1-january-2026.html

4.119 The terms of the award, including the availability of advances will be set out clearly in the Pupillage Agreement.

4.120 The awards are intended to cover pupils' ordinary travel and other out-of-pocket expenses. Additional travel or other out of pocket expenses may be paid at Chambers' discretion in circumstances where pupils are incurring expenses which are out of the ordinary, whether because of the work being undertaken by them or by reason of their own circumstances, whether for reasons of a Relevant Disability or some other reason. Pupils should discuss this with their pupil supervisor in the first instance, or may raise it with the HOP at any time.

Repayment

4.121 Chambers will not seek or accept repayment of any of the award paid to pupils, before or after they cease to be a Chambers' pupil, save in the case of misconduct on the part of the pupil.

Transparency

4.122 Chambers' pupillage advertising material will clearly set out funding arrangements, including the pupillage award amount and arrangements for expenses.

4.123 Upon making an offer of pupillage, prospective pupils will be provided with the Pupillage Agreement including funding arrangements.

Record Keeping

4.124 The CEO will maintain the following data and records for at least five years:

(a) Training records and outcomes for pupils.

(b) Training records for pupil supervisors and recruitment panel members.

(c) Recruitment records (advertisements, application process, selection criteria, assessor records).

(d) Pupillage Agreements.

(e) Diversity data for pupils (comparing applications, interviews offered, pupillage offers made, places taken up and progression to tenancy) and the action that Chambers has taken following review of the data.

(f) Complaints/grievances, analysis and action taken.

(g) Pupil feedback, analysis and action taken.

(h) Policies related to pupillage.

4.125 Pupils will also retain their training records for at least five years.

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Appendix 1: Selection criteria

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Appendix 2: Pupillage Agreement

Appendix 3: Work Evaluation Form

Work Evaluation Form

Please use this form to evaluate any substantial pieces of work completed by a pupil.

The information provided will form part of the tenancy process at the end of pupillage. Where areas for improvement are noted, they will be addressed in future appraisals and training with the pupil.

Please include any feedback, positive or negative, that you think is relevant. It may be helpful to consider the '*Barristers' distinctive characteristics', 'Personal values and standards', 'Working with others' and 'Management of practice'* set out in the BSB's Professional Statement and Competences, against which pupils are required to be assessed. These include, for example:

- Legal knowledge, research and analytical skills
- Drafting, advocacy and negotiation skills
- Good judgement and preparation
- Appropriate conduct in court, conference and Chambers
- Honesty, integrity and independence

Member of Chambers	
Pupil	
Date(s) of work	
Brief description of work	
What did the pupil do well?	
What could be improved?	
Any other comments	

Please submit this form to the pupil's Pupil Supervisor and the relevant PO.

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Appendix 4: Pupil Appraisal Form

Pupil Appraisal Form – [ ] months

Please use this form to record pupils' formal appraisals at 3 months 6 months, 9 and 11 months.

Please indicate on the form whether this relates to a practicing or non-practising period of pupillage and note that the competencies are different for each when assessing whether they are met.

Pupils and their Supervisors are encouraged to review this form and the BSB Professional Statement Competencies in advance of each appraisal so that it is as productive as possible.

The purpose of appraisal is:

- To ensure that Pupils understand the progress they are making and the areas for development.
- To provide an opportunity for Pupils to give feedback on their progress, the work they have done and the way they are being supervised.

The information provided will form part of the tenancy process at the end of pupillage and may be used to inform future training and changes to the pupillage programme.

Pupil Supervisor		
Pupil		
Date commenced pupillage		
Date of appraisal		
Practising or non-practising period?		
Discussion of Pupil's Interests and Aspirations		
Main areas of interest		
Goals for pupillage		
Career goals		
Feedback	**Pupil Supervisor Feedback**	**Pupil Feedback**

Workload		
Quality of work completed		
Whether work seen/carried out has offered sufficient learning opportunities		
Feedback on work for other members of chambers / supporting supervisor		
Whether pupil is receiving sufficient feedback for work completed		
Split between core area and secondary area(s)		
Advocacy training programme		

Conduct in court, conference and Chambers		
Relationship with members of Chambers and clerks		
Wellbeing and support from Chambers		
Any areas of concern requiring further discussion		
BSB Professional Statement and Competences		
Are there any competences listed that are not yet met?		
If so, what experience or training is needed to meet them?		
Any other training ideas or requirements		
Any Other Comments		
From Supervisor		

From Pupil	

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Appendix 5: Register of PC Members

NB this is provided as a separate electronic document.

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Appendix 6: Confidentiality agreement

NB this is provided as a separate electronic document.