



## **Mini-Pupillage Policy Document**

### **1. Mini- Pupillage Scheme Overview**

- 1.1 Civitas acknowledges the importance of a mini-pupillage scheme to its own future development as well as the development of the legal profession and those who practise within it.
- 1.2 Chambers' mini-pupillage selection process shall be fair and equal at all times and will in no way discriminate against candidates as a result of age, gender, race, creed, religion or disability, or penalise any applicant in any unjust way.
- 1.3 A limited number of mini-pupillages (currently 5) will be offered each year by Chambers in the period July to September (inclusive). Chambers only accepts applications from those who are either undertaking a degree course at the date of their application or who have already successfully completed such a course at such time. Unfortunately, Chambers does not offer any work experience scheme or mini-pupillages for children at secondary school.
- 1.4 Each mini-pupillage will be for a period of 1 working-week during which period the mini-pupil can expect to attend court or conferences with members of chambers, meet tenants and any current pupils.

### **2. Pupillage and Mini-Pupillage Administration**

- 2.1 The administration of Chambers' mini-pupillage scheme is controlled by the Head of the Pupillage Committee who also has responsibility for the co-ordination and organisation of the application and selection process:
- 2.2 The Head of the Pupillage Committee has overall responsibility for all aspects of mini-pupillage administration in conjunction with the Pupillage Committee including co-ordination of all applications for mini-pupillage..
- 2.3 The Head of Pupillage is familiar with:
  - (a) all current provisions of the Bar Council's Code of Conduct in relation to pupillage and equal opportunities;
  - (b) Chambers' Mini Pupillage Policy Documentation;

- (c) any advice, recommendations or policy changes introduced by the Bar Council at any time, in relation to mini-pupillage schemes.

2.4 The duties of the Head of Pupillage in relation to mini-pupillage include:

2.4.1 the appointment of a Mini-Pupillage Committee according to the terms specified by the Management Board;

2.4.2 the collective review of applications for mini-pupillage and selection of mini-pupils in conjunction with the Mini-Pupillage Committee.

2.4.3 consideration of any policy change as set out by Chambers, particularly in respect of the number of mini-pupillage positions, the duration of mini-pupillage offered and the selection process. All of these considerations will be considered with the assistance of the Mini-Pupillage Committee where necessary;

2.4.4 to ensure that Chambers complies with all policy requirements,

2.5 The Head of Pupillage will report periodically to the Management Board regarding the mini-pupillage scheme and he/she will discuss any matters regarding mini-pupillage that he/she feels is necessary

3. Financing of Mini-Pupillages

Mini-pupillages are not-financed. Mini-pupils are expected to meet their own expenses for the period of mini-pupillage.

4. Advertisement of Vacancies for Mini-Pupillage

4.1 Mini-pupillages will be advertised on Chambers website at the commencement of March each year.

4.2 The closing date for applications for mini-pupillage each year is the 1<sup>st</sup> May. All applications must be in writing to the Head of Pupillage and supported by a current C.V.

## 5. Mini-Pupillage Selection Procedure

Chambers selects mini-pupils on the basis of academic ability and a commitment to interests and activities outside the legal profession. Chambers' selection process is based on the following:

- (a) Good 'A' levels or equivalent;
- (b) a good degree classification, i.e. a 2(i) or above (mitigating circumstances are taken into consideration where notification is given);
- (c) good CPE and/or BVC grades;
- (d) Evidence of aptitude for and commitment to a career at the Bar:
  - (1) experience of mooting, debates, law school activities;
  - (2) mini-pupillages and other relevant legal experience, e.g. work in a solicitor's office;
  - (3) an interest in and a commitment to practicing in Wales;
  - (4) paid and voluntary work;
  - (5) membership of and participation in societies and clubs.
- (e) Evidence of a rounded, mature personality and an ability to work individually:
  - (1) activities, interests and skills outside the legal profession, e.g. sporting interests and hobbies;
  - (2) voluntary work or projects undertaken that involve contact with the public;
  - (3) voluntary work or projects undertaken that require a level of individual input and initiative in order to achieve a desired result.

## 6. Induction Process

- 6.1 The Head of Pupillage or another other member of Chambers familiar with the mini-pupillage procedure will greet each new mini-pupil on his/her arrival at Chambers on their first day, where he/she will proceed with an informal briefing regarding the forthcoming week:

- (a) health and safety provisions of Chambers, such as first aid and fire safety procedures;
- (b) security protocol, including access to premises;
- (c) Chambers' facilities, including: library and reference, IT infrastructure and system set-up, and stationary provisions;
- (d) informal introductions to staff and members of Chambers;
- (e) allocation of each mini-pupil to a member (or members) of chambers for the duration of their stay
- (f) Chambers' policies and other procedures.
- (g) Chambers' expectation of mini-pupils.
- (h) types of work in which they will participate;
- (i) Court attendance with and carrying out work for other members of Chambers;
- (j) confidentiality undertakings;
- (k) various aspects of etiquette

## 7. Status Treatment and Conduct of Mini-Pupils in Chambers

7.1 All mini-pupils are treated fairly and equally throughout their attendance at Chambers, regardless of age, gender, race, creed, religion or disability.

7.2 Members of Chambers will ensure that they:

- (i) behave with consideration and courtesy towards mini-pupils at all times and endeavour to befriend them;
- (ii) avoid doing anything that may be interpreted as exploitative of the mini-pupils;
- (iii) allow mini-pupils to attend Court, when convenient, at the request of the Head of Pupillage.

7.3 The mini-pupil will, at all times, treat with respect and consideration members of Chambers, clerks and staff, solicitors and lay clients with whom they have contact.



The mini-pupil is expected to dress in a sober and smart fashion for the duration of the mini-pupillage

Signed:.....Date:. February 2010

Position: ....Head of Pupillage.....