



Pupillage Policy Document

1. Pupillage Scheme Overview

Civitas operates a pupillage scheme in compliance with both the Bar Council's Code of Conduct and the Equality Code.

Chambers acknowledges the importance of such a scheme to its own future development as well as the development of the legal profession and those who practice within it.

Chambers' 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.

2. Pupillage Administration

The administration of Chambers' 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:

- 2.1 The Head of the Pupillage Committee has overall responsibility for all aspects of pupillage administration in conjunction with the Pupillage Committee including co-ordination of all applications for pupillage.
- 2.2 The Head of Pupillage is responsible for organising a portfolio of applications, in preparation of the Pupillage Committee's consideration for short listing.
- 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' Pupillage Policy Documentation;
 - (c) any advice, recommendations or policy changes introduced by the Bar Council at any time, in relation to the pupillage schemes.
- 2.4 The main duties of the Head of Pupillage include:
 - 2.4.1 the appointment of a Pupillage Committee according to the terms specified by the Management Board;

- 2.4.2 the collective review and short listing of applications for pupillage in conjunction with the Pupillage Committee. At no time will an application for pupillage be considered by an individual member of the committee;
 - 2.4.3 co-ordinating the selection and interview stage of the application process, ensuring compliance to all Code of Conduct stipulations at all times;
 - 2.4.4 consideration of any policy change as set out by Chambers, particularly in respect of the number of pupillage positions, the duration of pupillage offered, pupillage funding and the selection process. All of these issues will be considered with the assistance of the Pupillage Committee where necessary;
 - 2.4.5 to ensure that Chambers complies with all policy requirements, including its implementation, pupil progress monitoring, pupil liaisons, and pupillage record-keeping.
- 2.5 The Head of Pupillage will report periodically to the Management Board regarding the pupillage scheme and he/she will discuss any matters regarding pupillage that he/she feels is necessary.
3. Financing of Pupillages
- 3.1 Each pupillage is currently funded in the sum of £12,000 per annum, to be paid monthly in arrears in the sum of £1,000. In the event of pupillage ceasing (for whatever reason) the payment of the award will cease, with an apportionment being paid up to the date of termination only.
 - 3.2 No deduction will be made from the award in respect of income tax or National Insurance or in respect of any period of holiday entitlement taken by the pupil (**see 3.3**). The award is payable in full, regardless of any earnings the pupil may make during the period of their pupillage.
 - 3.3 Pupils will be entitled to two weeks' holiday in each six month pupillage period, during which time no additional monies shall be paid nor will they be deducted.
 - 3.4 Should Chambers decide to amend the amount of the award, such a decision will be taken in advance of the period of pupillage and will be advertised accordingly.
 - 3.5 Reasonable expenses incurred by a pupil whilst shadowing their pupil supervisor or any other member of Chambers (which include travelling expenses) will be met by Chambers. Pupils are requested to submit all appropriate receipts for expenses and Chambers will reimburse them by cheque accordingly. Any expenses incurred by a pupil whilst carrying out their own work during the second six months of pupillage must be borne by the pupil.
 - 3.6 In the instance of income tax and National Insurance becoming payable due to the income earned by a pupil during their pupillage period, the pupil will be responsible for settlement of their own payments accordingly.

3.7 Pupils are expected to register for VAT purposes and pay the current variable Chambers' contribution on any fee receipts. Chambers rent is not payable until the commencement of tenancy, when pupils should be aware that there is a time delay between work undertaken and payments due.

4. Advertisement of Vacancies

4.1 Chambers intends to recruit one pupil in the pupillage year 2010.

4.2 A decision as to the method of recruitment and advertisement of vacancies will be taken by the Management Board prior to such date

4.3 The recruitment of pupils, management of pupillage and tenancy selection will be subject to annual review by the Management Board in September of each year.

5. Pupillage Selection Procedure

Chambers selects pupils on the basis of academic ability, sound judgment, an understanding of people and society, as well as a commitment to and an understanding of the legal profession. Additionally, Chambers feels that it is important for all candidates to demonstrate a commitment to interests and activities outside the legal profession. Pupillage positions are offered with a view to tenancy. **(See Appendix 4 in addition).**

5.1 Chambers' selection process begins with a consideration of 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) where second or third six pupillages are under consideration, the candidate will demonstrate development and success in pupillage, particularly through references;
- (e) the stringency of **5.1(a)** to **5.1(d)** may be relaxed, for very good reason only, where a candidate appears to have alternative qualities that compensate for a lack of a academic achievement, i.e. distinction in previous career that has shown the need for sound judgment and/or communication skills in an advisory capacity.

5.2 Evidence of aptitude for and commitment to a career at the Bar:

- (a) experience of mooting, debates, law school activities;

- (b) mini-pupillages and other relevant legal experience, e.g. work in a solicitor's office;
- (c) an interest in and a commitment to practicing in Wales;
- (d) paid and voluntary work;
- (e) membership of and participation in societies and clubs.

5.3 Evidence of a rounded, mature personality and an ability to work individually:

- (a) activities, interests and skills outside the legal profession, e.g. sporting interests and hobbies;
- (b) voluntary work or projects undertaken that involve contact with the public;
- (c) voluntary work or projects undertaken that require a level of individual input and initiative in order to achieve a desired result.

5.4 Considerations at interview stage include:

- (a) intellectual ability. At this stage the provisions set out in **5.1(e)** may be applied;
- (b) specific qualities: it is important that candidates display sound judgment, a clear and logical thought process, clarity of speech and an ability to solve problems effectively;
- (c) career commitment;
- (d) general qualities – it is essential that candidates can demonstrate:
 - (i) a willingness and an ability to develop within the profession;
 - (ii) a willingness to participate in and contribute to Chambers' activities;
 - (iii) a well rounded personality;
 - (iv) suitability as a tenant;
 - (v) a good, sound overall impression.

Chambers will retain all applications and relevant documentation for a minimum period of one year from the date of interviews. Thereafter, Chambers will dispose of all applications in accordance with the requirements of the Data Protection Act 1998. Additionally, the guidelines set out in the Bar Council's Equality Code will be applied at all stages of the selection procedure.

6. Induction Process

- 6.1 The Head of Pupillage will greet all new pupils on their arrival at Chambers on their first day, where he/she will proceed with an informal briefing regarding the forthcoming year.
- 6.2 All pupils will be formally introduced to their pupil supervisor on their first day (**see 9 in addition**). In the unlikely absence of their pupil supervisor, the Head of Pupillage will personally attend to alternative arrangements. Introductions with the pupil supervisor will then take place at the earliest opportunity.
- 6.3 The Head of Pupillage aims to undertake all inductions of new pupils within three days of the commencement of pupillage. The provision of inductions applies to all pupils. The protocol will involve the following:
- (a) health and safety provisions of Chambers, such as first aid and fire safety procedures;
 - (b) security protocol, including access to premises;
 - (c) hours of work and holidays;
 - (d) financial issues (undertaken by the finance manager), including the provision of personal information for Chambers' records;
 - (e) Chambers' facilities, including: library and reference, IT infrastructure and system set-up, and stationary provisions;
 - (f) informal introductions to staff and members of Chambers;
 - (g) room allocation and welfare facilities;
 - (h) Chambers' policies and other procedures.
- 6.4 On commencement of pupillage, the pupil supervisor will ensure that the relevant information is provided on the following additional items:
- (a) the overall pupillage structure;
 - (b) Chambers' expectation of pupils (**see Appendix 1 in addition**);
 - (c) pupil expectations in respect of Chambers and pupil supervisor (**see Appendix 3 in addition**);
 - (d) types of work in which they will participate;
 - (e) pupillage checklists;
 - (f) training opportunities;

- (g) Court attendance with and carrying out work for other members of Chambers;
- (h) confidentiality undertakings;
- (i) various aspects of etiquette including: Court attendance, working with solicitors, life in Chambers, use of the library, the function of the clerks, telephone and fax for personal use and expenses when travelling to and from Court.

The Head of Pupillage will ensure that all pupils are advised accordingly regarding disciplinary and grievance procedures, dealing with harassment, Chambers' equality code, assessment and appraisals, recruitment for tenancy, obligations under the Data Protection Act 1998, client care and procedures.

7. Status and Treatment of Pupils in Chambers

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

Pupil supervisors are responsible for ensuring that their pupils are:

- (i) treated with consideration and courtesy and they use the best of their endeavours to befriend them;
- (ii) instructed and supervised throughout the period of assignment;
- (iii) not treated in any way that might be considered exploitative, either by their pupil supervisors or by any member of Chambers or staff, e.g. asking pupils to run errands that have no direct connection with their work within Chambers;
- (iv) always introduced to solicitors or lay clients prior to any conference or Court appearances;
- (v) supplied with adequate work in the absence of their pupil supervisor or are assigned to an alternative member of Chambers for the duration of their absence;
- (vi) provided with prompt feedback regarding any written work undertaken;
- (vii) consulted periodically on issues regarding progress, training, strengths and weaknesses, career guidance and planning. In addition, they must be given the opportunity to discuss any criticism or comments that they may have received, including anything positive;
- (viii) when required, assisted in any relevant records or notes that are required under the Bar Council's pupillage guidelines, as well as those that Chambers may require.

- 7.1 All other members of Chambers will ensure that they:
- (i) behave with consideration and courtesy towards pupils at all times and endeavour to befriend them;
 - (ii) avoid doing anything that may be interpreted as exploitative of the pupils (**see 7(iii)**);
 - (iii) allow pupils to attend Court, when convenient, at the request of a pupil supervisor.
- 7.2 The pupil will, at all times, treat with respect and consideration his/her pupil supervisor, other members of Chambers, clerks and staff, solicitors and lay clients with whom they have contact.
- 7.3 Chambers will ensure that pupils have a fair opportunity to receive work in their own name when eligible to do so and will ensure that such work is fairly distributed between pupils.
- 7.4 Pupil supervisors will, at four monthly intervals, conduct an appraisal with the pupils and at which stage they will discuss:
- (i) progress to date;
 - (ii) allocation and receipt of work in the second six month term;
 - (iii) tasks, projects and changes to be made in order to complete pupillage;
 - (iv) progress required in order to merit an application for a tenancy.

8. Distribution of Work

Chambers seeks to impart a grounding in the entire spread of work undertaken by the set and feels that specialisation will fall naturally through the personal preference of the pupil in his/her own time. Therefore, specialisation will not be an essential aspect of pupillage, unless otherwise agreed.

- 8.1 A provisional practice certificate must be obtained by those pupils who wish to undertake work in their own right during the second six month period of pupillage.
- 8.2 The pupil supervisor must be notified, at all times, of any work a pupil plans to undertake, whilst clerks must be made aware of any periods where a pupil is not able to accept work due to other pupillage commitments.
- 8.3 The system of distribution of work to pupils will be reviewed by the Head of Pupillage every two months. Additionally, the distribution of unnamed work to pupils, along with work returned by Chambers' members, will also be monitored accordingly.

- 8.4 Pupils are expected, as part of their training, to undertake pro-bono work during their second six months of pupillage.
- 8.5 The pupil supervisor will be responsible for ensuring that their pupil has an allocated desk space in Chambers upon which to work at all times.
- 8.6 The clerks will ensure that each pupil has been allocated a pigeon hole into which any briefs or instructions will be put. All work will be clearly marked for the attention of the appropriate pupil. This will assist the clerks in ensuring that work is allocated fairly.
- 8.7 The distribution of work will be the responsibility of the clerks. The clerks will monitor the work as it comes into Chambers. Work will be allocated to pupils in accordance with their training and experience. Every effort will be made to ensure a regular supply of suitable work to all pupils. The senior clerk will keep a record of work allocated to each pupil and a copy of such record will be made available each month to the pupil and his/her pupil supervisor.
- 8.8 The pupil supervisor shall be informed, at the earliest opportunity, of any work that has been diverted away from a pupil by the clerks, so that he/she can explain the position to the pupil accordingly.

9. Appointment of Pupil Supervisors

- 9.1 Chambers will maintain a sufficient number of pupil supervisors in order to adequately meet the demands of its annual pupillage scheme. It will ensure that its pupil supervisors have attended the appropriate briefing session provided by the Inns of Court, that they are suitably approved by that Inn and that they are listed accordingly on Chambers' current list of pupil supervisors (**Appendix 5**).
- 9.2 The Head of Pupillage will ensure that the relevant Inns of Court application forms are available, so that members can apply to briefing sessions at Chambers' request.
- 9.3 Pupil supervisors will be allocated pupils by the Head of Pupillage (after consultation with the Management Board) in advance of a pupillage commencing. The pupil will be introduced to their pupil supervisor on attendance of their first day of pupillage (**subject to 6.2**).
- 9.4 A pupil will come under the supervision of two pupil supervisors during the 12 month period of pupillage unless, after consideration by the Head of Pupillage and the pupil, a different arrangement is agreed.
- 9.5 All pupil supervisors will familiarise themselves and comply with:
- (a) the Bar Council Code of Conduct, and its provisions for pupillage and equality;
 - (b) Chambers' Pupillage Policy;

- (c) any advice or recommendations made by the General Council of the Bar with regard to good practice in pupillage matters.

See **Appendix 2** in addition.

10. Pupil Disciplinary Procedure

In the event of a pupil behaving in an unacceptable and inappropriate manner, the following disciplinary procedure will apply:

- 10.1 Where possible, the matter will be dealt with informally between the pupil supervisor and the pupil. A minor incident may result in a verbal warning which will be recorded by the pupil supervisor in writing. Before deciding whether to administer a warning the pupil supervisor will take into account any written representations made by the pupil. The pupil supervisor's decision is final.
- 10.2 In the event of the pupil supervisor considering that the pupil may have acted in an unacceptable and inappropriate manner and which the pupil supervisor considers may require the imposition of a more serious sanction than in 10.1 above a written report must be provided by the pupil supervisor to the Head of the Management Board within seven days of the conduct coming to the attention of the pupil supervisor. In the event that such a report is made to the Head of the Management Board the matter will be investigated by him/her (which investigation shall include affording the pupil a reasonable opportunity to make representations in relation to the allegation). In the event that the Head of the Management Board concludes that the conduct of the pupil was unacceptable and inappropriate the Head of the Management Board may impose a warning whether orally or in writing. Such warnings will be recorded by the Head of the Management Board in writing. The decision of the Head of the Management Board is final.
- 10.3 In the event of the pupil having been found guilty of a subsequent complaint of unacceptable or inappropriate conduct (in accordance with the procedure set out in 10.2 above) and which is so serious that it justifies a further written warning then the said warning shall be treated as a final warning.
- 10.4 In the event of the pupil having been found guilty of further unacceptable or inappropriate conduct (in accordance with the procedure set out in 10.2 above) then the Head of the Management Board may terminate the pupillage. In the event of a decision being taken to terminate the pupillage, the Bar Council will be informed accordingly. The decision of the Head of Management Board is final.
- 10.5 Certain conduct may be so serious that it may merit the summary termination of the pupillage without recourse to the administration of warnings. The procedures set out above will be followed save that the Head of the Management Board may conclude that even for a first offence the conduct is so serious that the only reasonable sanction would be the immediate termination of pupillage. In the event of so doing the Head of the Management Board will inform the Bar Council immediately. The decision of

the Head of the Management Board shall be final. A non-exhaustive list of such behaviour will include acts of dishonesty or violence, racist or sexual abuse or harassment and any other acts of professional misconduct or which are likely to bring the Bar and/or Chambers into disrepute.

11. Pupil Grievance Procedure

11.1 This grievance procedure applies to all pupils. Where the conduct complained of may amount to harassment, bullying or victimisation then the pupil is encouraged to utilise the complaints procedure under the harassment policy (section 11.2) of the Equal Opportunities Policy.

11.2 Where a pupil's grievance concerns anyone other than his/her pupil supervisor the grievance shall be reported in writing to the pupil supervisor within seven days of the pupil becoming aware of the facts which constitute his/her grievance. The pupil supervisor will investigate the grievance expeditiously. The pupil will be given full support by his/her pupil supervisor at all times throughout the procedure. After concluding the investigation and no later than 14 days after receipt of the grievance the pupil supervisor will notify the pupil of his/her decision in relation to the grievance in writing. The grievance may be upheld partially or in full or dismissed. In the event of the grievance being upheld then the pupil supervisor shall report the full details of the same to the Head of the Management Board for consideration of action by him/her in relation thereto. In the event of dissatisfaction with the outcome of the grievance the pupil may appeal in writing to the Head of the Management Board within seven days of receipt of the original decision who shall investigate the matter and decide whether to uphold or dismiss the appeal. The Head of the Management Board shall inform the pupil of the outcome of the appeal within 21 days of receipt of the appeal.

11.3 In the instance of a grievance by a pupil concerning the conduct of the pupil supervisor, the grievance must be reported in writing to the Head of Pupillage within seven days of the pupil becoming aware of the facts constituting the grievance. The Head of Pupillage will investigate the grievance expeditiously. The pupil will be given full support by the Head of Pupillage at all times throughout the procedure. After concluding the investigation and no later than 14 days after receipt of the grievance the Head of Pupillage will notify the pupil of his/her decision in relation to the grievance in writing. The grievance may be upheld partially or in full or dismissed. In the event of the grievance being upheld then the Head of Pupillage shall report the full details of the same to the Head of the Management Board for consideration of action by him/her in relation thereto. In the event of dissatisfaction with the outcome of the grievance the pupil may appeal in writing to the Head of the Management Board within seven days of receipt of the original decision who shall investigate the matter and decide whether to uphold or dismiss the appeal. The Head of the Management Board shall inform the pupil of the outcome of the appeal within 21 days of receipt of the appeal. The grievance may be upheld partially or in full or dismissed. The decision of the Head of the Management Board shall be final.



- 11.4 In the instance of a grievance by a pupil concerning the conduct of the Head of the Management Board, the grievance must be reported in writing to the pupil supervisor or the Head of Pupillage within seven days of the pupil becoming aware of the facts constituting the grievance. The pupil supervisor or the Head of Pupillage will investigate the grievance expeditiously. The pupil will be given full support by the pupil supervisor or the Head of Pupillage at all times throughout the procedure. After concluding the investigation and no later than 14 days after receipt of the grievance the pupil supervisor or the Head of Pupillage will notify the pupil of his/her decision in relation to the grievance in writing. The grievance may be upheld partially or in full or dismissed. In the event of the grievance being upheld then the pupil supervisor or the Head of Pupillage shall report the full details of the same to the Pupillage Committee of Chambers for consideration of action by them in relation thereto. In the event of dissatisfaction with the outcome of the grievance the pupil may appeal in writing within seven days of receipt of the original decision to the Management Board which shall investigate the matter and decide whether to uphold or dismiss the appeal. The Head of the Management Board shall not participate in the said investigation save to answer the grievance concerning him/her and shall not participate in discussions by either the Pupillage Committee or the Management Board in relation to the outcome of the grievance. The Management Board shall inform the pupil of the outcome of the appeal in writing within 21 days of receipt of the appeal. The grievance may be upheld partially or in full or dismissed. The decision of the Management Board shall be final.
- 11.5 In the instance of a grievance directly against Chambers as a whole, the grievance shall be reported in writing to the Head of the General Council of the Bar within 28 days of the pupil becoming aware of the facts constituting the grievance.
- 11.6 The pupil will not be subject to victimisation, harassment or any detriment as a result of making or pursuing a grievance. In the event that the grievance is found to be false and made without good faith and maliciously then such conduct may constitute unacceptable and inappropriate behaviour.

12. Equality Code

References to the “Equality Code” are in respect of the current Equal Opportunities Code contained in the Bar Council Code of Conduct for England and Wales.

Chambers will ensure that there is compliance with the Equality Code by its own Equal Opportunities Policy in all aspects of pupillage.

Signed:.....Date: 1st October 2008 (rev BT 15 2 10)

Position:Head of Pupillage.....

Appendix 1 – Roles and Duties of Pupils

1. The aim of pupillage is to provide and equip pupils, who wish to enter into the profession of advocacy, with the knowledge and skills they will require in order to meet the demands of the barrister's profession.
2. All pupils are bound by all rules and guidelines set down in the Chambers' policy document for pupillage, as well as those set down by the Bar Council's Code of Conduct.
3. Pupils, throughout their pupillage, will be given the opportunity to undertake a full range of work, whilst broadening their experience with the pupil supervisor and other members of Chambers.
4. Pupil supervisors will have priority over the time of a pupil during the first six months of pupillage. Therefore all duties and arrangements of work with other members must first be discussed with and agreed by them. During the second six months, pupils are expected to keep their pupil supervisors informed of any work undertaken on their own account but they must also keep the clerks informed of any times when they are not available to receive work.
5. Any routine tasks are only undertaken to the extent that they are a necessary part of the work of any members of Chambers.
6. Pupils are expected to undertake pro-bono work as part of their training, although this will only apply to the second six months of pupillage.
7. Pupils will agree their working pattern with their pupil supervisor, although Chambers' working hours are 9.00am to 6.00pm Monday to Friday. Access to Chambers outside of normal hours must be by prior arrangement.
8. Pupils are entitled to two weeks' holiday in their first six months, plus a further two weeks in their second six months. All leave has to be arranged with the consent of their pupil supervisor.
9. Chambers' telephones are not to be used by pupils for personal use, except when absolutely necessary.
10. Pupils are expected to follow the general rule that conversation within the clerks' room should be confined to discussions about briefs and other aspects of their work and that other conversations should be kept to the more appropriate areas of Chambers.

Appendix 2 – Roles and Duties of Pupil Supervisors

1. A pupil supervisor must firstly undergo training as specified in **9.1** of the Chambers' Pupillage Policy, prior to undertaking any period of pupillage supervision. Chambers will maintain an up-to-date list of appropriately trained pupil supervisors.
2. The role and duties of pupil supervisors are clearly set down in the Bar Council Pupillage file of which both the pupil supervisor and the pupil should have a copy.
3. All pupil supervisors will endeavour to provide the pupil with the support and guidance that they will require throughout their attendance at Chambers. They will also try to ensure that pupils are not treated unfairly, unequally or in a discriminative manner at any time and that they are welcomed and supported by all other members of Chambers.
4. Pupil supervisors must ensure that pupils are not exploited in any way and that their time is used constructively in order to try to satisfy the training objectives of the pupillage scheme. Additionally, it is the duty of the pupil supervisor to ensure that the pupil is aware that the pupil supervisor is responsible for the allocation of work during the first six months and during the second six months, when the pupil does not have any work in his or her own name. Any request for a pupil to carry out work on behalf of another member of Chambers has to be made by that member of Chambers to the pupil supervisor.
5. Pupil supervisors will provide guidance to pupils regarding issues such as workload, practice development, preparation and professional organisation. The pupil must always be introduced to lay clients, solicitors and other members of the Bar when in attendance at Court, conferences or meetings with their pupil supervisor.
6. The pupil supervisor will ensure that the pupil is provided with a desk area upon which to work and that the area is kept to the required standard at all times.

Appendix 3 – Pattern of Pupillage

1. The aim of pupillage is to provide all pupils with direct experience of work undertaken in chambers i.e.:

Chancery, business and consumer law;

ADR and arbitration

Employment

Personal Injuries and clinical negligence

Public law, planning and regulatory work

The standard pattern of work will be two periods of six months. Each pupil will be under the supervision of one pupil supervisor throughout each six month period. In the instance of a pupil indicating a preference to experience particular work but not others the structure of the pupillage may be altered accordingly after discussion between the pupil and the Head of Pupillage.

2. Part of the time spent during the second six month period will involve work being undertaken by a pupil in his or her own name. Chambers will undertake to provide a pupil with a reasonable case load. This case load will be consistent with the pupil's ability and experience.
3. Pupils are expected to register for VAT purposes and to pay the current variable Chambers' contribution on receipt of fees earned. Although remunerated work is undertaken in pupillage, monies owed are usually not received for some time. Chambers' fixed rent contribution is not paid during pupillage.
4. The clerks will provide guidance on the workings of Chambers' support functions, along with details of the administration required to operate as a barrister.
5. Regular appraisal meetings are conducted between the pupil supervisor, the Head of Pupillage and the pupil in order to ensure the relevant standards of progress are being



met by the pupil. These appraisal meetings are also used to determine any additional training requirements and to monitor and assess the nature and level of work received and required by the pupil during the second six months.

Appendix 4 – Recruitment of Tenants

1. As a matter of principle, Chambers considers pupillage with a view to tenancy (***see section 5***).
2. All pupils who are successful in securing a tenancy must ensure that they obtain a practising certificate from the Bar Council.
3. Pupils are appraised throughout their pupillage year and it is chambers policy that they meet and work with as many members of Chambers as possible.
4. Pupils should apply to the Head of the Management Board for a tenancy. Applications must be in writing and made six weeks before the completion of the pupillage. The pupil will be invited for an interview with the Management Board. The Management Board will interview within 14 days and will inform the pupil of the outcome of the application within a further 7 days.
5. Pupils who are not granted a tenancy by Chambers are given constructive advice and support to enable them to seek a tenancy at another set of Chambers or alternative employment.
6. Chambers does not normally offer third sixth month pupillages, except to pupils who have completed their pupillage in other Chambers. Alternatively, a third sixth month pupillage may be granted if it is considered that a pupil has not completed pupillage properly or Chambers are unable to make a decision on a pupil's suitability to be a tenant.
7. Candidates who are unsuccessful in their application for tenancy will be required to leave Chambers at the end of their pupillage, although the Management Board can, at its discretion, allow a further three months squatting to assist a pupil in seeking other opportunities.

Appendix 5

Ccurrent list of pupil supervisors.