

PUPILLAGE & RECRUITMENT POLICY

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PUPILLAGE & RECRUITMENT POLICY

A. The Pupillage Committee:

1. A chambers Pupillage and Recruitment Committee (the 'Committee') consisting of at least four members of chambers will be appointed by the Chambers Management Committee (CMC).
2. The membership of the Committee shall reflect, so far as practicable, the range of seniority and practice within chambers.
3. One member of the Committee shall be designated by the CMC as the Chairperson, having responsibility to chair its meetings, supervise its functions and to liaise with the CMC Practice Departments and Pupil Supervisors.
4. The Committee will have responsibility for the conduct of matters relating to the recruitment of pupils (including mini pupils) and tenants in accordance with this policy and chambers Articles of Association
5. The Committee will have further responsibility for the monitoring of pupil/tenant recruitment and the conduct of pupillages in accordance with the BSB Handbook Equality Rules (or any guidance/rules which replace it) and this policy.
6. The Committee will maintain records of all applications and their outcome for three years.

B. Recruitment generally:

7. Chambers will only recruit pupils/trainees/tenants in accordance with the BSB Handbook Equality Rules, this policy, and Chambers' Equal Opportunities Policy.
8. Chambers will only seek to recruit pupils in the event that there is a vacancy for tenancy in principle for every such pupil unless the pupil is not seeking to practice, and exceptional circumstances apply.
9. The following criteria will be considered paramount in selecting candidates for pupillage or tenancy:
 - a) a high level of intelligence (generally we look for 2:1 degree and very competent at BVC (achieved or anticipated) but chambers adopts a flexible approach to academic attainment)
 - b) interest/aptitude for the field(s) of practice within chambers
 - c) apparent commitment and motivation to becoming a successful barrister
 - d) a proven record of achievement
 - e) an ability to marshal arguments quickly and effectively both orally and in writing

C. Mini pupils:

10. The opportunity of mini pupillage is seen as an important facility to enable students to gain experience of the Bar. It also offers chambers advantages in terms of recruitment and self-promotion. However, a balance must be struck between the duty to offer such experience and the resources of chambers.

11. Mini Pupillage Scheme

The Committee will offer twelve mini pupillages annually between January and June.

These will be for three days, Tuesday – Thursday, where possible.

All applications must be submitted by downloading and completing the application form on the 18 SJS website.

Each applicant must be at least 18 years old and at undergraduate level or higher.

Each applicant will be assessed on the merits of their application, with scores given as to potential aptitude, knowledge of the Bar, presentation of form .

The applicants with the highest scores will be offered a mini pupillage.

Should an offer be rejected by an applicant, the place will be offered to the applicant with the next highest score.

Applications should be addressed to the Chambers Manager and will be considered by the Committee or by a member of Chambers designated by the Committee.

Applications will be considered once a year prior in line with a timetable published annually on the Chambers website.

Successful and unsuccessful applicants will be notified in line with the timetable.

All applications will be considered in accordance with the Equality and Diversity Code.

Candidates attending Chambers will be expected to sign a confidentiality agreement and abide by our work experience Code of Conduct.

Each Mini Pupil will be allocated a Member as their Mini Pupil Supervisor for this three-day period.

The Committee or its designated representative will invite Members to volunteer to assist with the mini pupillage program.

Where possible, we will ensure that the mini-pupil is assigned appropriate work and/or shadowing opportunities in the field of law they have expressed interest

Mini pupils attending Chambers will be expected to sign a confidentiality agreement and abide by our Mini Pupillage Code of Conduct.

A record of applications will be maintained for three years.

12. In addition, in line with our Equality & Diversity Policy we will continue to offer work experience to students via:
- Bar Placement Scheme
 - Sutton Trust Equality & Diversity Project
 - Inner Temple PASS Scheme

Applications should be addressed to the Chambers Manager and will be considered by the Committee or by a member of Chambers designated by the Committee.

All applications will be considered in accordance with the Equality and Diversity Code.

Candidates attending Chambers will be expected to sign a confidentiality agreement and abide by our work experience Code of Conduct.

A record of applications will be maintained for three years.

D. Pupillage:

13. Chambers will only accept applications for first or second six pupillages through the following procedures. Extraordinary applications for pupillage or abbreviated pupillage will be considered by reference to general principles underpinning this policy and consultation with the Bar Council's Equality & Diversity Advisors.
14. Chambers may offer up to four pupillages of twelve months duration each year. Chambers will seek to identify the pupil supervisor (the 'supervisor') for each pupillage once the selection has been made. Funding will be by way of a grant in the sum of £21,060 (rising in line with the BSB minimum pupillage award) which shall be paid to the pupil in 10 equal monthly instalments from the 12th of the month following the start of the pupillage. In the event the pupil experiences financial difficulties, the pupil shall be entitled to seek an advance payment(s) of instalments as required. The pupil shall make any request for this to the chambers manager. Pupils should report any failure to receive any part of the award to the chambers manager.
15. Pupils will receive the grant as set out in the pupillage offer payable in accordance with that offer unless otherwise agreed. Chambers presently guarantees that a pupil will earn a minimum of £20,000 (in billed fees) from their 6 months pupillage when able to practice., although the guaranteed figure might be more is advertised as such.
16. Information upon age, gender, ethnic origin, religion or belief, sexual orientation and disability will be obtained from applicants for monitoring purposes only. The monitoring data will not be passed to those involved during the selection process. The Committee will review the selection process each year and report its conclusions to the CMC.
The selection procedure
17. *Applications for pupillage:*

Applications will be advertised on a website designated by the Bar Council, currently the 'Pupillage Gateway'. All applications will be required by a closing date notified in such advertising to fall in April each year. Advertisements will accord with paragraph 7 of chambers Equal Opportunities Policy.
18. *Preliminary assessment:*

All completed applications (if not processed via the Pupillage Gateway) are made as anonymous as practicably achievable by the chambers manager by editing personal details and information concerning gender and racial origin etc. Applications are only identifiable to the selection panel by being numbered chronologically. All 4 members of the Committee will assess all applicants. Applicants will be listed by score given by the Committees members and up to 40 of the highest scoring candidates in the practice areas requiring pupils will be invited to the next stage of selection. The selected applicants will be sent a copy of this policy by chambers. The chambers manager will write to unsuccessful candidates within two weeks of the scoring list being completed.

19. *Intermediate assessment:*

- a) All successful candidates will be invited to an assessment day. Candidates should dress in business dress. Attending candidates will be asked to provide a 'head and shoulders' photograph to attach to their application. Lunch will be provided for candidates by chambers. All members of chambers/staff participating in the assessment day, including all 4 members of the Committee (if available), will be familiar with the Bar Council's Equality and Diversity Code. During events such as the Covid-19 pandemic, the assessment day will take place online with appropriate adjustments made to ensure that the process is fair.
- b) Applicants will be asked to participate in up to 5 exercises. Two panel members acting as assessors will judge candidates' performances for the exercise to which they are allocated. Candidates will be tested in their ability to express themselves orally and in writing and may be asked to make legal and non-legal judgements, individually and collectively but the selection criteria for this stage remains the criteria set out at B.9 above together with any written work.
- c) Following the completion of the intermediate assessment the assessors will score candidates and draw up a shortlist of candidates to be called for final interview. More than one shortlist may be drawn up to achieve recruitment for specific practice departments. Notices of elimination will be issued promptly to unsuccessful applicants. The scores achieved at the assessment stage will not be disclosed to, nor employed by, the final interview panel.

20. *Final interviews:*

If appropriate, this will be held on the same day or following day as the intermediate assessment.

These will be conducted by a panel of between 3 and 5 members of chambers, appointed by the Pupillage and Recruitment Committee, chaired by a senior member of chambers.

The panel will rank the candidates in order of preference and, if specialist shortlists are employed, having regard to the type of pupillage (i.e., area of practice) being offered. The interviewing panellists will score independently and not reveal their individual candidates' scores to other panellists until all their number have allocated their marks to each candidate. If the panel, consider that no candidates are suitable for a given pupillage they should so advise the CMC giving the reasons for such conclusion. All selection committees at any stage will strive to comply with chambers Equal Opportunities Policy.

21. *Questions in interview:*

A planned sequence of topics and any written exercise will be agreed in advance by the interviewing panel and will be used throughout the selection process. Each panel will adopt an agreed uniform approach to the scoring of applicants in advance.

22. *The Panel's conclusions:*

The CMC will write to the successful candidate(s) offering pupillage, the proposals for payment of the grant and the identity of the pupil supervisor (if known). The CMC will also write to any candidate to whom a reserve offer is to be made. The Committee will ensure that the relevant body is notified of any offers made and that all unsuccessful candidates are advised as soon as practicable.

23. Upon an applicant accepting an offer of pupillage, the Committee will check the applicant's references.

Pupil Supervisors' role, duties, and obligations

24. Chambers will nominate the appropriate pupil supervisor from the relevant department. Supervisors must complete the Pupil Supervisors Training in advance of taking on a Pupil. Supervisors should be familiar with:

- a) the guidance provided by the Bar Standards Board, available at https://www.barstandardsboard.org.uk/media/1610725/pupillage_handbook_2014_new_code_full_doc.pdf
- b) the BSB Handbook Equality Rules (see appendix 1 in this manual) and
- c) the Forms and templates, available at www.barstandardsboard.org.uk/qualifying-as-a-barrister/pupillage

25. Supervisors will ensure that their pupil;

- a) has registered with the Education, Training and Records Department on the prescribed registration form *before* the pupillage commences and
- b) is provided with the approved pupillage checklist issued by the Bar Standards Board upon commencement of pupillage, available at <https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/forms-and-guidelines/pupillage-forms/>
- c) has signed chambers Pupil Contract, which is to be kept on the pupils file located in the chambers managers office.

26. Supervisors will keep under review the work seen and done by the pupil and ensure that the pupil completes the checklist conscientiously and accurately. The supervisor must sign and date the checklist. The Committee will retain a copy of the completed checklist for three years after the completion of pupillage.

27. Upon commencement of pupillage the supervisor will:

- a) take time to explain the pattern of the pupillage to the pupil.
- b) introduce the pupil to the building, chambers routines and relevant documentation.
- c) learn of and, where possible, arrange for the implementation of any adjustments or accommodations which the pupil may require by virtue of any disability.
- d) Answer any questions which the pupil may have.
- e) Introduce the pupil to as many members of chambers and staff as possible; and
- f) Complete the pupil induction form and pass to chambers manager for safeguarding

28. The Supervisor will accommodate, where appropriate and possible, the pupil in their room in chambers. The supervisor shall also ensure that, so far as practicable, when not in court, they are present and available in chambers, unless the supervisor and pupil are respectively working from home by agreement. If the supervisor is unavailable and/or not in chambers, they must ensure the pupil is introduced, and has access, to another barrister who is present and available in chambers as supervision.
29. Supervisors will ensure that in the first 2 weeks of pupillage the pupil is given a full induction. Further the supervisor will ensure that the pupil has access to;
 - Chambers Grievance Procedure
 - Chambers Complaints procedures
 - Chambers Equal Opportunity Policy and Harassment Policy
 - The Pupillage File
 - The appropriate checklist
 - The wellbeing policy
30. After the first two weeks of pupillage, the supervisor shall invite the pupil to agree and select a mentor. The pupil may select any member of chambers who is a junior tenant under 5 years of call in any practice area. The mentor shall provide an informal and friendly point of contact for the pupil to ask questions or to raise issues with. The mentor shall keep anything said to them by the pupil in the strictest confidence unless the pupil gives permission for the information to be passed on.
31. Pupil supervisors must ensure that the pupil can do all such work and gain all such experience as is appropriate for a person commencing practice in the type of work done by the supervisor and in any event so as to enable the pupil to complete the check list, in particular:
 - a) to ensure that the pupil has an understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar.
 - b) to ensure that the pupil has gained sufficient practical experience of advocacy to be able to competently prepare and present a case
 - c) to ensure that the pupil has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently
 - d) to ensure that the pupil has gained sufficient practical experience in the undertaking of legal research and the preparation of drafts and opinions to be able to undertake the same competently
32. Pupil supervisors will also ensure that pupils are given the opportunity, should they wish to gain all such experience in other areas of practice by arranging for the pupil to shadow barristers other than themselves.
33. During the second six, supervisors will monitor the distribution of work to the pupil at least every two months to ensure a fair and equal opportunity to undertake the available work. Any concern shall be immediately referred to the Committee and Equal Opportunity Officer. The senior clerks will maintain a comprehensive record of the work allocated to any pupil (identifying the source of the work, and whether it was returned from named counsel, unnamed or received in the pupil's name) and will consider the fair distribution of work to pupils on a monthly basis;

34. Pupil supervisors will discuss with the pupil all work done by the pupil and provide feedback on such work.
35. A formal review will be undertaken at the end of every 2 months of pupillage, whereby both the supervisor and pupil will be given an opportunity to provide mutual feedback. All reviews should be activated by the pupil completing a pupil appraisal form and handing it to their supervisor in sufficient time for other members to complete any addendum to the pupil supervisor form before the review is undertaken. Any directions from the supervisor to the pupil should be put in writing on the pupil supervisor form and the original provided to the chambers manager to be placed on the pupil's file. A copy will be provided to the pupil. The pupil may ask their supervisor for a review at any other time he/she requests.
36. After each review carried out by the pupil supervisor, the Head of the Committee shall meet with the pupil, wherein the feedback forms will be reviewed and discussed, and the pupil will be able to raise any issues. Where the Head of the Committee acts a pupil supervisor, an alternative appropriate person will be chosen by the Committee to act in his/ her place.
37. In the second period of six months the supervisor will regularly monitor the work done by the pupil, provide advice assistance and guidance as necessary and will endeavour to observe the pupil's performance as an advocate. Any formal directions will be reduced to writing. Other members of chambers will also be asked to observe the pupil as an advocate and contribute to the review.
38. The supervisor will take the pupil to mess on circuit to enable the pupil to be elected to the circuit. The supervisor will attend such messes with the pupil save where justifiably impracticable and will sit with their pupil on such occasions. The supervisor will attend election night and second their pupil for election. It is the pupil supervisor's responsibility to pay for the pupil's attendance at mess until the pupil is elected to the circuit.
39. Supervisors should ensure that a pupil completes any compulsory training and/or advocacy courses as may be required by the BSB satisfactorily and that the pupil's checklist is retained and completed conscientiously and accurately. It is for the supervisor to sign and date the list.
40. Pupils will have one Pupil Supervisor during the full twelve months of pupillage, unless otherwise agreed. If during pupillage the supervisor is appointed to silk, leaves chambers or is indisposed for more than four weeks the Head of Committee will ensure the prompt substitution of another registered pupil supervisor in consultation with the pupil.

Pupils' role, duties and obligations

41. Prior to the commencement of pupillage, the pupil shall provide the chambers manager with the following:
 - a) The official certificates/transcripts of the university examinations referred to in the pupil's pupillage application form, including any examinations which were undertaken between the acceptance of pupillage and its commencement.
 - b) The official certificate/transcript of the pupil's satisfactory completion of the vocational component of Bar training.
 - c) Documentary evidence that the pupil is a member of an Inn.
 - d) Documentary evidence that the pupil has been called to the Bar.
 - e) Documentary evidence that the pupil obtained, where relevant, any necessary waivers granted by BSB.
 - f) Documentary evidence that the pupil has registered their pupillage with BSB; and
 - g) Documentary evidence of the pupil's nationality and where relevant that the pupil has obtained any necessary immigration visas.
42. All pupils, including those who have accepted offers of pupillage but are yet to commence their pupillage with Chambers, are expected to always conduct themselves appropriately, and in particular, in accordance with the BSB Handbook.
43. At the start of pupillage all pupils will be asked to sign a written agreement to enable chambers to provide status information to the Legal Aid Agency.
44. During pupillage, the pupil will undertake the duties of pupillage on a full-time basis. The pupil will usually be expected to keep normal working hours (9.00am-5.30pm) except where reasonably required by the supervisor to work outside such times. A pupil's hours of work will not exceed 48 hours in any week. In the event that the pupil is unable to work normal working hours, whereby reason of disability, illness, injury, bereavement or childcare requirements, the supervisor will accommodate the pupil's need in respect of working alternative hours.
45. A pupil is entitled to a minimum of 20 days annual leave after completion of 13 weeks pupillage: being 10 days in each 6 months of pupillage. This may include bank holidays and periods when chambers is closed. Pupils will be given additional time off to attend any training days which are required by the BSB, and such days will not count towards the pupil's annual leave entitlement.
46. Any leave/absence(s) exceeding two weeks in total during either first or second six must be made up before the stage of pupillage is deemed complete. If a pupil has more than five days sick leave in any six-month period of pupillage that stage of pupillage must be extended by the period of absence.
47. Pupils will, during working hours, dress in clothing appropriate for court.
48. During the pupil's induction the pupil shall, if they wish and they feel comfortable to do so, inform their pupil supervisor, and/or chamber manager of any adjustments which they require due to a disability. If the pupil requires any changes to be made to the adjustment during pupillage, or a need for adjustments arises during pupillage, the pupil shall inform the pupil supervisor and/ or the chambers manager as soon as possible.

49. During pupillage pupils will be financially assisted as follows:
- a) In the first six months, or in the second six months, in the event that the pupil is accompanying the supervisor or a member of chambers, by their super supervisor in the payment of all reasonable travel expenses upon presentation of receipts.
 - b) In the first six months, or in the second six months, in the event that the pupil is accompanying the supervisor or a member of chambers, by their super supervisor or member accompanying the pupil during the working day in the payment of reasonable subsistence expenses.
 - c) By their pupil supervisor for the costs of attendance at Circuit mess until they have been elected; and
 - d) By chambers in the payment of the costs of compulsory training courses, access to online legal resources and the costs of attendance at any chambers events.
50. Travel expenses incurred between the pupil's home and chambers is expected to be borne by the pupil.
51. In the event that the pupil experiences financial difficulties, the pupil supervisor will, where practical, pay for the pupil's travel expenses up front. The pupil shall inform the pupil supervisor if such a situation arises.
52. During the first six months of pupillage the pupil will be expected to:
- a) Read the supervisor's papers and draft pleadings, opinions, and other documents, as instructions require. The pupil will be expected to ask other barristers for papers in the event that there are insufficient available from the supervisor or the pupil required experience of work outside that undertaken by the supervisor.
 - b) Assist the pupil supervisor in research and other preparation of cases and to accompany the supervisor to court and in conference. The pupil will take a full note of court proceedings.
 - c) Complete the Bar Council checklist and draw to the attention of the Supervisor any areas uncovered during pupillage. The pupil will maintain a work diary of work done and time spent during pupillage.
53. If a pupil wishes to see another area of practice beyond that of their pupil supervisor, they shall raise this with the pupil supervisor, who will arrange for the pupil to be able to shadow barristers in those areas.
54. In the second six months of pupillage the pupil will be expected to perform such duties in conjunction with Court appearances provided that such court work does not interfere with the requirements of pupillage training. Chambers policy on payment of devilling and work completed for other members of chambers is that if a pupil's work is of quality which is effectively used by the member, then the pupil should receive one half of the fee paid for that work from the member.
55. The Committee may review the progress of any pupillage at its discretion and call upon the pupil to produce their diary and check list.

56. A pupil should discuss any grievance or problem arising in connection with pupillage with the supervisor. In cases where this is impracticable or inappropriate the pupil should approach any of the following, at the pupil's discretion: their mentor, the Head of the Committee, the head of their department, the Equality and Diversity officer or the chairman of the CMC.
57. If a pupil is dissatisfied following the raising of a grievance or problem, or it appears inappropriate to proceed by that method, the pupil invokes Chambers complaints' procedure, Chambers' Grievance Procedure or any other Equal Opportunity or harassment procedure appropriate.

Pupils will be expected to pay clerks' fees incurred in their second six months of pupillage. No other chambers expenses or rent is payable during the twelve months of pupillage.

58. Chambers requires that all pupils store physical papers in accordance with the relevant data protection legislation. All electronic devices, including mobile phones, which the pupil may use for Chambers' emails or to store electronic copies of papers must have adequate security settings in accordance with the relevant data protection legislation.
59. The BSB has published guidance on social media use for barristers. This can be found at: <https://www.barstandardsboard.org.uk/uploads/assests/c7cea537-53f8-42a8-9f6d8ef1832a7db9/Social-Media.pdf>

60.

Pupils should be particularly aware of the following:

- a) All social media is inherently 'public' and so anything you say or do on social media is subject to regulatory oversight because anything you publish online may be read by anyone and could be linked back to your status as a barrister;
- b) All barristers are bound by Core Duty 5 not to behave in a way which is likely to diminish the trust and confidence which the public places in the profession at all times.
- c) Social media includes (but is not limited to) sites such as Twitter, YouTube, Facebook, LinkedIn and internet forums;
- d) Comments designed to demean, or insult are likely to diminish public trust and confidence in the profession. Such behaviour could compromise the requirements for a barrister to act with honesty and integrity and not to unlawfully discriminate against any person. Barristers should always take care to consider the content and tone of what they are posting online or sharing. Comments that you reasonably consider to be in good taste may be considered distasteful by others.
- e) Barristers (including pupils) must bear in mind the duty to keep client's affairs confidential.
- f) Barristers (including pupils) must bear and maintain their independence (see Core Duty 4) at all times.
- g) Pupils should not make reference on social media to (i) their status as a 'barrister', or to (ii) their status as a pupil at 18 St John Street Chambers.
- h) Pupils must be aware at all times of the rules on 'holding out', and therefore should not describe themselves as a 'barrister' on social media without making it clear that they are, at this stage, not fully qualified.
- i) For the avoidance of doubt, where practicable, pupils should avoid using social media during working hours.

Chambers Duties

61. Chambers recognises that it has ongoing duties to all times promote, enable, and assist with a pupil's career progression and development.

Applications for tenancy

Consideration of a tenancy:

62. Not less than 4 weeks before the completion of pupillage the CMC will convene an extraordinary chambers meeting and consider a pupil's application for tenancy having regard to the conduct and quality of the pupil's work and professional behaviour during pupillage. The decision as to whether the pupil will be offered tenancy will be taken in accordance with the chambers Articles of Association. The decision at that meeting will be recorded and a copy retained in the pupillage records maintained by the Committee. The decision of Chambers will be communicated to the pupil orally and confirmed in writing by the chairman of the CMC as soon as practicable.

Chambers Dissolution

63. In the event of chambers dissolution every effort will be made by the Head of Chambers, the Committee, and the supervisor to organise for pupils or students who have been offered pupillage, an alternative supervisor in other chambers in Manchester in their intended field of practice if the pupil/student is not able to transfer to new chambers with a supervisor.

E. Applications from established practitioners:

Regard must be had to the Bar Council Code of Conduct when dealing with unsolicited applications for tenancies. Unless a decision to the contrary is taken by a department or chambers as a whole, chambers at all times encourages applications from good quality candidates and so advertises on its public website.

Initial assessment:

64. Individual applications to chambers for tenancy (except those received in response to an advertisement, for which see section G below) will be considered in confidence on paper by at least 3 members of the Committee using form T1 having regard to the perceived requirements of chambers for practitioners of the applicants seniority, experience and field(s) of practice (and if necessary after consultation with the heads of relevant practice departments) within two weeks of receipt.

Interview:

65. The Committee will make a recommendation to the CMC upon such application, which will then determine whether to proceed with the application. If the CMC determines to proceed with the application, it will appoint a panel to undertake an interview as soon as practicable. The panel should consist of 3 to 5 members of chambers, and, if

practicable at least two members of the Committee and be chaired by a senior member of chambers. The interview panel will assess the applicant having regard solely to the criteria set out on form T2. The panel will then decide whether to recommend the application to chambers but shall only do so if a candidate scores an average score of 8/10 on form T2.

The final decision:

66. The CMC will arrange an ECM on the first available occasion after it has determined an interview is not necessary or after a successful interview to determine the application in accordance with chambers Articles of Association. The application and the applicant's curriculum vitae will be made available to members but not copied or circulated. Details of the applicant's references will be made available to members. Members will treat the application in complete confidence.
67. So soon as practicable following each of the above stages the applicant will be advised in writing of the decision and the next step(s) if any.
68. A record of all decisions taken during the application process and the minute of the ECM referred to above shall be kept by the Committee for a period of three years.

F. Applications for further training or probationary tenancy:

Initial assessment:

69. Applications from those who have completed a twelve-month compulsory pupillage in other chambers will be considered initially on paper by all members of the Committee using the criteria set out on form T3. Only if:
 - i) the recruitment of such a candidate may fill a perceived gap in the areas of work undertaken by Chambers not met by existing pupils or by advertised pupillage in the given year; and
 - ii) such candidate is considered to be worthy of further consideration as an addition to the advertised pupillage placements and/or any existing pupils will the application be taken further.
70. If satisfying the stated criteria for consideration, the Committee will assess the application employing the same criteria as it applies to other applicants and utilising **form T3** (bearing in mind the relatively greater experience of such applicants).
71. If the Committee determines to reject the application the Head of the Committee will notify the applicant in writing within three weeks of receipt of the application. A copy of the documents concerning such application will be retained for a period of three years.

Further stages:

72. If the Committee considers that the application should receive further consideration, then it shall so recommend to the CMC. If the CMC approves such recommendation, then it will initiate the same procedure as applies in respect of individual applications (see section **E 47-51** above).

Successful applicants:

73. If accepted the successful applicant will be given a trainer with whom they will be expected to work as if completing a second six-month pupillage, with like duties and expectations (save that as to rent, expenses etc they will be treated as a 'squatter' (see section **J73, 74** below). The CMC may impose conditions in its discretion having regard to the area of practice and experience of the trainee.
74. All those rules applicable to supervisors and pupils set out in paragraphs 22 to 46 inclusive above will apply mutatis mutandis to trainers and trainees during the training period where appropriate.
75. As the probationary tenancy is coming to an end, an ECM of Chambers will be called on the first available date, to determine a full tenancy.
76. So soon as practicable following each stage of the above process the applicants will be advise din writing of the decision and the next step(s), if any.
77. A record of all decisions taken during the application process and the minute of the ECM referred to above shall be kept by the Committee for a period of three years.

G. Advertised tenancy vacancies:

78. Advertisements (which will be placed only with the authority of the CMC) may provide the following information
- the fields of practice in which a vacancy exists,
 - the level of experience/seniority sought
 - any other relevant criteria or qualification required
 - the person to whom applications should be addressed (normally the Head of Committee);
 - the information to be contained in any application (to include at least curriculum vitae and the number/type of referees required);
 - the deadline for receipt of applications; and
 - the intended timescale to final decision.
79. All advertisements should state
- that all applications will be considered in confidence,
 - that the consideration of applications will be in conformity with the *Equality and Diversity Code* and
 - the terms of compliance with chambers Equal Opportunities Policy (see chambers Quality Mark manual A1.1.7)

80. An application form will be used whenever possible. Chambers aim is to conclude consideration of any such applications within six weeks of the deadline for receipt of applications. Applications from those responding to advertisements will be considered by a panel of at least 3 members of the Pupillage and Recruitment Committee who will consider all applications received and reply within fourteen days after the closing date for applications in accordance with the advertised criteria, utilising *form T1* to assess candidates.
81. The panel will draw up a short list of candidates for interview strictly in accordance with the scores recorded upon the assessment forms, the number of those short-listed being determined by reference to the number of advertised vacancies for tenancy, the quality of the applications and the principle that all those short-listed should be interviewed by the same panel and, if practicable, on the same or successive days.
82. The CMC will then appoint an interview panel to conduct the interviews of those short-listed. The panel will consist of 3 to 5 members, at least two of whom are members of the Committee and will be chaired by a senior member of chambers.
83. The interview panel will assess the short-listed applicants having regard solely to the requirements set out on form T2. A sequence of topics to be asked of each applicant (in respect of those selection criteria) will be planned and any written exercise will be agreed in advance by the panel and will be used throughout the selection process.
84. After all interviews have been completed the individual scores for each candidate will be aggregated and the applicants ranked in order of their resulting aggregate score.
85. The panel will then make a recommendation to Chambers in accordance with rank order as to which, if any, applications should be proposed to Chambers [following the procedure set out at E 48 above].
86. The application will be made available to members, if successful in interview, and on request.
87. The CMC will arrange an ECM of Chambers on the first available date after the meeting to determine the application(s).
88. So soon as practicable following each stage of the above process the applicants will be advised in writing of the decision and the next step(s), if any.
89. A record of all decisions taken during the application process and the minute of the ECM referred to above shall be kept by the Committee for a period of three years.

H. Applications outside the above considerations:

90. Group applications and extraordinary applications not otherwise provided for will be considered initially by the CMC which will determine whether to proceed to consider the application in principle, and the appropriate procedure to adopt, having regard to the Equality and Diversity Code, this policy, and the Articles of Association. The Head of the Committee should be consulted as to such procedure.

J. Pupils/trainees not granted a tenancy:

91. The Head of Chambers or chairman of the CMC or the Committee will advise the unsuccessful pupil/trainee of the decision so soon as practicable and will explain the principle reasons for it.
92. The pupil/trainee will receive written confirmation of the decision.
93. The pupil/trainee will be permitted to remain in Chambers as a 'squatter' for up to six months, whilst seeking an alternative placement and will receive equal opportunity to undertake work available. The pupil/trainee will pay clerks fees, rent and chambers expenses at the same rate as if a tenant.
94. The pupil/trainee will be offered assistance by the Head of Chambers, Head of the Committee and pupil supervisor/trainer in applying to other chambers or seeking an alternative placement, always subject to the duty to give accurate and truthful references.

K. Applications for Door Tenancy:

95. Applications will be considered by the CMC and the Head of Chambers. Applications by former or departing members of chambers may be considered on written application only. Other applicants will be requested to submit a written application and curriculum vitae.
96. The CMC will be responsible for determining such applications, subject to any member of Chambers ability to call an ECM on the application. The CMC will determine the terms of any door tenancy offered.