



PUPILLAGE GUIDE

PUPILLAGE POLICY

1. At 2BR we provide a comprehensive, high quality training environment for all our pupils. We invest heavily in our pupils to ensure that upon completion of their training they are well-equipped to pursue a successful career at the Bar.
2. Chambers has a policy of looking to recruit from our pupils. Every pupil will have the opportunity to apply for tenancy at the end of their pupillage. In recent years, primarily because of the investment via our training programme, many of our pupils have successfully obtained tenancy at 2BR.
3. Chambers aims to offer up to four 12-month pupillages per year starting in the Autumn. Upon completion of 12 months pupillage our practice is to invite some, or all of the pupils, to complete a further six months practice with us prior to applying for tenancy. We have found this gives pupils a greater opportunity to develop their competencies and demonstrate their skills. Equally it enables Chambers to make more informed decisions about tenancy applications. Since adopting this practice, numbers of pupils granted tenancy has increased significantly.

4. In exceptional circumstances a tenancy application will be considered after completion of 12 months pupillage.

THE APPLICATION PROCESS

5. 2BR uses the Pupillage Gateway. Our application process is conducted in accordance with the provisions of Bar Code of Conduct, the The Bar Qualification Manual and The Bar Training Regulations. All applications for pupillage must be made before the Pupillage Gateway deadline. Pupillage opportunities are advertised on the Pupillage Gateway
6. Our application process is based solely on merit. Once the pupillage application portal is closed applications will be reviewed by a committee of 8 members of Chambers, including the Head of Pupillage, and marked according to our pupillage application marking criteria. In particular we assess a candidate's:
 - Academic background
 - Commitment to chambers' areas of practice
 - Oral advocacy skills
 - Written advocacy skills
 - Motivation for a career at the Bar
7. The number of candidates selected for interview may vary from year to year depending on the number and quality of applications. Those selected will consist of the applications scoring the highest number of marks.

8. Interviews will be conducted in front of at least three members of Chambers.
9. The interviewing process will consist of a maximum of two interviews; the first interview will be of a general nature but may involve questions of law. There will always be a short advocacy exercise requiring a candidate to advance an argument for or against a proposed change in the law. Candidates will also be asked to answer a question posing an ethical dilemma that may arise in practice.
10. In addition to considering the initial application criteria and information within the application form, the panel will focus on advocacy, the time taken to complete the exercise, answers to more general questions and the answer to the ethics question.
11. Those who are offered a second interview will be expected to conduct a more complex advocacy exercise (such as a plea in mitigation), the papers for which will be supplied on attendance at chambers or, on some occasions, in advance. We will ensure that sufficient time will be allowed for preparation. Similar criteria to that used in the first interview will be applied.
12. Interviewees will be informed of the outcome of the interview promptly, in accordance with the Pupillage Gateway time table.

INDUCTION TO CHAMBERS

13. On the first day there will be given an induction into Chambers by the Head of Pupillage and the Chambers Manager who will confirm pupil contact details, and give

a brief tour of Chambers, covering its layout, geography and general methods of working. Pupils will be provided with a Pupillage File which contains important documents.

14. Whilst it is important a pupil reads all of the documents carefully, it is important that the pupillage contract is read and signed as soon as is possible. The Pupillage Reasonable Adjustments Form does not have to be filled in. However, if there are any areas of concern a pupil may have this can be recorded on the form. The information will remain strictly confidential. Where reasonable adjustments are requested the pupil will, at the start of Chambers meet with their supervisor and the Head of Chambers to discuss the best way to implement any necessary adjustments. An adjustment will be granted providing it does not significantly reduce opportunities for the pupil to attain the necessary competencies.
15. Beyond this, individual pupil supervisors will give a more detailed account of the way in which life in Chambers is organised and run, its rules and conventions, so as to enable pupils to know what is expected and what may be expected of us.
16. Pupils will be assigned a secure criminal justice email address. This will enable them to set up an account with the Crown Court Digital Case System allowing instant access to the vast majority Crown Court cases dealt with in pupillage. Guidance will be given to assist in setting up the CCDS account as well as a PCU WI-FI account allowing internet access in court buildings.

17. Additionally, all pupils will have full access to the Chambers Cloud. Within that access to Westlaw is freely available. Pupils will be given a password and advice as to how to use the Chambers LEX software system enabling access to their diary, aged debt, payment summaries and other useful administrative tools.
18. Pupils will be given keys and key fobs for Chambers. There will inevitably be a charge for any loss or re-issue.
19. There are photocopiers in the Facilities Room for use.

TELEPHONES AND INTERNET

20. Chambers' phones are primarily for Chambers' use. Limited personal use is acceptable but the facility should not be abused. Please read the Email, Internet and Social Media Policy carefully.
21. There are a number of internet connected terminals in the basement, and at least one in each room. These are also primarily for Chambers' business but limited personal use is acceptable. On no account should pornographic or inappropriate websites be accessed.

CONFIDENTIALITY

22. We are all under an obligation to maintain the confidentiality of the instructions we receive, tenants and pupils alike. As a rule of thumb, pupils should not discuss with anybody disinterested in a case, what is not already in the public domain.
23. Pupils should be aware that members of Chambers prosecute and defend and it is frequently the case that both the prosecution and defence brief are in Chambers at the same time. Accordingly, pupils should be careful what is said about a case, even within Chambers.

COMMENCEMENT OF PUPILLAGE

24. Pupils are assigned one pupil supervisor for each six months of pupillage. It is expected that a pupil will spend the majority of your time with him or her, particularly in the first six, and whenever possible should attend court with him/her conferences at prisons and in chambers. Each pupil will also be assigned a KC mentor. The purpose of this is to broaden the experience of a pupil and also provide an alternative source of advice and guidance.
25. It is important that pupils discuss with supervisors at the outset their preferred methods of working; in this way pupils can find out what is expected. It is generally expected that when not accompanying a supervisor (or another member of Chambers) pupils will work from Chambers until 6.30 p.m. It is often the case that members of Chambers may need urgent research done at very short notice. A presence in Chambers ensures each pupil has an equal opportunity to assist in this

way. It also ensures that pupils encounter as many members of Chambers as is possible during pupillage.

26. Notwithstanding the general expectation Chambers is committed to flexible working.

Should any pupil, for any reason, need to work flexibly (such as from home because of unexpected child-care commitments) Chambers will always seek to accommodate them. Where such a need arises, the pupil should discuss any flexible working needs with their pupil supervisor and, if necessary, the Head of Pupillage.

27. During pupillage a pupil will be asked to complete a variety of tasks for their

supervisors and other members of Chambers. These can be varied and wide-ranging including but not limited to drafting advices, researching legal matters, drafting schedules, defence statements and summaries of evidence. Pupils will be asked to assist in bundle preparation, prepare conference notes, sentencing notes and notes for cross-examination, examination in chief and speeches. On occasion it may be necessary for a pupil to assist other members of Chambers in urgent tasks including copying papers or authorities. Pupils will not be expected to carry out personal errands for members of Chambers or regularly engage in repetitive tasks such as photocopying or printing of papers.

28. Where a pupil is experiencing undue pressure either because of the volume of work

they are undertaking or as a consequence of personal circumstances affecting their work capacity the pupil should raise it with their supervisor and/or Head of Pupillage. Such concerns are not uncommon and can usually be addressed without difficulty.

29. Chambers also operates an informal 'buddy' system, pairing up a pupil with a newly qualified junior tenant. The purpose of the system is to ensure a pupil has the opportunity of support and guidance from a tenant who will have recent experience of life as a pupil. Pupils are encouraged to seek help and guidance from their 'buddy' as well as their supervisor, KC mentor and the Head of pupillage.
30. Throughout pupillage the Advocacy Committee will arrange weekly advocacy sessions with pupils as part of their training. These sessions are compulsory. Should a pupil be unable to attend an advocacy session for any reason a member of the advocacy committee should be informed in advance and arrangements can be made to ensure that pupil is able to catch up on the session at a later stage. The advocacy sessions are a valuable training tool and as such are not assessed or marked. However, upon any application for a tenancy a short report will be sought from the Advocacy Committee and will be considered alongside other references.
31. Half-way through both first and second sixes pupil supervisors will be asked to provide a short report detailing the progress of a pupil. This is designed to ensure good progress is being made towards achieving competencies and to identify any areas which need particular attention. These reports do not form part of any assessment of a tenancy application.
32. At the conclusion of first six a pupil will be required to submit a certificate of satisfactory completion of first six pupillage, signed by both the pupil and supervisor. This must be done well in advance of the start of your second six.

SECOND SIX PUPILLAGES

33. Pupils will be assigned new supervisors for their second six of pupillage. Inevitably a close working relationship will have developed with first six pupil supervisors, and we encourage that pupils, when necessary, continue to seek advice from both supervisors as well as other members of Chambers and pupils.
34. Prior to commencement of second-six, pupils are encouraged to participate in the Inner London Crown Court Pupillage Advocacy Exercise, and/or other training exercises with pupils from other sets.
35. Pupils will also be given a seminar from a senior partner of a firm of instructing solicitors, giving advice on the do's and don'ts of life in the Magistrates' Courts as well the service provide to instructing solicitors. Within the pupillage pack are a variety of check-lists, cheat sheets and templates we have developed over the years to assist in the early weeks and months.
36. Pupils will need to liaise with the Chambers Manager and Accountant to ensure matters such as VAT registration, provisional practicing certificates and ICO registration are in place. Pupils will be covered by their supervisor's Bar Mutual Indemnity Fund Insurance in both the first and second six months of pupillage. It is the pupil's responsibility to ensure that adequate insurance is in place for any further training period within Chambers.
37. Throughout second six pupillage we encourage pupils to continue to seek advice and guidance whenever it may be required. Our policy is very much 'If in doubt ask'.

38. On occasions during a second six there will be times when a pupil is uncertain as to whether they can or should agree to conduct a hearing booked in by the clerks. This may be for a number of reasons such as time pressures, clashes with other hearings or if the nature of the hearing may be beyond the pupil's competence. In such circumstances the pupil must discuss the concern with the clerks and their supervisor. The vast majority of concerns are swiftly resolved where there is prompt and effective communication.
39. We also recognise that on occasions clashes may arise between diary commitments and other commitments of the pupil such as attendance on compulsory training with the Inns or Chambers' advocacy training. Pupils should ensure that future commitments are clearly diarised and appear within the LEX diary so as to ensure they can be properly taken into account by the clerks on a day to day basis. Chambers encourages and supports pupils to participate in training and competitions outside of Chambers such as the Kalisher Trust Essay Competition, Inn mooting and advocacy and Cumberland Lodge. Where funding is required and it is felt that the training will be of significant benefit to the pupil and/or Chambers, Chambers will endeavour to assist.
40. During pupillage it is not uncommon for pupils to be invited to dinners or other functions that are not organised by Chambers. Historically Chambers has funded pupils' tickets to the Essex Bar Mess Dinner. By convention a pupil supervisor will usually fund pupil's attendance at a case dinner. Requests for funding for other

dinners or functions will be considered by the Management Committee on a case by case basis.

APPRAISAL

41. Chambers subscribes to the view that appraisal during the course of pupillage is an important part of the pupillage process, and should lead to improved performance. In addition to the 3 month competency report (see para 28) there will be an appraisal interview with pupil supervisors before the end of each period of six months. The appraisal will ensure that the pupil has achieved the required competency standard. It is also an opportunity for the appraiser to provide feedback on the pupil's past performance; help plan future development and look towards planning goals and targets for the next period of pupillage.

42. In addition to the appraisal interview, pupils are expected to complete a number of different pieces of paperwork for their supervisor and other members of Chambers. We require members of Chambers to give prompt and regular feedback on any work completed using feedback forms. The hope is that through reference to both the good points and the bad there will be a gradual improvement in the pupil's overall ability.

43. In general, priority should be given to doing work on behalf of supervisors, but pupils should also endeavour to do work on behalf of others in chambers, when time permits, in order that they may assess performance.

44. Also, during second six pupils should expect to receive an appraisal of performance in court from those who have been in a position to witness it. Where a Judge, solicitor

or other barrister has commented favourably on a pupil's performance, the pupil may consider discretely requesting written feedback in the form of an email or short reference.

45. It is also recommended that pupils keep a work diary to record the work done and the amount of time spent on it, not least because it will help both the pupil and supervisor in completing your check list conscientiously and accurately. The Pupillage File contains templates for use in your work diary.

46. Pupils should also keep a work portfolio, namely an ordered collection of all the pieces of work done during the course of pupillage. This will be useful for creating precedents and templates but it will also be useful when selecting pieces of work for consideration by the tenancy committee

CHECK LISTS, WORK DIARIES AND WORK PORTFOLIOS

47. Pupils are required to complete a check list at the end of pupillage. The check list is designed to ensure that a pupil has experienced a wide range of hearings and work. It is tailored to ensure that the pupil has received sufficient exposure to key area of criminal practice to ensure they have had a fair opportunity to develop the competencies required. The pupil and supervisor will be required to certify that pupillage has been completed satisfactorily and that the competencies have been met, before a qualification certificate will be issued

48. These competencies are:

- a. Barristers' Distinctive Characteristics
 - Legal knowledge, skills and attributes
 - Practical knowledge, skills and attributes
 - Advocacy
 - Professional standards
- b. Personal values and standards
 - Values, characteristics and behaviours
- c. Working with others
 - At work
 - Lay individuals
- d. Management of Practice
 - Personal practice management
 - At workplace level
 - Professional compliance and work

49. Pupils should read this check list carefully before commencing pupillage, as it is an important document. Pupils and supervisors will need to discuss how to use the check list. Pupils and supervisors should be alert to monitor the completion of the pupillage checklist. It is not a good idea to leave everything until the last minute. It is expected that there will be a review of its progress at 3 months and 9 months. It will be used by pupil supervisors to review progress and may be used by the tenancy committee when considering tenancy applications. Chambers uses a specialist checklist focussing

on criminal law although a pupil's assessment remains in accordance with the Professional Statements

COMPULSORY CONTINUING EDUCATION

50. In order to obtain a full qualification certificate or to commence practice pupils must have completed the compulsory pupillage courses during the course of pupillage. Pupils should be sent details about all the courses once pupillage has been registered. These can include Forensic Accounting, Further Training in Advocacy and the Advice to Counsel Course. Pupils should attend the advocacy training course during the non-practising six months unless there are reasonable grounds for being unable to do so. Inns or Circuits will notify pupils about the programme or exercises and the dates on which they are expected to attend. Chambers will meet the expenses connected with these courses.

FUNDING OF PUPILLAGE

51. During the first six months of pupillage each pupil receives a £20,000 award payable in 6 equal monthly payments. This is tax free income. In the practising second six pupils retain all fee receipts, guaranteed at £20,000 for the second six months. Therefore, if any month during second six, fees received are less than £3,333, Chambers will make-up the shortfall. However, if in subsequent months fee receipts exceed £3,333 Chambers will recover the sums previously paid by Chambers.

52. This income is taxable. At the end of the second six the Chambers accountant will conduct a reconciliation to ensure the pupil has received £20,000. Where a pupil

remains in Chambers after the end of 12 months, for a further six months, they keep 100% of their fees. No rent or clerks fee deductions are made until a pupil becomes a tenant.

53. Travel expenses over and above a pupil's normal commute from home to Chambers are refunded by Chambers every month. It is important that each pupil keeps an accurate record of travel expenses together with receipts. If a pupil is asked to travel to a Court and the travel fare is significant Chambers can, upon request, pay that travel fare in advance.

CLERKS' ROOM

54. The clerks' room is very busy and pupils should not hang around in it without good reason, unless they are in the company of their pupil supervisor. The staff in the Clerks Room are:

Paul Rodgers	Senior Clerk
Lee Bartlett	First Junior Clerk
Tom Powell	Junior Clerk
Joe Martin	Junior Clerk
Tommy Salisbury	Junior Clerk
Joseph Mulligan	Junior Clerk
Ellie Robarts	Fees Clerk
Lisa Pavlovsky	Chambers Manager
Hillary Parmenter	Chambers Accountant

55. In the second six of pupillage pupil's work will mainly be handled by Tom, Joe and Tommy. A pupil should inform them if they have any difficulties about working on a particular day. They should also be informed of any holiday dates.

DISTRIBUTION OF WORK

56. It is Chamber's intention that work should be distributed as evenly as possible amongst the pupils during their second and third sixes. Of course, solicitors' wishes and other factors may prevent a completely even distribution of work, although we will strive to achieve it.

COMPLAINTS AND GRIEVANCES

57. It is hoped that no major problems will arise during pupillage, but if a pupil should encounter any difficulties of a professional or a personal nature, they should be raised as a matter of preference with their pupil supervisor. If that is not possible, in the first instance, the pupil should discuss the complaint or grievance either with their KC mentor or the Head of Pupillage, Allan Compton KC. The vast majority of issues can usually be resolved swiftly without disruption to pupillage. On the rare occasions this does not occur a pupil's grievance procedure is contained within the pupillage pack. Similarly, should there be any complaint against a pupil that cannot be resolved at first instance, a pupil misconduct procedure exists, again within the pack. Both procedures give guidance as to how Chambers deals with complaints and grievances.

ANNUAL LEAVE

58. Pupils are entitled to twenty eight days holiday per annum; this includes bank holidays and any periods, such as between Christmas and New Year, when chambers is closed. The Bar Council requires a pupil who takes more than two weeks' leave in either the first or second six to make it up at the end of that period of pupillage. Should any pupil be absent from training as a consequence of sickness they will make arrangements with their pupil supervisor to ensure replacement training takes place. In rare circumstances, if the supervisor feels the pupil has not satisfactorily reached the competencies standard as a consequence of missed training through sickness the pupillage can be extended in order to allow for replacement training.
59. Pupils should notify the clerks, whenever possible, of an intention to take leave no less than two weeks before intending to take it, and discuss it with them. Please do this before making any definite travel arrangements.

CHAMBERS SELECTION POLICY FOR TENANCY

60. A pupil is entitled to apply for tenancy at the end of their second six months of pupillage. Pupils are encouraged to apply to complete a further six months training with Chambers prior to applying for tenancy. A further six months training is not compulsory. However, the opportunity to gain further experience and better demonstrate skills and abilities has proven to be advantageous. The decision as to whether to apply for tenancy after 12 months pupillage or to apply for a further six months training is for the pupil to make.

61. Chambers operates an equal opportunities policy with regard to the consideration of applications for tenancy in chambers.

62. Chambers will not consider applications for tenancy from pupils who have not completed a period of pupillage within chambers.

63. Any application should be made in writing to the Tenancy Committee.

64. Criteria for selection of tenants and material upon which the selection is made

- The overriding consideration will be the applicant's perceived ability to practice as a criminal advocate and integrate into and contribute to chambers.
- Each pupil supervisor will provide a written report to the committee which will cover, inter alia, knowledge of the law, powers of advocacy, diligence, research ability, team work and personal and communication skills.
- The pupillage committee will also provide a joint report to the tenancy committee commenting on the applicant's performance during advocacy training.
- The committee will also solicit the views of any other member of Chambers who is in a position to and wishes to express a view.
- The committee will give consideration to the applicant's written work carried out during pupillage.
- Each applicant may submit no more than five references from external sources.
- The views of the clerks will be solicited and they will be expected to convey any feedback they have received from solicitors.
- The applicant should submit not more than three pieces of written work.

- A mock trial will be take place in the month before tenancy decisions. Each pupil will participate in a short trial. The tenancy committee will sit as a jury and will assess the advocacy of each pupil. Performance at the mock trial will be taken into account when considering tenancy applications.
- A short interview will take place with each pupil and the tenancy committee prior to any decision as to tenancy. This will not involve any advocacy exercises.

PLACING PUPILS WHO ARE NOT TAKEN ON

65. Chambers' has a very good record for assisting pupils who are not taken on in finding places elsewhere, whether as probationary tenants or as tenants. We will offer you all the assistance that we reasonably can, should it be necessary.

LEAVING CHAMBERS

66. You must notify the Senior Clerk and the Chambers Manager of the date you will be leaving Chambers. On that date you must ensure that you remove all your personal belongings from Chambers and return your key and fobs to Reception. Access to Chambers IT systems will cease from that date, including access to emails and documents saved on the system. Failure to return key and fobs will result in a charge to you of £50 and we will inform your new head of chambers/senior clerk/employer of this breach of your pupillage conditions. No further access to Chambers will be permitted save by prior appointment with the Chambers Manager.

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