



# Advocacy Pupillage Policy

**Keoghs Advocacy is led by Mark Stanger, a barrister and partner in the business with 25 years' experience at the Bar, of which 14 years was spent in independent practice in London (Bedford Row).**

**The team has a core group of senior advocates, each with 10-15 years call, or PQE. The team has clerking support in a similar manner to Chambers, plus the advantage of extensive IT support and innovation within the wider business.**

We operate principally from Keoghs' offices in Liverpool and Bolton and team members are able to work from all offices in the country, including Manchester, London, Southampton, Coventry and Newcastle.

Keoghs is a member of the Davies Group of companies, offering services exclusively to the UK insurance market.

Members of the advocacy team practice across all service lines, including personal injury, motor, casualty, property risk and coverage, professional and financial risks and counter-fraud.

Keoghs Advocacy operates in line with the Bar Code of Conduct, the Equality and Diversity Code and the Pupillage Funding and Advertising Requirements.

The pupillage recruitment committee is made up of Mark Stanger (Head of Advocacy), Natalie Green (Solicitor Advocate and Associate), Zachary Weaver-Shojaie (Solicitor Advocate and Associate) and Joanne Johnson (People Team).



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## **Pupillage**

Keoghs Advocacy offers one pupillage per annum, starting in the autumn. Mark Stanger supervises each pupil and has undertaken the Northern Circuit Pupil Supervisors Course. Other senior members of the team provide supervisory support and peer review. The area of practice in respect of each year is defendant insurance work, across all service lines.

## **Remuneration and benefits**

The salary for a pupil is £32,000 per annum, paid monthly and taxed PAYE. The pupil also receives access to the Keoghs pension and benefits scheme, along with repayment of all pupillage-related expenses (travel to courts, compulsory courses, fees).



## Pupillage programme

Pupils at Keoghs Advocacy are integrated into the team from day one; spending time with advocates at court and in the office and participating in work-based learning. Our training and supervision centres around the skill and knowledge required in the Professional Statement for Barristers. The duration of pupillage is 12 months, unless a pupil is able to demonstrate a BSB approved reduction applies.

Pupils receive general training applicable to all new Keoghs fee earners during their first week. Thereafter, the pupil will have an orientation day in our Liverpool office, during which the pupil will spend time with their supervisor and meet other members of the advocacy team face to face. The pupil will also be presented with various documents setting out Keoghs Advocacy specific information and procedures.

The Keoghs standard training includes an introduction to our bespoke case management system, Tracker, and to the Keoghs / Davies Group policies in respect of equal opportunities, diversity, sickness and absence and disciplinary procedures. The pupil will also be trained in and have access to the Keoghs online learning portal, which contains a wide variety of legal resources and online courses relevant to practice as a solicitor or barrister.

### First six months

During the first three months of pupillage, the pupil will spend a significant proportion of their time shadowing the pupil supervisor and undertaking work at his direction; such shadowing may be by remote platform or in person at court, or in the office. The pupil will also be tasked to shadow other advocates in the team and may additionally spend time with Keoghs litigation teams, in order to understand case strategies and how proceedings are handled during the lifecycle of a claim.

During the second three months, pupils are likely to progress to undertaking paperwork, under the supervision of the pupil supervisor, or a more senior advocate and will spend time shadowing more complex hearings and gaining some experience of the issues arising from higher value work and work in niche specialities.

Pupils are additionally expected to undertake the compulsory BSB and/or Inns of Court courses during the first six months of pupillage, if possible.

### Second six months

During their second six months, pupils are expected to undertake court advocacy, in line with their competencies and pace of development. In all cases the pupil will have the opportunity to discuss the case with their pupil supervisor, or another senior member of the team, before appearing at the hearing. Paperwork will be allocated according to relevant skillset and progression but all such paperwork will be carefully reviewed by the pupillage supervisor prior to being released. The way in which a pupil is introduced to their own case load is designed to be gradual and aligned to learning through practice.



## Related documents

Keoghs Advocacy utilises the following documents to ensure that pupils are able to demonstrate the competencies set out in the Professional Statement for Barristers:



Training record



Pupillage diary



Pupillage checklist



Supervisor / work recipient feedback forms

## Nature of pupillage and assessment

Keoghs operates standard working hours of Monday to Friday between 9am and 5.00pm. Pupils may from time to time need to work, or be involved in travel to and from court, outside of these core hours.

Pupils will be measured against KPIs, including but not limited to a daily billable hours threshold. The latter will gradually stage to the conclusion of pupillage. The pupil will always be allocated sufficient recordable work to achieve and exceed their KPI. Appropriate relief from daily targets will be granted for attendance on courses, training and other non-billable activities, where the same would otherwise prevent the pupil meeting the relevant threshold.

Keoghs Advocacy operates agile working. A pupil is expected to attend the Liverpool office (or other office as directed by pupil supervisor) at least once a week. Otherwise, the pupil can work remotely at home, or from an office, unless engaged in shadowing, or appearing in court.

Keoghs Advocacy expects pupils to invest in their own development by ensuring that related documents are maintained and by proactively seeking to develop and demonstrate the competencies required by the Barristers Professional Statement.

Assessment will be by the pupil supervisor, in conjunction with other senior members of the team that have been exposed to the pupil's work, related

feedback forms and the content of the pupil's training record, diary etc. The assessment process is transparent and will be proactively maintained during the course of the pupillage through regular interaction between pupil supervisor and pupil, rather than relying on a single meeting, or series of meetings.

Pupils will be allocated at least four assessed pieces of paperwork during their second six months and these will be the subject of a feedback form completed by the pupil supervisor or a senior member of the team. The pupil will also in each case receive oral feedback on their work. These assessed pieces of work will be utilised as part of the process of considering whether the pupil has reached the relevant competencies. Furthermore, the pupil will be observed 'on their feet' in court by the pupil supervisor, or a senior member of the team, on at least four occasions and again with written and oral feedback given.

The pupil will attend bimonthly meetings with their pupil supervisor dedicated to assessing progress and for the pupil to feedback concerning their training needs and the focus of the pupillage thus far.

Ultimately, no pupil will be certified for a provisional, or full practising certificate, unless they have met and exceeded the standards set out in the Bar Professional Statement.

Pupils are responsible for ensuring that they meet the qualifying requirements for pupillage and document their progress on the relevant documents, as follows:

- ✓ **Ensure they been called to the Bar prior to commencing pupillage**
- ✓ **Register the pupillage with the Bar Standards Board prior to commencing pupillage**
- ✓ **Keep their training record, pupillage diary and pupillage checklist up to date**
- ✓ **Obtain the signature of their pupil supervisor upon completion of the practising and non-practising elements of their pupillage and submit the relevant forms to the Bar Standards Board in a timely manner**
- ✓ **Complete all compulsory pupillage courses (whether BSB, or Inns of Court)**

Pupils are expected to conduct themselves to the highest standards of professional ethics and in line with relevant BSB guidelines and Keoghs / Davies Group policies.

In the event of a pupil being unable to work due to illness, or for some other reason, the Davies Group sickness and absence policy will apply. In the event that a pupil's failure to demonstrate competence, so as to delay commencement of the practising element of the pupillage, is the result of absence from training due to sickness or other extenuating circumstances; Keoghs will consider whether an extension or deferral of pupillage might be appropriate to enable the pupil to complete their training (with the duration of any permitted extension reflecting the period necessary to enable the pupil to demonstrate competence rather than the period of absence).

## Recruitment of pupils

Keoghs Advocacy participates in the Pupillage Gateway and applications run by the embedded timetable.

Applications are to be submitted via the Pupillage Gateway in the prescribed manner. Interviews will include a short advocacy assessment and general questions.

Selection criteria are as follows:

- ✓ **Strong academic results at A-level (or equivalent) and degree level**
- ✓ **Demonstrated engagement with the Bar as a career path (including, for example, assessed mini pupillage, mooting, debating and other public speaking, or advocacy)**
- ✓ **Ability to impress with oral advocacy, both in terms of the assessment exercise and in responding to questions in interview**

Successful applicants should be in a position to provide certification of academic and professional qualifications, evidence of the right to work in the United Kingdom, and be a member of an Inn of Court.

Keoghs Advocacy will inform successful and unsuccessful candidates in line with the Pupillage Gateway timetable. Feedback can be provided for unsuccessful candidates upon application.

## Retention of barristers following pupillage

Keoghs Advocacy advertises annually for a pupil as part of its growth plan and with a view to offering a permanent contract of employment as a barrister in the team, upon successful completion of pupillage. Such an outcome is not guaranteed however, and a decision may be taken not to offer such employment. Relevant factors will be business need and the extent to which the pupil has exceeded the required standards for a full practising certificate.

**For further information, please contact**



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