

## Introduction

This document is prepared to provide information to all those applying in 2023 for Pupillage to commence in the Autumn of 2024.

Pupillage is the final and most important stage in the training of a barrister before they become eligible to enter into practice. At 23ES we offer fully funded 12-month Pupillages.

Chambers is committed to providing equal opportunities to all applicants and to achieving diversity within chambers. We seek to recruit junior tenants from amongst our own pupils and Pupillage is offered with a view to tenancy.

## Funding:

### **Criminal Pupillages in London commencing 2024:**

Pupils will receive an award of £35,000. This is comprised of:

- First six months: £15,000 grant payable in equal monthly instalments.
- Second six months: Guaranteed earnings of £20,000, payable monthly and adjusted to take account of fees received in the preceding month.

### **Criminal Pupillage in Manchester commencing 2024:**

Pupils will receive an award of £25,000. This is comprised of:

- First six months: £15,000 grant payable in equal monthly instalments.
- Second six months: Guaranteed earnings of £10,000, payable monthly and adjusted to take account of fees received in the preceding month.

### **Commercial/ Chancery Pupillage in Manchester commencing 2024:**

Pupils will receive an award of £45,000. This is comprised of:

- First six months: £20,000 grant payable in equal monthly instalments.
- Second six months: Guaranteed earnings of £25,000, payable monthly and adjusted to take account of fees received in the preceding month.

Chambers of Kate Lumsdon KC and Eloise Marshall KC  
1 Gray's Inn Square, London WC1R 5AA  
Waterhouse, 2<sup>nd</sup> Floor Spring Gardens, Manchester M2 2BG

During the first six months, pupils will be reimbursed in full the cost of any travel outside of London/Manchester as applicable for the purposes of Pupillage, in accordance with our Travel Expenses Policy.

Pupils do not pay Chambers' expenses nor Chambers' rent.

Chambers pays 12-month pupils' expenses for compulsory courses.

**Application Procedure:**

**Please read this document carefully before completing your application. *Word/page limits are strictly enforced and you will be penalised for exceeding them.***

Please apply by email to [pupillage@23es.com](mailto:pupillage@23es.com). The email should be headed either:

"[SURNAME, First Name] – CRIME Pupillage Application LONDON"

Or

"[SURNAME, First Name] – CRIME Pupillage Application MANCHESTER"

Or

"[SURNAME, First name] – COMMERCIAL Pupillage Application MANCHESTER"

Your email must include the following three documents:

1. Cover Letter in PDF format (File Name: "[SURNAME, First Name] – Letter"). The letter is your opportunity to explain why, in your view, we should offer you an interview. **The body of the letter must not exceed 400 words.** Your letter is a part of your application and will be marked as such. We will take into account fluency of language, clarity of expression, style and tone and persuasiveness. Your letter is also your opportunity to tell us about any extenuating circumstances which have not been included in the application form and which you consider we should take into account.
2. Application Form in PDF format (File Name: "[SURNAME, First Name] – Application Form"). **DO NOT EXCEED WORD LIMITS.** The application form is your opportunity to tell us about your legal experience, personal achievements and experience, motivation for becoming a barrister and interest in coming to 23ES. We recognise that not all applicants are necessarily in a

position to carry out unpaid work or undertake mini-pupillages due to their personal circumstances, resources or other factors. However, relevant experience can be gained doing other things and will be taken into account. We are looking for quality of the experience and not quantity. You should set out what you have learned from your experience and how it supports your application. Personal achievements and experiences will be varied and may include, for instance, a previous non-legal career, voluntary work, or self-funded studies. Please download the relevant Application Form relevant to your application from our website.

3. Equality and Diversity Monitoring Form (File Name: "[SURNAME, First Name] – Equality and Diversity Monitoring Form"). This is required by our Regulators. **It will be kept separate and will not feature in any decision to interview or recruit.** Please download the form from our website.

Please submit your application by **23:59 on 8<sup>th</sup> February 2023**. **Applications submitted after this date will not be accepted.** You will receive an automated acknowledgment. If you do not receive an acknowledgment, please ensure you check any 'spam' or 'junk' email folders before contacting us.

#### **Short listing for Interview:**

Application forms are scored against the criteria set out in Appendix 1 to identify those who should be selected for interview.

The number of applicants selected for interview is not pre-determined.

#### **The Preliminary Interview:**

The preliminary interview lasts approximately 10 minutes. It will include an advocacy exercise. You will be given the exercise and instructions 15 minutes in advance of the interview.

The exercise will not require any legal research or knowledge of law or procedure. We are looking for candidates who are able to assimilate and marshal facts quickly, make a persuasive submission, respond to intervention, and think on their feet.

Applicants are assessed against the criteria listed in Appendix 2.

At the conclusion of all of the interviews, the panel selects a shortlist of applicants who will be invited back for a further interview. The number of applicants to be selected for a second interview is not pre-determined.

### **The Second Interview:**

The second interview lasts about 25 minutes and will consist of an advocacy exercise and a discussion. The interview may include questions relating to your application form and cover letter. You will be given the exercise, discussion topic and instructions 20 minutes in advance of the interview.

Applicants are assessed against the criteria listed in Appendix 2.

At the conclusion of all of the interviews, the panel selects the highest scoring applicant(s) to be offered pupillage, together with a reserve or reserves.

Feedback will be provided upon request. We aim to give all feedback by telephone within two weeks of the conclusion of the interviews.

### **The Pupillage Year:**

The year begins in October and is divided into 3 x 4-month parts. The Director of Pupillage selects a pupil supervisor for each of the three periods of four months for Criminal pupils; for Commercial/Chancery pupils, a single pupil supervisor is selected. Chambers has a large number of registered pupil supervisors and care is taken to select from the most suitable supervisors having regard to the nature of practice, forthcoming caseload etc. Prior to the start of pupillage, pupils will be invited to meet their Pupil Supervisor and other Members of Chambers.

A criminal pupillage at 23ES will include the following key components:

- i. Attendance at Youth, Magistrates' and Crown courts. Pupils will attend the Court of Appeal when the opportunity arises.

- ii. Observing complete proceedings (either in person or remotely) in all the main types of hearings in each of those courts, from the shortest of administrative hearings in the lowest courts to complex appeals in the Court of Appeal.
- iii. Pre-hearing drafting, such as case summaries, defence statements, applications and skeleton arguments, as well as preparing for the hearing itself such as examination in chief, cross examination, speeches and submissions.
- iv. Undertaking legal research for your Pupil Supervisor and other Members of Chambers, including in areas of law and practice not previously encountered.
- v. Attendance at and participation in Chambers' Advocacy Training Programme.
- vi. Introduction to solicitors, instructing organisations such as the CPS, other members of the Bar and members of the Judiciary.
- vii. Learning the skills of good practice management.

A commercial/ Chancery pupillage at 23ES will include the following key components:

- i. Attendance at the hearing centres of the County Court, High Court and other tribunals. Pupils will attend the Court of Appeal when the opportunity arises.
- ii. Observing complete proceedings in all the main types of hearing in each of those court centres from the shortest administrative hearings in the lowest tier of courts to complex matters in the High Court or appeals in the Court of Appeal.
- iii. Pre-hearing drafting including drafting advices, statements of case, witness statements, applications and skeleton arguments, as well as preparation for the hearing itself such as witness handling, speeches and submissions.
- iv. Undertaking legal research, for your Pupil Supervisor and other Members of Chambers, including in areas of law and practice not previously encountered.
- v. Attendance at and participation in Chambers' Advocacy Training Programme.
- vi. Introduction to solicitors, instructing organisations, other members of the Bar and members of the Judiciary.
- vii. Learning the skills of good practice management.

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**Applications for Tenancy following Pupillage:**

At 23ES pupils are recruited with a view to Tenancy. Recruitment of tenants from Pupillage is based upon a written application, the performance of the pupil throughout the pupillage year and consideration of written appraisals prepared by Pupil Supervisors, Members of Chambers and Clerks. Pupils will have an opportunity to discuss the application prior to its submission.

Applications will generally be considered no later than September of the relevant year. Our aim is to let pupils know if the application is unsuccessful at a sufficiently early stage to allow them to make alternative arrangements.

Applications for tenancy will be considered by a committee chaired by the Director of Pupillage.

**Further information:**

If you require any further information about pupillage at 23ES, please write to Josephine Teale, Pupillage Secretary, at 23ES, 1 Gray's Inn Square, London WC1R 5AA or by email to [pupillage@23es.com](mailto:pupillage@23es.com)

**Heads of Chambers**

Kate Lumsdon KC and Eloise Marshall KC

**Director of Pupillage**

Tom Godfrey

**Pupillage Secretary**

Josephine Teale

## **APPENDIX 1:**

### **Criteria applied on shortlisting from written applications:**

1. Academic achievement (Please note: we do not assess applicants on the basis of their secondary education. If your academic achievement at undergraduate and/ or post-graduate level does not reflect your academic ability, you are invited to explain any mitigating circumstances and provide other evidence of academic ability in your covering letter and application form).
2. Work experience (legal and non-legal, paid or voluntary)
3. Advocacy experience (including, but not limited to, mooting, debating, public speaking; can include written and oral advocacy)
4. Effective written communication (presentation of application and letter, fluency of language, clarity of expression, overall style, tone, content and structure, persuasiveness, spelling and grammar)
5. Motivation to come to the Bar and interest in practising at 23ES (why do you want to become a barrister, an understanding of the work of 23ES, an understanding of the realities of life at the Bar and the difficulties faced by the profession)
6. Drive and determination (perseverance, willingness to work hard and ability to meet the challenges of practice with appropriate support)

## **APPENDIX 2:**

### **Criteria applied at interview**

1. Critical and analytical thinking
2. Effective oral communication
3. Performance under pressure
4. Presentation and interpersonal skills