



PUPILLAGE POLICY DOCUMENT

1. Description of Chambers

With thirty-four barristers including four KCs, Two Harcourt Buildings is one of the leading specialist criminal sets in the Temple. We are committed to maintaining a balance of high-quality defence and prosecution work in London and on the Western and South Eastern circuits. Chambers offers a friendly and relaxed environment in which to complete pupillage.

2. Areas of Work

Members of Chambers prosecute and defend in all types of criminal cases including the most serious, complex and demanding matters. We are experienced in handling cases that are sensitive and high profile. Chambers has a particularly strong reputation in matters including murder and other homicides, terrorism, serious fraud, corruption, police operations against organised crime and drug trafficking, rape, child abuse and non-accidental head injuries in infants (shaken baby syndrome). Members prosecute and defend daily in the London Crown Courts and in Crown Courts on the Western and the South Eastern circuit and also regularly appear before the Court of Appeal and in judicial review proceedings in the High Court.

We are regularly instructed by the Crown Prosecution Service, HM Revenue and Customs, the Serious Fraud Office, a wide range of defence solicitors, Local Authorities and other agencies such as TFL and the RSPCA. In addition to the field of criminal law, members of Chambers have significant experience in other practice areas, including regulatory and disciplinary work; insolvency; parole board hearings; coroners' inquests; courts-martial; and licensing.

3. Pupillage Committee

Responsibility for the management of pupillage falls to the Pupillage Committee. The Head of the Pupillage Committee is Jane Carpenter. The other current members are Nick Alexander, Paul Casey, Jenny Burgess, Mahesh Karu and Amy Oliver. Vicky Beasley, Chambers' Administrator, acts as Secretary to the Committee. Jane Osborne KC is the Director of Pupil Training.

4. Pupillage Recruitment

Chambers is a member of Pupillage Gateway. We aim to recruit two twelve-month pupils each year via Pupillage Gateway. We do not feel obliged to fill all the places

offered each year; equally in exceptional circumstances more than two pupils may be recruited. Any vacancies not filled via Pupillage Gateway will be advertised on the relevant pages of the Pupillage Gateway website. Ad-hoc applications for twelve-month pupillages are not accepted.

5. Selection Processes

Two Harcourt Buildings is committed to a policy of equal opportunities and candidates are welcome regardless of race, colour, ethnic or national origin, nationality, citizenship, gender, gender reassignment, sexual orientation, marital status, disability, age, religion or political persuasion.

We aim to recruit articulate and confident candidates, regardless of their background, who can demonstrate drive and determination and who are committed to a future at the Criminal Bar. We look for applicants who can balance intellectual excellence with common sense and pragmatism. The recruitment of pupils is taken very seriously and every pupil is selected on the basis that they are a potential tenant.

Applications via Pupillage Gateway will be made using the standard Pupillage Gateway on-line application form. Applications in response to any vacancies advertised elsewhere should be made by way of an application form, which will be available upon request from the Chambers' Administrator, Vicky Beasley.

All applications received are considered by three or four members of the Pupillage Committee against a standard sift criteria. No applicant may be rejected on the basis of one person's opinion alone. In addition to the qualities detailed in the paragraph above, we look for evidence of ability to absorb and manage complex information; evidence of interaction with a wide range of people from a variety of social and professional levels, sustained over time; and evidence of the ability to prioritise work commitments whilst sustaining social interests, and of the ability to cope and achieve results under pressure. We normally require a minimum upper second class honours degree, although extenuating circumstances will be taken into consideration, and our assessment system does take this into account, along with all other factors contained within the Pupillage Gateway form.

150 - 250 applications are normally received via Pupillage Gateway, and from this pool around 20 - 25 candidates are short listed for interview. These interviews are normally conducted on a weekday evening by three or four members of the Pupillage Committee, or other members of Chambers in the event of their unavailability. Each interview will last around fifteen to twenty minutes; candidates will be asked in detail about their application form; the panel may also ask one or more hypothetical questions. Candidates are scored against Chambers' standard criteria which are as follows:

Intellectual Qualities: Applicants must demonstrate intellectual vigour, having the ability to grasp complex information and identify the key issues quickly and effectively. They should be able to absorb details; perceive inadequacies, inconsistencies and inaccuracies; appreciate different perspectives; develop new solutions; and query standard answers. They must be able to balance intellectual competence with common sense and pragmatism.

Motivation: Applicants must demonstrate strong drive and determination, with particular and active interest in issues relevant to the Criminal Bar. Commitment to a future career at the Criminal Bar should be evident, through for example a desire for intellectual challenge and an interest in courtroom challenge.

Relationships: Chambers will look for evidence of friendly, supportive relationships with a wide range of people over a long period. Important attributes will be an ability to identify others' needs; to exercise discretion; to gain others' trust; to negotiate and to present effectively. Applicants must demonstrate an ability to mix with all members of Chambers, their staff and their professional contacts.

Temperament: Applicants should be able to evidence that they have coped well with a hierarchal environment and with highly formal situations. They must be able to demonstrate an ability to manage professional priorities calmly and competently, balancing these commitments with their individual social interests. Applicants must be able to manage personal stress such as financial and career uncertainties without detriment to their work.

Impact: During interviews, successful applicants will be articulate, confident, perceptive and courteous. It should however be borne in mind that interview performance is only one aspect in the selection criteria, based on a relatively short meeting. Interviewers will also take into account the quality of other relationships the candidate has sustained long term.

Successful candidates may be determined after one round of interviews; generally there will be a shortlist of up to eight candidates who are called to attend a second interview. The interviewing process remains similar to that of the first interview, except that the panel may be comprised of additional members of Chambers, and an advocacy test may be included.

Successful pupils are required to send in the following prior to the commencement of their pupillage: the official certificates/transcripts of the university examinations referred to in their pupillage application form; the official transcript of any examination taken or notified between the acceptance of pupillage and its commencement; clear documentary evidence of their satisfactory completion of the vocational component of Bar Training (alternatively, where relevant, that they have passed the Bar Transfer Test); and clear documentary evidence that: they are a member of an Inn; they have registered their pupillage with the BSB; and their nationality or immigration status allows them to undertake the pupillage.

6. Pupillage Awards

Pupils taken on for twelve months will receive £32,400 as a combination of grant and guaranteed earnings payable in regular monthly instalments. We do not 'claw back' payments from previous months if pupils subsequently earn more than the monthly award. The overall award is in lieu of payment for any individual items of work carried out for barristers in Chambers. Up to 12.5% of the award for the first six months may be payable during the BPTC course upon request.

Pupils will be expected to pay a Chambers' contribution of 4% of their received earnings during the second six; pupils do not pay Chambers' rent.

While travel expenses in zones 1 – 6 are deemed to be covered by the overall pupillage award, pupils will be reimbursed for rail travel further afield during the first six months, and also in the second six when attending court with a member of Chambers.

7. Pupillage supervision

Pupils are assigned to one pupil supervisor for each six-month period.

During the first six non-practising months pupils attend court with their pupil supervisor on a daily basis, and complete research and written work as directed. Effort is taken to ensure that the pupil has contact with, and the opportunity to work for, tenants of all levels of seniority within Chambers.

During the second six months pupils conduct cases in court alone and can expect to develop their own busy practice. Additionally, when not conducting their own cases, pupils will attend court with their pupil supervisor or alternatively undertake pieces of work for other members of Chambers.

Each pupil supervisor will conduct a review of the pupil's education and training each month against the competences set out in the Professional Statement with the assistance of the Chambers Training Plan. Pupils are required to complete a Work Diary and an Appraisal Preparation Form in advance of each session in which they reflect on their performance, highlight any obstacles inhibiting their performance, put forward any recommendations for improvement in the way that pupillage is delivered, set their objectives for the coming month and raise any training and developmental issues to be addressed. Records will be kept of these assessments. The Chambers Administrator reads all the forms and condenses the feedback put forward into a report for the Annual Pupillage Review. They will also discuss points arising from the forms with the Head of Pupillage where action may be taken straightaway. Examples of changes which have come about directly due to pupillage feedback include pre-2nd 6 induction sessions delivered by the most junior tenants, and the provision of template forms to assist with the structure of written work.

8. Conduct

All pupils are required to sign a Written Pupillage Agreement before the commencement of their pupillage which sets out what is expected of the pupil in terms of compliance with Chambers' policies (provided to the pupil), maintenance of records, and compliance with professional and regulatory obligations. We generally avoid any areas of misconduct through this early provision of information and training. Any incidents of minor misconduct are dealt with by the supervisor delivering immediate instruction and training to the pupil, ensuring their full comprehension of the issue. The Written Pupillage Agreement also sets out examples of serious misconduct which would lead to the termination of pupillage, including

committing a serious breach of the BSB Handbook; seriously or persistently breaching Chambers' policies, procedures or codes of conduct applicable to the pupil; being convicted of a criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed); failing to meet the minimum attendance or other regulatory requirements of the BSB for commencing or completing the non-practising or practising periods of pupillage training; ceasing to hold a valid practising certificate during the practising period of pupillage; actions or omissions (whether or not in the course of the pupillage) that bring or are such as to risk bringing the name or reputation of Chambers or its members into disrepute or to prejudice the interest of Chambers; and immigration status meaning that the pupil ceases to be eligible to undertake or complete the pupillage. Chambers' policy is to suspend the pupillage pending reporting of the serious misconduct to the BSB, and the outcome of their investigation and ruling.

9. Training

Additional training will be undertaken within Chambers to ensure that pupils are receiving the necessary support to achieve the Threshold Standard and Competences set out in the Professional Statement.

Training sessions will begin at the commencement of pupillage and will be conducted on a weekly basis by the Pupil Education Panel. This Panel will comprise the Director of Pupil Training, together with at least one member of the Pupillage Committee and any other members co-opted to the panel to assist.

Training sessions conducted by the Panel will be conducted with two purposes:

- a) To ensure that, at all stages of pupillage, the pupils are attaining the necessary and expected standards of competence.
- b) To ensure that, when the pupils reach the practicing stage of their pupillage, they are competent to represent clients in court, whilst attaining the requisite standards.

Training sessions will continue throughout the twelve months of pupillage. During the second six months of pupillage, the focus of the training sessions will be to address areas of the Professional Statement that have not been encountered by the pupils in daily practice.

Training sessions within Chambers are not assessments and will not be graded. The training sessions will not be used as the basis for any tenancy decision although those involved in the sessions may use this information to inform their own decision as to a pupil's suitability.

Chambers will pay for pupils to attend training courses that are compulsory for their continuing education. As at 1st September 2021, the compulsory courses are as follows:

- a) Advocacy course, which must be completed before the commencement of the practising period of pupillage;

- b) Professional Ethics Examination (for those who commenced training for the Bar from 2020), an open book exam during pupillage which is centrally set and marked by the Bar Standards Board in accordance with the Curriculum and Assessment Strategy. Further details may be found at:

[The introduction of a Professional Ethics assessment during pupillage \(barstandardsboard.org.uk\)](http://barstandardsboard.org.uk)

Funding for further additional Bar Council approved training courses may also be provided by Chambers.

Chambers' Training Programme recognises extenuating circumstances whereby the period of pupillage will be extended so that the pupil may meet the competences within the Professional Statement and have their pupillage signed off.

10. Third six pupils

Third six pupils are recruited throughout the year according to the needs of Chambers. Applications are received on an ad hoc basis and are considered against the same criteria used for full pupillages by at least two members of the Pupillage Committee. Applicants who fulfil the sift criteria are invited to attend an interview in front of three or four members of the Pupillage Committee (or other members of Chambers where necessary).

Third six pupils are recruited on the basis that they are potential tenants; they are subject to the same recruitment procedures as twelve-month pupils (see '10' below).

11. Recruitment to Tenancy

Twelve-month pupils are considered for tenancy towards the end of their year's pupillage. If Chambers considers that a pupil has had insufficient exposure to members of Chambers, but is nonetheless considered a prospective tenant, they may be offered a further six months of pupillage.

The tenancy selection criteria for pupil applicants are as follows:

Intellectual Qualities: The applicant will have shown him/herself on paper and orally to have a firm grasp of criminal law and criminal litigation. They should be well informed on all developments at the Criminal Bar and maintain up to date knowledge of current and new legislation and procedural issues.

Motivation: S/he has shown a dedication to pursuing a career at the Criminal Bar and to advancing his/her position in Chambers and should be willing to contribute actively and positively to the reputation of Chambers, both in the professional context and in its development of quality services, with a commitment to Equal Opportunities. As individuals, they should strive to work, with integrity, to the highest standards relative to their call.

Relationships: Applicants will have demonstrated a willingness and ability to interact professionally and socially with all levels of Chambers, staff, solicitors and clients.

Temperament: They will demonstrate an ability to remain calm and to cope with the pressures of life at the Criminal Bar. They must also have the ability to cope with deadlines and with a number of competing requests.

Impact/ Advocacy: Is articulate, confident and assertive whilst remaining courteous

The decision as to whether a pupil is to be taken on as a tenant is made by every member of Chambers at a Chambers' Meeting. Prior to this meeting, pupils will be required to:

- provide samples of their written work which can be provided electronically to all members of Chambers for consideration;
- produce a specified piece of written work, which will be assessed by a group of members of Chambers;
- perform a specific piece of advocacy in front of the same group as above.

The group (see above) will then provide a report to the Pupillage Committee.

Prior to the Chambers Meeting, all members of Chambers are asked whether they have information or opinions on any pupil, which they reduce into writing. The Head of the Pupillage Committee will also consult with the Clerks' Room for the clerks' perspective and with the Chambers' Administrator, who conducts regular pupil reviews.

Pupils are asked before the meeting if they want to provide references from solicitors or others outside Chambers. All information is then compiled and a report on each pupil is given to the Chambers Meeting. Thereafter Chambers votes on each pupil according to Chambers' Constitution.

It is impossible to say how many tenancies will be offered in any year. It depends on the work available at that time, the profile of Chambers at that time, and the merits of each pupil.

Chambers will endeavour to help find an alternative position for those not offered tenancy. Such pupils will be allowed to remain in Chambers for a period of three months from the date of the relevant Chambers Meeting and will then be expected to move on.