GUILDFORD CHAMBERS BARRISTERS

Pupillage Handbook

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The LEGAL 500

BEFORE YOU START

You are required to register your pupil with the Bar Council. You should check the requirements on the Bar Council website.

It would be helpful for you to come into Chambers before you start. Please telephone Simon or Gavin (the clerks) in the clerks' room one to two weeks before your start date to arrange a time to come in. Any paperwork can be completed then.

Please ensure that you have a laptop and mobile phone for your pupillage. Your laptop will need to be configured to be compliant with Chamber's existing IT security arrangements. You will be provided with an email account and the full office 365 package including secure encrypted cloud storage.

Interest free loans of up to £600 can be arranged with Chambers for the purpose of purchasing a laptop. Such arrangements must be agreed such that the laptop is available for use from the outset of Pupillage. The loan becomes repayable if you leave Chambers during pupillage or at the conclusion of your second six. The exact terms would be agreed with you depending on your individual circumstances.

You will be expected to work unusual hours given the nature of the work and to travel when cases are further afield. It would therefore be helpful to you if you live locally and drive, although these are not requirements.

GDPR

Please be aware of the restrictions on cloud-based storage and make sure that your laptop is encrypted.

With regard to papers, these should be kept with you at all times whilst travelling and you should be very careful about reading papers or working on any documentation (whether paper or electronic) when on public transport. You may like to consider a privacy filter for your laptop screen. Papers should only be kept at home if you have a lockable cupboard or an alarm system.

Please discuss any GDPR issues with Simon Morris, to whom any breaches should immediately be reported.

Information Commissioner

As barristers, we are required to sign up with the Information Commissioner and pay the Data Protection Fee. Please note the requirements on the website and ensure that you are complaint with your obligations during pupillage.

Tax, VAT and Accountancy

You will be self-employed and required to submit tax returns. It is advised that you engage the services of an accountant and one that has experience of dealing with barristers. The clerks, or other members of Chambers, can tell you of local firms. Some firms will complete your first return for free or allow you to pay a reduced rate over your first couple of years.

Please also note the requirement to submit digital tax returns and the consequent need for software. Chambers has a group subscription to the accountancy software 'Xero,' which you may like to join. If you have any queries, the clerks may be able to assist.

If you become a member of Chambers, you will be invited to collect and pay VAT on behalf of Chambers; this is necessary because of the way Chambers itself pays VAT. This is the case even if your income is below the threshold. Your software should also be able to service this requirement but again, please discuss with the clerks. There is no financial impact to you personally if you do participate in this scheme: instead of paying VAT to the HMRC, you collect VAT on behalf of Chambers and repay it to Chambers.

Practising Certificates and Confirmation of Full Qualification Letter

You are responsible for ensuring that you have a Provisional Practising Certificate in place during your second six, and no work can be allocated to you prior to you obtaining it. Should you obtain tenancy you will be responsible for ensuring you have a Confirmation of Full Qualification Letter and Full Practising Certificate prior to commencing work.

Ongoing paperwork

You are required to complete further documentation before your second six and at the end of your second six, in order to complete your pupillage. Again, please refer to the Bar Council website for the specifics. The most junior tenants are also a useful source of information.

At the end of your pupillage, you will be required to complete checklists with your pupil supervisor. Please pay attention to the requirements of both throughout your pupillage and speak to the clerks or your supervisor if there are any particular types of cases that you need to see.

You are covered throughout your pupillage under your pupil supervisor's insurance, but you will need to arrange your own insurance with Bar Mutual before your first day of tenancy, if applicable.

Completion of pupillage

Your supervisor will seek to ensure that, by the end of your pupillage, you have the knowledge, skills, and attributes to meet the Threshold Standard and Competences. It

will be expected that at the conclusion of pupillage, your supervisor will declare its completion in accordance with all Bar Council Guidelines.

In the event that your supervisor refuses to declare that you have satisfactorily completed either period of pupillage, you shall have a right to appeal that decision to the Management Committee. Such appeal must be in writing, must set out in full each and every reason the refusal to make the requisite declaration was wrong and must be received by the Head of Chambers within one week of the decision of your supervisor not to make the requisite declaration. The decision of the Management Committee to either uphold the decision not to make the declaration or to reverse it, will be final.

FUNDING

First Six

During your first six, you will be paid £2,916.66 per month, which will be paid into your bank account on the last day of the month. Please ensure that you have provided the clerks with your bank details during your first week.

In addition, you are entitled to reasonable reimbursement for the following expenses:

a. Train tickets.

b. Mileage at a rate of 45p per mile.

c. Parking tickets.

d. Course expenses and travel for training provided by the Inns of Court that is compulsory during pupillage.

Our policy is in keeping with the Bar Council requirements of reasonableness. We will generally reimburse travel from your home address or chambers to your court appointment or location, whichever is the lower. Please note that you cannot claim reimbursement for travel *to* Chambers. Only expenses incurred in travel *from* Chambers will be reimbursed, e.g., your train ticket, mileage or parking when travelling to court.

We will reimburse you for the cost (if any) of the training you undertake through your Inn and for the travel to attend such training. However, we do not pay for the accountancy course, which must be completed within your first three years of practice. If you do not pass a course required to be completed during pupillage, you will be responsible for the cost of the course to be retaken, unless there are extenuating circumstances.

To claim your expenses, a form must be completed at the end of each month to receive payment on the first working day of the following month.

The expenses form can be obtained from the clerks. Once completed, it should be signed by your Pupil Supervisor or, in their absence, by the Head of Chambers, Deputy Head of Chambers, Treasurer or Head of Pupillage.

The completed form should be returned to the clerks, accompanied by copies of receipts for all expenses claimed.

You will also be paid a monthly sum of £40 to cover subsistence at court or other professional commitments outside of Chambers. This sum is paid throughout pupillage at the same time as your monthly grant or top-up (see below).

Consideration will be given in the event of any financial difficulty for funds to be paid in advance. Chambers will consider payment for any other reasonable travel requests on an ad hoc basis.

Second Six

During your second six, you will be conducting your own cases and receiving payment for them. Payments received by Chambers on your behalf will be immediately passed on to you. They are sometimes in the form of a cheque but are usually a bank transfer. You will be allocated a drawer in the clerks' room into which your cheques/notice of bank transfer will be placed when received.

At the end of the month, the clerks will calculate how much you have received and generate a report for you.

a. If you have received less than £2,916, the shortfall will be paid on the last day of the month.

b. If you have received more than £2,916, Chambers commission of 15% will be calculated on the surplus and collected from you on the 15th of the next month.

Expenses can continue to be claimed as above, when accompanying a member of Chambers, travelling on behalf of Chambers, or attending training. You cannot claim expenses for your own cases as they are factored into the fees you will receive.

If, during your pupillage, you are asked to undertake an activity by a member of Chambers which requires you to pay (such as photocopying at court), that barrister should ideally put you in funds prior to the expenditure. Failing that you should be repaid promptly. If there are any difficulties, please feel free to raise it with your supervisor or the Pupillage Committee.

If you leave Chambers during pupillage or at the conclusion of your second six, work done through Chambers must be billed and collected through Guildford Chambers and fees will remain payable, collected at 15%.

WORK

As a rule, you should be in Chambers between 8.30 am and 5.30 pm unless you are told to the contrary or another arrangement is agreed. The demands of the job may dictate some longer or shorter days. Lunchbreaks too will largely be dictated by work but will usually be an hour in length and can be flexible.

Barristers in practise may be required to work long hours but it is not generally the intention of Chambers to make pupils work late on weekdays or at weekends. This may occur on occasion if justified, for example when assisting your supervisor for a trial or with a seminar. Ultimate responsibility for effective and productive working practices rests with you and you should communicate with your supervisor if you are not managing to achieve a good balance.

Whilst attendance in chambers is expected, a pupil's personal circumstances may permit remote working. This must be agreed with the supervisor. In those circumstances, you must be available between the hours of 8.30 am and 5.30 pm as above, unless otherwise agreed.

Supervision

During your pupillage, you will be allocated a pupil supervisor who is in charge of your training. You will attend court and conferences with them, as well as completing written work for them, as directed. You will also spend time with other members of Chambers, who will give you ad hoc work. It is advisable to introduce yourself to as many members of Chambers as possible and to take the initiative in making it known that you are available to undertake work. However, work for your pupil supervisor should be normally take priority. You should always ask for the deadline when completing a piece of work for any member of Chambers.

You will be observed throughout your pupillage and all work will be taken into account. It should be thorough and completed to the best of your ability. Some work will be completed to a tight deadline, whilst you may be given longer for other pieces of work. This reflects the nature of a practice at the bar.

An informal monthly meeting will be arranged with your supervisor. This meeting has two functions; firstly, to discuss any issues with your work and to make sure you are on track and secondly, to ensure your wellbeing and discuss any issues that may have arisen.

Every three months your pupil supervisor will conduct a formal appraisal of training and record that such an assessment has been carried out. Any problems arising within the training will be identified and an action plan put in place to address and review them. It will also be your opportunity to provide feedback about your experience of pupillage and the training provided.

At the beginning of each week (or as soon as reasonable), you and your pupil supervisor should draw up a timetable identifying key events for the week (e.g., trial dates, assessed work, BSB compulsory courses, periodic reviews, Inns' advocacy training, article subjects and deadlines) which can then be communicated to the clerks to diarise.

The Clerks' Room

During your pupillage, you should engage with the clerks. The clerks control the diary and will be able to arrange for you to shadow other members of Chambers in your supervisors' absence. You should speak to the clerks every evening to confirm the plans for the next day and check in with them in the morning if you are not in court. If you are in Chambers and leave the building at any time, you should let them know.

Every member of Chambers has a pigeonhole in the clerks' room. There is one labelled 'pupils' which you will share with any other pupils. You should check it regularly.

General work

First six

At the start of your pupillage, you will be provided with a reading list. It is your responsibility both to read the cases listed and to keep the list updated to pass on to the next pupil.

During your pupillage, you should keep a professional diary cross-referenced to the relevant sections of the checklists and the Professional Statement (as detailed in the Key Competency Areas document). Past pupils have found a table format useful. For court hearings, as a minimum, you should keep a note of who you were with, the date of the case, its name, the type of hearing, a brief synopsis of the issues, the outcome, any work undertaken and a note of any feedback or points to remember.

You can expect to receive feedback from individual barristers on all work completed. Please ask if none is forthcoming. It may simply be that time constraints have not permitted for an immediate response. If this becomes a persistent issue, please raise it with your supervisor and/or the Head of Pupillage. A feedback form is available so that you can keep a record of the feedback you receive for each piece of work completed. Once you have completed a piece of work, fill in the form with the basic details and send it together with the piece of work, asking the barrister to complete it with a note of any feedback or points to remember.

During your first six, you will be expected to complete an article or articles on an area of law of your choice. This should not just be a case report and the subject should be agreed with your pupil supervisor. You will be expected to be proactive in arranging and completing this and will receive feedback for it once completed (on the same form detailed above).

Junior tenants may organise informal training sessions to help you become familiar with the work and areas of law that are most likely to arise during your second six. You can also expect to accompany the junior members of Chambers to court, particularly towards the end of your first six, to experience the type of work that you can expect to carry out when you are on your feet.

Second six

In your second six, you will be allocated your own cases by the clerks. You may discuss any issues that arise in your cases with any member of Chambers. You may find the more junior members of Chambers helpful, as they will have recently completed pupillage and will be familiar with the types of cases you will be undertaking.

You will be expected to actively manage your practice with the assistance of the clerks. You will be expected to, where possible, attempt to manage your own personal workload and any planned absences. You will also be expected to keep clients informed on case progress and the results of hearings in a clear and timely manner.

While the clerks will endeavour to make sure that you are only allocated appropriate cases you are still expected to comply with the requirements of the code of conduct regarding not accepting work beyond your competency. Should you have any concerns you should feel free to seek advice and guidance from your supervisor, your mentor, or the clerks.

Alongside your own cases, you will still be expected to shadow and complete work for other members of chambers. The level of this will be determined by how busy you are with your own cases. However, you should make sure that you are on track with your checklist and ensure that you notify the clerks or your supervisor of any particular types of case you need to see.

Fair distribution of work

Chambers' policy is to recruit a single pupil for each of its family and civil teams. Two working pupils in chambers are unlikely to be competing for work. If two pupils are recruited in the same team, Chambers will endeavour to stagger their start dates. Should two pupils be competing for work, Chambers will take all reasonable steps to ensure that work is evenly distributed between them with regards to amount and value. A 'Fair Access to Work Monitor' will be responsible for overseeing the monitoring of work in accordance with Chamber's Fair Distribution of Work Policy. The monitor is currently Christine Julien.

Tips for success

It is recommended that you should take a detailed note of whichever case or conference you are attending unless you are told otherwise. Typed notes are acceptable and blue notebooks and pens (as well as other stationary) can be obtained from shelves in the clerks' room.

Given the ad hoc nature of practice at the bar, members of Chambers are not always around. As far as possible, it is advisable to be visible in chambers to ensure you meet everyone. The offer of a cup of tea or asking if anyone needs any research completing never goes amiss.

Marshalling

We have good relationships with many members of the bench. Marshalling is always a useful experience and if you would like to arrange to shadow a member of the judiciary, the clerks, your supervisor, or other members of Chambers may be able to provide some contact details.

Extra-curricular activities

Networking and social events are an important part of marketing at the bar. We have a calendar of events throughout the year and attend events hosted by third parties, including our instructing solicitors. We also undertake careers talks and judge local moots, both of which you may be asked to participate in, as they arise. You are asked to be available to attend and sometimes to assist at events, but attendance or non-attendance is not something that is assessed or required. We do understand that personal circumstances may make attendance difficult. These events are particularly important towards the end of your first six as you will be meeting solicitors who may then go on to instruct you. The events will be in your digital diary and a diary of events is usually on the board in the kitchen but if not, you can ask the clerks for a copy.

Chambers intends to provide a welcoming and supportive atmosphere to its pupils. Internal social events are regularly held to encourage integration. These include drinks, Christmas, and summer parties. Pupils are welcome to attend but attendance is not assessed or required.

Inns of Court Training Courses

We understand that you are required to attend training with your Inn and that preparation is required. As far as possible, we will allow you the recommended time off to complete your preparation and attend the course. Please discuss this with your supervisor and inform the clerks of the dates as soon as they are known to you.

Allowances can be made for any additional training courses you may wish to undertake but these will not be funded by Chambers.

ASSESSMENT

Throughout your pupillage, you must compile a formal pupillage file containing:

a. the forms you have completed for the Bar Council,
b. your pupillage checklists,
c. a copy of each piece of written work and article completed, together with the attached feedback form,
d. copies of the Supervisor Appraisal Forms once completed, and
e. your Assessment Feedback Forms (see below).

NB – The file does not need to contain paperwork from your own cases in your second six, but you should continue to record the details in your pupillage diary.

Towards the end of your pupillage, please ensure that you have inserted copies of your pupillage diary and your updated reading list. The completed file can then be discussed with your supervisor when you go through your checklists at the end of your pupillage. It will be retained by the Head of Pupillage and should be handed over once your pupillage has ended. Please ensure you retain copies of documents for your own reference.

Family Pupils

During your first six, you will undergo four assessments on the following broad areas covered by the family team;

a. domestic abuse,
b. private law children,
c. public law children, and
d. financial remedies.

You may find that ethical issues crop up in some of the assessments. The issues may not be flagged. You will be expected to deal with them in the way that you feel is appropriate and your management of the issue(s) will form part of the feedback and discussion following your assessment.

You will be given a case in advance of the assessment and asked to complete a piece of written work. The case will then be used as a basis for the assessment, but we will branch out wider into the topic to ensure your knowledge base. You may be asked to complete further written work or a note on any gaps in your knowledge following the assessment. Advocacy will be a feature of some of the assessments. The assessment is intended to be a teaching exercise as well as a test of your knowledge, so please bring any questions for discussion.

You should bring your folder of work to each assessment for review. We will discuss the work completed, provide feedback, and agree some targets to be worked on before the next assessment. These will be recorded in an Assessment Feedback Form.

Reasonable notice and preparation time is provided for all assessments. The dates will be spread out over your first six and the beginning of your second six, taking into account your own diary commitments and those of the members of Chambers undertaking the assessments. There will be no assessment during your first month.

Civil Pupils

During your first six months, you will undergo assessments which could cover any aspect of work covered within the civil team (e.g., Civil Procedure, Residential Property, Commercial Contract, Personal Injury, Probate or Professional Negligence).

You may find that ethical issues crop up in some of the assessments. The issues may not be flagged. You will be expected to deal with them in the way that you feel is appropriate and your management of the issue(s) will form part of the feedback and discussion following your assessment.

For example, you may be provided with a brief, amended, or redacted as appropriate, with instructions as would a practising barrister. You may then be asked to complete written work (e.g., opinion on prospect and/or quantum, or written submissions). The brief will then be used as the basis for further advocacy assessment (e.g., examination in chief, cross examination and/or oral submissions). You may be asked to complete further written work or a note on any gaps in your knowledge following the assessment. Assessments are intended to be a teaching exercise as well as a test of your knowledge so please bring any questions for discussion.

You should bring your folder of work to each assessment for review. We will discuss the work completed, provide feedback, and agree some targets to be worked on before the next assessment. These will be recorded in an Assessment Feedback Form.

Reasonable notice and preparation time is provided for all assessments. The dates will be spread out over your first six and the beginning of your second six, taking into account your own diary commitments and those of the members of Chambers undertaking the assessments. There will be no assessment during your first month.

Assessment during second six

During your second six, Chambers may receive feedback from your instructing solicitors, and, in some cases, from members of the judiciary or wider bar. You may also be observed at court by a member of Chambers and will only be given short notice of their attendance.

TENANCY

Although it is not guaranteed, we recruit pupils with a view to tenancy. Many of our junior tenants are past pupils. An offer of tenancy will be subject to successful completion of pupillage and the needs of Chambers.

The decision as to whether you should be offered tenancy will be taken by all members of Chambers but will be guided by a recommendation of the Tenancy Committee based on feedback from the supervisor and the formal exercises undertaken during pupillage.

Should you wish to apply for tenancy, please submit your application, in the form of a letter to the Head of Chambers. The application should be submitted by the beginning of August. We will endeavour to provide a decision no later than one month prior to the end of pupillage.

A pupil who is not offered a tenancy may be permitted to 'squat' at Chambers for a short period of time whilst seeking tenancy elsewhere. The terms of any such arrangement will be agreed with the pupil prior to the conclusion of pupillage. Chambers will give any reasonable assistance it is able to offer to a pupil who is not offered a tenancy to find a position elsewhere.

CONDUCT

When attending court or meeting with professional and lay clients, you are representing Guildford Chambers and should behave accordingly.

It is encouraged for you to discuss cases with members of Chambers, but questions should be reserved for a time when clients are not present.

You should at no time offer any advice or explanations to clients or engage with other barristers in respect of the case you are observing without prior agreement.

There will be times when you are asked questions by clients, other barristers, or professionals. You should refer questions to the member of Chambers you are accompanying and not attempt to answer them yourself. Neutral small talk is acceptable.

At court, you should accompany the barrister you are attending in preference to remaining with the client, unless told otherwise. You are there to observe and learn from the barrister.

Throughout both stages of pupillage, you will be expected to comply with the requirements and duties of the BSB Code of Conduct and should take the time to ensure that you are familiar with its contents. In particular, you will be expected to act with the utmost integrity and independence at all times, to act in the interests of justice and to represent clients with courage, perseverance, and fearlessness.

You will also be expected to familiarise yourself with Chambers' equality and diversity policy and to be aware and active in the pursuit of equality and respect for diversity, not tolerating unlawful discrimination, in yourself or others.

You will also be expected to maintain confidentiality of the affairs both your own client's and the clients of the other barristers in Chambers who you shadow.

You are also expected to comply with Guildford Chambers' Social Media Policy in your use of social media.

If at any time you are concerned with being able to meet these requirements you should feel free to speak with your pupil supervisor, your mentor, or any other member of Chambers.

MISCONDUCT AND COMPLAINTS

Any misconduct on the part of the pupil will be dealt with by the supervisor and the Pupillage Committee in accordance with the BSB guidance. Where appropriate, the pupil will be subject to the complaints procedure in chambers.

Any complaints raised by the pupil will generally in the first instance be dealt with by the supervisor, and, in the second instance, by the Pupillage Committee. You can, however, raise your concerns with any of the other members of Chambers or with the clerks. If the complaint relates to the supervisor, it shall be referred directly to the Head of the Pupillage Committee.

Please also familiarise yourself with Chambers' Complaints and Grievances Policy.

WELL-BEING AT THE BAR, LEAVE AND ABSENCE

Well-being

Pupillage is an intense year, and we appreciate that it will be stressful. You are encouraged to seek advice and to ask questions if unsure or uncertain about any aspect of your pupillage. Many junior members of Chambers completed their pupillage within Guildford Chambers and can provide support to you as required.

You will be allocated a pupil mentor to support you during pupillage. She or he will usually be the previous year's pupil and will be available for informal advice and support.

You can also speak to your supervisor or the Head of Pupillage with any specific concerns.

If you are starting to feel overwhelmed, please draw this to the attention of a member of Chambers or the clerking team.

Further information and resources can be found at:
https://www.wellbeingatthebar.org.uk.

Leave

You will be entitled to 20 days leave plus bank holidays and any period when Chambers is closed. You are entitled to take a total of two weeks' leave within each six of your pupillage, and you should not feel reluctant to take it. Holiday of more than 2 consecutive weeks is not permitted. Please bear in mind that you may need some of your leave around Christmas, particularly if your supervisor is taking time off then as well. This is not a requirement but should be discussed with your supervisor. We recommend that you reserve some of your first six holiday entitlement to take just before you start your second six so that you can start on your feet feeling fresh. Leave will need to be agreed in advance with your supervisor and, in your second six, it will also need to be discussed with the clerks.

Illness

In the event of illness, please follow NHS advice and do not continue working irrespective of your own health. If you are unwell, please telephone the clerks and notify your supervisor as soon as possible. If your supervisor is unavailable, the Head of Pupillage should be informed. In the event that your health requires you to take off an extended period or periods of time, your supervisor will review your progress with you and determine whether any extension of your pupillage is required.

Unauthorised and unexplained absence by the pupil may be treated as voluntary termination of pupillage with immediate effect and will be considered misconduct on the pupil's part (thus rendering the pupil liable to repay all pupillage awards paid to date).

CHAMBERS' DRESS CODE

Clothing

Pupils are expected to be ready to attend court at any time and should be appropriately attired in the event of an unexpected hearing or conference.

Suits

a. A two- or three-piece matching suit should be worn to court at all times.
b. Suits should be dark in colour: black, navy, or charcoal.
c. In Chambers, it is acceptable for a jumper/cardigan to be worn in substitute for a jacket, but you should always have a jacket with you.
d. Skirts and dresses must not be more than two inches above the knee.
e. Trousers must be full length.

Shirt/blouse

a. All dress for court should be sober and discreet. Shirts, blouses, or tops should ideally be plain, although a simple and subtle stripe is acceptable. Dark or bright solid-coloured shirts or tops are discouraged.
b. Cleavage must not be on show and clothing should be suitably opaque.

Tie

a. Court attire dictates that men must wear ties.
b. Ties should be sober and discreet.

Socks/Tights/Stockings

a. Socks should be dark and plain.
b. When wearing a skirt or dress, it should be accompanied by tights or stockings.
c. Tights and/or stockings should be plain.

Shoes

a. No sports footwear is permissible, even in Chambers.
b. Shoes must be dark-coloured and smart and all footwears must be conservative.
c. Open toe shoes are not permissible.
d. Heels are optional.

Jewellery and cosmetics

a. Loud and inappropriate jewellery (including cufflinks) or make-up is not permissible.
b. Make-up and jewellery should be discrete and subtle.
c. Save for religious or traditional reasons, facial piercings and studs are not permissible.
d. Long-hair should be neatly tied up for court.

Bags and luggage

a. Bags should be professional.

General presentation

a. Please ensure that your general appearance is smart. You are representing Guildford Chambers whilst dealing with professional and lay clients.
b. Please exercise your common sense. Your time at Chambers is not dissimilar to an extended job interview.

NB – It is acceptable for mini-pupils and interns to wear dark trousers or a skirt/dress and a dark jacket or cardigan in the case of financial hardship. However, pupils are expected to adhere to the standards expected of members of the Bar.

THE FOUR PRINCIPLES

Flexibility

a. We are committed to offering a flexible pupillage, that takes into account the circumstances of each individual pupil.
b. As a chambers, we will make all reasonable adaptions to accommodate the needs of a pupil.
c. Any concerns can be raised with your supervisor or the Pupillage Committee.

Accessibility

a. This handbook has been created to provide clear information as to the requirements of pupillage and to make the process as transparent as possible. Any concerns or questions will be addressed in a timely manner.
b. Any reasonable adjustments to either the building or our procedures, will be considered in line with the requirements of the Equality Act.

Affordability

a. We meet the BSB minimum funding requirements and information is provided within this handbook as to the financial provision made by Chambers.
b. Although your income will be limited to the funding provided by Chambers in your first six, we anticipate that it will not take you long into your second six to be earning above the funding provision. Your income will hopefully continue this upward trend into tenancy, should you be successful.

High standards

a. We look for the highest standards at interview and our training programme is designed to ensure them.