

5RB

Pupillage & Recruitment Policy Document

PUPILLAGE & RECRUITMENT
COMMITTEES

November 2007

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Pupillage & Recruitment Policy Document

5RB

1.1 General Information

5RB is committed to

- 1.1.1 advertising all pupillage vacancies in accordance with the Pupillage Funding & Advertising Requirements (see Annex R to the Code of Conduct) and the Equality and Diversity Code for the Bar;
- 1.1.2 considering all applications for pupillage fairly;
- 1.1.3 establishing and following well-defined selection procedures;
- 1.1.4 ensuring that all pupils (save sponsored pupils or pupils for whom a waiver has been obtained) are funded in accordance with the Pupillage Funding & Advertising Requirements;
- 1.1.5 establishing and following a written training programme based upon a written and approved checklist;
- 1.1.6 ensuring that such work as is available during pupillage is distributed fairly to all pupils;
- 1.1.7 complying with pupillage monitoring requirements (in particular by provision to the Bar Standards Board ("BSB") upon request: (a) this Pupillage & Recruitment Policy Document; (b) 5RB's Annual Pupillage Return; (c) completed Checklists; (d) 5RB's Equal Opportunity Policy; and (e) the name of 5RB's Equal Opportunity Officer, for the purposes of monitoring of pupillage); and
- 1.1.8 not discriminating against any pupil or applicant for pupillage on grounds of race, sex, disability, marital status, sexual orientation, religion, age or political persuasion. Chambers has appointed an Equal Opportunity Officer and has a written Equal Opportunities policy setting out the policy adopted by chambers in relation to each of the Action Areas in the Equality and Diversity Code.

This Pupillage & Recruitment Policy document will be made available on the 5RB website.

1.2 Pupillages Offered

- 1.2.1 5RB usually offers two 12-month funded pupillages each year. Currently each pupillage carries an award of £20,000. 5RB will meet the cost of the compulsory courses necessary for a pupil's qualification as a Barrister if they are attended during the period of the pupil's pupillage at 5RB. 5RB does not offer unfunded pupillages.
- 1.2.2 Very rarely, 5RB offers third 6-month pupillages. As and when such places become available, they will be advertised in *Counsel* magazine.
- 1.2.3 We will consider applications for pupillage that are sponsored by an organisation working in a field relevant to the areas of law in which we practise. Candidates are advised to contact 5RB before making an application to obtain further details.

1.3 The Pupillage Committee

- 1.3.1 The Pupillage Committee will be made up of four members of Chambers (appointed by the Management Committee) who are not members of the Recruitment Committee.
- 1.3.2 The Pupillage Committee will be diverse and will represent a range of seniority and include at least one member of each gender. The members of the Pupillage Committee will be listed on the 5RB website. At the date of this document, they are
 - Matthew Nicklin – Chair
 - Godwin Busuttil
 - David Hirst
 - Victoria Jolliffe
- 1.3.3 The Pupillage Committee will be responsible for all aspects of the recruitment of pupils to 5RB and the pastoral care and support of the pupils during their pupillage. In particular, the Pupillage Committee will be responsible for
 - (1) making recommendations to 5RB about, the number of pupillages to be offered each year and the amount of the awards to be made;
 - (2) advertising the pupillages offered at least (a) on the 5RB Website; and (b) in the Pupillage Handbook;

- (3) registering the available pupillages with OLPAS;
 - (4) reviewing the Applications received via OLPAS in accordance with this Pupillage Policy Document and drawing up a shortlist of candidates to be interviewed;
 - (5) arranging and conducting the interviews of the short-listed candidates, including:
 - (i) devising and setting the interview questions and agreeing the marking system to be used when assessing the candidates; and
 - (ii) devising and setting an appropriate written problem together with model answer and agreeing the marking system to be used when assessing the candidates.
 - (6) drawing up final shortlist of candidates who are suitable to receive offers of pupillage, and offering pupillages (in accordance with the OLPAS rules) to the top two candidates;
 - (7) recording in relation to each unsuccessful applicant whether or not, in the Interview Panel's view and based on the current available information, there is a realistic prospect that the unsuccessful candidate would be offered a pupillage in the event that s/he reapplied in a subsequent year.
 - (8) upon request, providing feedback (including the any determination made under (7) above) to any candidate invited following interview;
 - (9) providing the materials in Paragraphs 2.1 and 2.2 to the pupils;
 - (10) providing pastoral care and support for the pupils during their pupillage including meeting with them during each period of 3-months to discuss their progress and any issues of concern; and
 - (11) in conjunction with the Recruitment Committee, reviewing and, if appropriate, revising this Pupillage & Recruitment Policy Document.
- 1.3.4 Members of the Pupillage Committee (and any person who is invited to be on an Interview Panel) will be familiar with the contents of the Equality and Diversity Code for the Bar.
- 1.3.5 The Pupillage Committee will play no part in the recruitment of tenants save that the individual members of the pupillage committee can provide feedback on the pupils as appropriate.

1.4 Applications

- 1.4.1 5RB is a member of the Pupillage Portal. All applications to 5RB for 12-month pupillages must be made via the Portal. Applications for such pupillages made otherwise than in accordance with this will not be considered. Applicants are advised by the 5RB website (www.5rb.com) to consult the Portal website (www.pupillages.com) for full details of the scheme and the pupillages on offer.
- 1.4.2 Applications for sponsored pupillages (see Paragraph 1.2.3 above) should be made by letter to the Pupillage Committee and should enclose a CV. Applications for third 6-month pupillages (see Paragraph 1.2.2 above) should be made in accordance with the relevant advertisement.
- 1.4.3 We discourage applications for deferred places. It is difficult for 5RB to make decisions about recruitment so far in advance, particularly when the decision to recruit or not to recruit an applicant for a deferred place necessarily has to be made before we have seen the full range of potential applicants for the relevant places. We encourage applicants who think that there are special reasons why they need to make a deferred application to contact 5RB before submitting their application.

1.5 The Recruitment of Pupils

- 1.5.1 5RB seeks to ensure that the selection procedure for pupils works in as fair, transparent, informed and objective a way as possible. 5RB recruits its pupils through fair and open competition on the basis of merit.
- 1.5.2 All applications received through the Portal are personally reviewed by at least three members of the Pupillage Committee. They will be assessed in accordance with relevant pre-determined selection criteria (set out in Paragraph 1.5.3) which will be applied consistently to all applicants. A shortlist will be drawn up of those applicants who are to be invited for interview. Those invited for interview will be advised to consult this Pupillage & Recruitment Policy document (available on the 5RB website) if they have not already done so.
- 1.5.3 When considering written applications our principal selection criteria are academic achievements and the extent to which the following are evident from the application form: relevant experience and skills (including relevant mini-pupillages candidates have completed); character and aptitude; interest in and commitment to media and entertainment law. Ordinarily, we require a minimum of a 2:1 at undergraduate level. We do not expect candidates to have studied for a law degree, still less areas relevant to our practice area. Nor do we require candidates to have completed a mini-pupillage in 5RB. A

candidate's demonstrable interest in, commitment to and knowledge of 5RB's specialised practice areas will be taken into account. We recommend that candidates who are considering applying for pupillage should apply for a mini-pupillage as it enables them to meet members of 5RB and see the type of work in which members of 5RB are involved. We recognise that supply of places on the mini-pupillage programme is substantially outweighed by the demand. 5RB's selection criteria will be reviewed annually.

- 1.5.4 The interview will usually be conducted by three members of the pupillage committee ("the Interview Panel") and will last for up to 40 minutes. Questions will cover the same areas for each interviewee and at least one of these will relate to one or more of 5RB's specialised practice areas. Performance at interview will be assessed separately by each member of the Interview Panel against pre-determined criteria. The principal criteria we apply in allocating marks at the interview are the structure and reasoning of the answer, the analytical skills, the intellectual ability of the candidate and oral advocacy skills demonstrated.
- 1.5.5 In addition to the interview, applicants will be asked to complete a short written problem relevant to one or more of our specialised areas of practice. No candidate will be asked questions during the interview relating to the written test. The written test is not devised specifically to test legal knowledge, rather we are interested to see how an applicant approaches the problem and identifies the issues. The tests are marked assessing the candidate's ability to absorb, understand and analyse the facts and issues they raise and to provide practical advice on a complex problem within a tight timescale. The written tests are assessed and marked separately by each member of the Interview Panel.
- 1.5.6 The results of the scores from the application form, interview performance and written test will be aggregated. The Interview Panel will then make offers of pupillage based on these scores ("First Choice Candidates"). The Interview Panel will also decide which candidates should be placed on the reserve list for offers of pupillage should the First Choice Candidate(s) not accept an offer of pupillage ("Reserve Candidate(s)"). In the event that the available places for pupillage are not filled by either First Choice or Reserve Candidates, then the spare pupillage place(s) will lapse and not be filled.
- 1.5.7 The Interview Panel will record in relation to each unsuccessful applicant whether or not, in the Panel's view and based on the current available information, there is a realistic prospect that the unsuccessful candidate would be offered a pupillage in the event that s/he reapplied in a subsequent year. This information will be provided to an applicant if s/he requests.
- 1.5.8 5RB requires two references to be provided. Usually these are not considered until after the Interview Panel has made its decisions about applicants based on the process in 1.5.5 above. Very rarely, when it proves

impossible to separate the leading candidates, references may be considered as a factor in the final decision whether to offer an applicant a place.

- 1.5.9 In the event that the committee still cannot decide between the leading applicants, then the relevant applicants will be invited back for a further interview with a new panel.
- 1.5.10 We aim to carry out all interviews on one day, and certainly within a week and to make our decisions promptly. We will inform candidates of our decision in accordance with OLPAS rules. Practically, this means that successful and unsuccessful candidates will be told at the same time, notwithstanding that OLPAS might allow communication of unsuccessful applications prior to offers of pupillage.
- 1.5.11 5RB increasingly receives applications from people who have applied for pupillage before and who have been unsuccessful ("Repeat Applicants"). No Repeat Applicant will be pre-screened out of the recruitment process. His/her application form will be scored in the usual way. If the Repeat Applicant's score is sufficient to justify an interview, the Recruitment Panel will then go on to consider whether the earlier Interview Panel's contemporaneously recorded recommendation (see paragraph 1.5.7) should be reviewed in light of the candidate's renewed application. If not, the Repeat Applicant will be removed from the shortlist for interview.
- 1.5.12 3rd six pupillages arise very rarely at 5RB. Potential candidates should not make speculative applications. 3rd six pupillages fall outside the OLPAS scheme and will be advertised in *Counsel* magazine. The selection procedures will be similar to those adopted for OLPAS candidates, with such modifications as are appropriate to the particular vacancy.

Section
2 PUPILLAGE

Pupillage & Recruitment Policy Document

5RB

2.1 Before Starting Pupillage

A letter will be sent to pupils notifying them of the date and time their pupillage starts with an outline of what they can expect on their first day and a copy of the Bar Council pupillage registration form. If pupils have been allocated to a pupil supervisor they will be told his/her name at this stage. We will ensure that each pupil is told the name of his/her pupil supervisor at least 10 days before his/her pupillage commences. Each pupil must register his/her pupillage with the BSB in accordance with Regulation 42 and Schedule 14, part 1 of the Consolidated Regulations before the pupillage commences.

2.2 The First Day

Each pupil will be greeted on arrival by a member of the pupillage committee and, if not already received, provided with:

- (i) A copy of this Pupillage & Recruitment Policy document
- (ii) The appropriate pupillage checklist (Appendix 1)
- (iii) An introduction to the general layout of 5RB, including details of the location of the clerks' room, library, photocopier, the computer/printer with internet access which they can use, 5RB locks and security systems.
- (iv) The Pupil's Guide to 5RB (Appendix 2)
- (v) The BSB pupillage file (if available).
- (vi) A copy of 5RB's Equal Opportunities Policy.

Pupils will be introduced to their pupil supervisors, who will then introduce them to the other members of 5RB and the staff.

2.3 Structure

- 2.3.1 It is likely that the first six months will be broken into two 3-month periods ("1st three" and "2nd three") with different pupil supervisors. This is so that pupils are able to see a wide range different work and methods of practice.

- 2.3.2 It is likely that the second-six months will similarly be divided into 2 three-month 'seats' with an opportunity for the pupils to sit with two different pupil supervisors (3rd three and 4th three). Due to the nature of 5RB work opportunities for second-six months pupils to gain advocacy experience through paid 5RB work will be rare. Consequently, during the second-six months, we encourage pupils to undertake work for the Free Representation Unit and Legal Advice Centres (5RB has links with Islington Legal Advice Centre), so that they can gain the relevant court experience.
- 2.3.3 If there are opportunities for paid work (including work for other members of Chambers) the clerks and the pupil supervisors will ensure that this is distributed fairly between pupils. Pupils at 5RB do not 'devil' work for other members of Chambers. Pupils are not required to pay any clerks fees or rent during pupillage.
- 2.3.4 To broaden the pupillage experience during the second-six we will endeavour to arrange work placements with the in-house legal departments of a newspaper and a broadcaster.
- 2.3.5 Pupils may only exercise a right of audience as a barrister in their practising six months of pupillage provided that they have completed or been exempted from the non-practising six months of pupillage, and they have been given permission from their pupil supervisor or head of chambers.

2.4 Pupillage Award and Travel Expenses

- 2.4.1 The pupillage award will be paid in 4 equal instalments in advance. The first instalment will be available on the pupil's first day in 5RB.
- 2.3.2 Ordinarily, the pupil is expected to meet his/her own travel expenses to and from 5RB and, where necessary, in travelling to Court. During the first six-months, if the pupil is required to accompany his/her pupil supervisor a significant distance out of London, then the pupil supervisor will decide who will bear the expenses.

2.5 Normal Hours and Holidays

- 2.5.1 Each pupil will be allowed two weeks (i.e. 10 working days) holiday per 6-month period ("Holiday Entitlement"). This figure does not include statutory holidays or any other periods where
- (a) 5RB is closed;
 - (b) the pupil's supervisor has given his/her prior permission; or
 - (c) the pupil is unable to work as a result of illness

- 2.5.2 5RB is quite flexible about the timing of holidays, but this is something that a pupil should discuss with his or her pupil supervisor to see if there are any particular periods (such as when the pupil supervisor will be involved in a trial which may be of particular interest) when it would be desirable for the pupil not to be away from chambers. The pupil must agree in advance with his/her supervisor the dates on which s/he intends to take any period of Holiday Entitlement.
- 2.5.3 Since barristers do not work fixed hours, the pattern of the working day is something which each pupil should discuss and agree with his or her pupil supervisor. In general terms, however, a pupil would not normally be expected to be in chambers before 9.00am or after 6.30pm, nor to work at weekends. However, conferences may sometimes not finish before this time, and a pupil supervisor may occasionally ask a pupil to do a piece of work which could involve working outside the above hours. A pupil can expect to be given adequate notice of this, and will not be expected to work outside the usual hours if this would interfere with other commitments. Pupils should not remove any papers or confidential material from 5RB (for example to work at home) without the express permission of their supervisor.
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Pupillage & Recruitment Policy Document

5RB

3.1 The Recruitment Committee

- 3.1.1 The Recruitment Committee will be made up of members of Chambers (appointed by the Management Committee) who:
- (i) are not pupil supervisors;
 - (ii) are not members of the Pupillage Committee; or
 - (ii) have not acted as a pupil supervisor to any of the pupils whose performance is being considered by the Recruitment Committee.
- 3.1.2 The Recruitment Committee will be diverse and will represent a range of seniority and include at least one member of each gender. The members of the Recruitment Committee will be listed on the 5RB website. At the date hereof, they are:
- Mark Warby QC – Chair
Alexandra Marzec
Adam Speker
Victoria Jolliffe
- 3.1.3 The Recruitment Committee will be responsible for all aspects of the education and training of the pupils and overall assessment of the performance of pupils at 5RB. In particular, the Recruitment Committee will be responsible for
- (1) setting the training objectives of pupillages at 5RB to be provided by 5RB's pupil supervisors and checking that it is delivered consistently and satisfactorily by each pupil supervisor;
 - (2) setting and assessing periodic paperwork and advocacy tests for the pupils as set out in Paragraph 3.2(2) below;
 - (3) providing regular feedback and guidance to the pupils as set out in Paragraph 3.2(4) below;
 - (4) establishing in-house advocacy training and seminars;

- (5) ensuring involvement of all members of chambers in (2) to (4) above so as to provide opportunities for each member of 5RB to evaluate the pupils;
- (6) making the final assessments of the pupils (including receiving a report from the Clerks) and providing a recommendation as to recruitment to 5RB not later in each year than the second Monday in July;
- (7) providing the necessary certification of a period of pupillage under the Consolidated Regulations Paragraph 52 in the event that a pupil-supervisor is unable to do so or (if the Recruitment Committee is satisfied that it would be appropriate to do so) in the event that a pupil-supervisor is unwilling to do so;
- (8) ensuring, at the end of each period of pupillage, that the certificate of satisfactory completion of pupillage is signed and submitted to the BSB;
- (9) submitting (on behalf of the Joint Heads of Chambers), at the end of each year, an annual return in the prescribed form to the BSB; and
- (10) in conjunction with the Pupillage Committee, reviewing and, if appropriate, revising this Pupillage & Recruitment Policy Document.

3.2 Monitoring, Feedback and Assessment during Pupillage

5RB has the following procedures for providing pupils with an objective assessment of their progress at regular intervals throughout pupillage.

- (1) Pupil supervisors will review and discuss his/her pupil's work with them, and provide feedback about progress to their pupil on a regular basis.
- (2) The Recruitment Committee will set assessed exercises for the pupils ("the formal assessments"), as follows:
 - (i) in the 1st three, a piece of written work (advice, pleading etc.)
 - (ii) in the 2nd three, an advocacy exercise and a second piece of written work; and
 - (iii) in the 3rd three, a second advocacy exercise and a third piece of written work.
- (3) The Recruitment Committee will:
 - (i) at regular intervals (and at least once in each three-month period), ask all pupil supervisors to report in writing on their pupils' work to date; and

- (ii) prior to making any decision regarding tenancy, ask all members of 5RB to provide written observations on any work done by the pupils for that member of 5RB.
- (4) The Recruitment Committee will at regular intervals (and at least once in each three-month period), meet with each pupil to provide feedback on their performance during pupillage and, in particular, their performance in the formal assessments. If necessary, the Recruitment Committee will develop an action plan in conjunction with the pupil and the pupil's supervisor to remedy any perceived weaknesses or deficiencies.

3.3 Support during Pupillage and Complaints Procedure

- 3.3.1. The well-being of pupils during pupillage will be the responsibility of the Pupillage Committee. The Pupillage Committee will have meetings with the pupils during each period of 3-months to provide support and guidance and to help with any problems.
- 3.3.2 If a pupil has a complaint about pupillage and/or his/her pupil supervisor, which cannot be resolved through discussion with the pupil supervisor, then the complaint should be referred to the head of the pupillage committee, or if s/he is not available, one of the other members of the committee. If the complaint is still not resolved it should be referred to the Joint Heads of 5RB, Desmond Browne QC and Adrienne Page QC. If a pupil has a complaint or grievance that falls within the terms of 5RB's Equal Opportunities Policy, then the pupil should follow the procedures described in that document.

3.4 Dissolution of Chambers

- 3.4.1 In the event of chambers dissolving, 5RB will:
 - (1) take all practicable steps to ensure the completion of the pupillage of any current pupils with another set of Chambers; and
 - (2) provide such assistance as it can to any person who has been made an offer of pupillage which was due to commence at some future point.
- 3.4.2 In relation to (1), 5RB will pay the balance of any outstanding pupillage award to the pupil.

3.5 Recruitment of Tenant(s)

- 3.5.1 5RB seeks to ensure that the selection procedure for tenants works in as fair, transparent, informed and objective a way as possible. Tenancy decisions are based upon the suitability of the candidates and whether or not there is a need to recruit another member of 5RB.
- 3.5.2 5RB seeks to recruit initially from its own pupils.
- 3.5.3 If a pupil is considered to be a suitable candidate then the Recruitment Committee will make a recommendation for tenancy to 5RB. The ultimate decision about recruitment is taken by 5RB as a whole in a Chambers' meeting.
- 3.5.4 If an available place is not filled by one of 5RB's own pupils then, if 5RB wishes to recruit a new tenant, such place(s) as are available will be advertised in *Counsel* magazine. Applications for such place(s) will be considered by the Recruitment Committee. Candidates will be short-listed and interviewed by the Recruitment Committee as soon as possible.
- 3.5.5 Any pupil taken on as a tenant at the end of his/her pupillage must have been issued with a full qualification certificate by the Bar Council before s/he commences practice and is held out by Chambers as a tenant.

3.6 Pupils not offered Tenancy

- 3.6.1 If it is clear that a pupil will not be invited to remain in 5RB at the end of the pupillage, he/she will be informed of this as soon as possible so that they can begin to make alternative arrangements.
 - 3.6.2 We will offer reasonable assistance to any pupil who are not considered a suitable candidate for tenancy (for example by offering advice on third-six months pupillages and other legal career opportunities, and by providing assistance by the writing of references etc.)
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Pupillage & Recruitment Policy Document

5RB

4.1 General

- 4.1.1 The formal obligations and functions of pupil supervisors are summarised in paragraphs 804 – 805 of the Bar Code of Conduct, and Part II of the Pupillage Guidelines. 5RB is committed to ensuring that our pupil supervisors take these responsibilities seriously.
- 4.1.2 Pupil supervisors at 5RB are barristers who:
- (i) are entered on the register of approved pupil supervisors maintained by the BSB; and
 - (ii) whose practice is and has been their primary occupation for the last two years; and
 - (iii) whose principal place of work is at 5RB.
- 4.1.3 Pupil Supervisors may only supervise one pupil at a time unless they have the permission of the Joint Regulations Committee. An up-to-date list of pupil supervisors can be found on the 5RB website.

4.2 The First Day

On the first day the pupil supervisor will talk to the pupil about practice and pupillage generally and introduce the pupil to the clerks and staff and other persons with 5RB who are associated with pupillage. There will be an opportunity to discuss what is expected of a pupil during pupillage. The pupil supervisor will ensure that the pupil has received the documents identified in 2.2 above.

4.3 Compulsory Courses

The pupil supervisor will ensure that the pupil has sufficient time to attend and prepare for the pupillage advocacy training courses and the Practice Management for the Bar course (formerly known as the Advice to Counsel Course). If the pupil's performance is weak and the pupil supervisor is informed of the problems with the

pupil's performance, s/he will encourage the pupil to retake the course and, where possible, will, in conjunction with the Pupillage and/or Recruitment Committees, identify and provide such extra support as is needed.

4.4 Duties in the Day-to-Day Supervision of Pupils

General

- 4.4.1. The pupil will be asked to read the pupil supervisor's papers and draft pleadings and other documents, including opinions, where applicable. S/he will also be required to accompany the pupil supervisor or, if appropriate, another member of 5RB, to court on sufficient occasions so that the pupil has the opportunity to do all such work and gain all such experience as is appropriate for a person commencing practice in the type of work done by the pupil supervisor, and in particular to enable the pupil to complete the checklist. In particular, the pupil supervisors must ensure that the pupil has sufficient experience (whether through work, training within 5RB or elsewhere, or specific discussion with his/her pupil supervisor):
- (1) to ensure that the pupil has an understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar;
 - (2) to ensure that the pupil has gained sufficient practical experience of advocacy to be able to competently prepare and present a case;
 - (3) to ensure that the pupil has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently; and
 - (4) to ensure that the pupil has gained sufficient practical experience in the undertaking of legal research and the preparation of drafts and opinions to be able to undertake the same competently
- 4.4.2 Pupil supervisors will be familiar with the Equality Code for the Bar, the Pupillage File and the guide to Good Practice in Pupillage as well as any material that the BSB and/or Bar Council from time to time sends to 5RB.
- 4.4.3 Pupil supervisors will satisfy themselves that all reasonable steps have been taken to ensure that, during pupillage, no pupil is discriminated against on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion, age or political persuasion.
- 4.4.4 During the second-six months, the pupil supervisors will review the distribution of work to pupils to ensure that the pupils are given a fair and equal access to all

opportunities that are offered to pupils during pupillage. Prompt remedial action will be taken where required.

Pleadings

- 4.4.5 Specific and detailed instructions in pleading will be given, in particular, in relation to those pleadings and other documents which form part of the checklist.

Conferences

- 4.4.6 Pupils should read the papers before the conference so that the most can be gained from the conference. The pupil will be informed in advance what is expected from him/her in conference. In particular, if, as is normally the case, the pupil supervisor does not wish the pupil to speak at all in the conference, the pupil will be told so. The pupil will attend at least enough conferences to enable him/her to obtain experiences as to how to conduct conferences themselves, including conduct and etiquette during conferences.

Work for other members of 5RB

- 4.4.7 Subject only to there being available and suitable work, all pupils will be given an opportunity to work for other members of 5RB.

Feedback

- 4.4.8 The pupil supervisor will provide discussion and feedback on the work done by their pupil. During the second-six months the pupil supervisor will monitor work done by the pupil so as to be able to give such guidance and assistance as necessary.

Checklist

- 4.4.9 The pupil supervisor will ensure that the pupil is provided with and retains the appropriate checklist and completes it conscientiously and accurately. The pupil supervisor will sign and date the checklist at the end of the period for which s/he has responsibility for the pupil.

Problems/Questions

- 4.4.10 Pupils are encouraged to discuss any problems and questions relating to practice with their pupil supervisor and/or other members of 5RB as and when they arise.

Certificates

- 4.4.11 Provided that the period of pupillage has been satisfactorily completed, the pupil supervisor must provide a pupil with a certificate in accordance with Consolidated Regulation 52. Failure by a pupil supervisor to certify a pupil where it is proper to

do so (i.e. if the pupil has completed his or her pupillage satisfactorily) is a breach of the guidelines set out in the Code of Conduct.

4.4.12 If a pupil supervisor is not satisfied that the pupil has satisfactorily completed pupillage and s/he will not sign the certificate, s/he must:

(1) notify the pupil of his/her options (i.e. a certificate may be accepted from the pupil supervisor's Head of Chambers, the head of the Recruitment Committee, or another person acceptable to the Masters of the Bench and the BSB).

(2) notify the Recruitment Committee so that it can decide whether to certify the pupil's satisfactory completion of a period of pupillage

4.4.13 If a pupil remains unable to obtain a relevant certificate the pupil may appeal to (a) the Masters of the Bench of his/her Inn and, if necessary, then (b) the Joint Regulations Committee (Consolidated Regulation 52).

Pupil Supervisor leaves Chambers

4.4.14 If the pupil supervisor leaves chambers s/he should where possible make arrangements to ensure the continuity of the pupillage in conjunction with the Recruitment Committee.

This Pupillage Policy Document is up to date as at November 2007
