



15 WINCKLEY SQUARE CHAMBERS

PUPILLAGE AT 15 WINCKLEY SQUARE CHAMBERS

1. POLICY

1. This policy should be read in conjunction with all of Chambers' policies supplied to pupils by the Practice Manager on their induction to Chambers.
2. Pupils taken on as tenants are the future of Chambers and hence the selection of good pupils is critical. 15 Winckley Square Chambers hopes that every pupil taken on will eventually be offered a tenancy, which should be the goal of every pupil. It can only be achieved through hard work, effort and a demonstration of competence and commitment.
3. Chambers does not guarantee that a tenancy will be offered to every pupil. However, the offer of a pupillage is made on the understanding that Chambers only takes as pupils those whom it is thought are likely to be suitable for consideration as tenants.
4. Any person becoming a pupil is expected to maintain the highest standards of professional and personal behaviour and in return is entitled to expect nothing less from the Members of Chambers.
5. Each pupil in 15 Winckley Square will have at least one pupil supervisor. However, a pupil is very much a pupil of the whole of Chambers and it is the responsibility of every Member to provide a pupil with help, advice, assistance and encouragement when it is needed.
6. Each pupil will also have an identified pupil buddy and allocated Wellbeing Officer. The pupil supervisor shall ensure the pupil buddy is identified prior to the pupillage commencing.
7. At all times this policy shall be applied in accordance with the Bar Council's Equality and Diversity Inclusion Rules and the provisions of the Code of Conduct for the Bar.

2. SELECTION OF PUPILS

1. The decision whether or not to offer a pupillage in any given year is made by Chambers Management Committee following a recommendation made by the Head of Team. In general terms, Chambers likes to be able to offer one pupillage each year to the applicant considered to be of outstanding ability. The number of pupillages and the finance available for pupillage are advertised on the Pupillage Portal.
2. Chambers are presently members of the Pupillage Portal and all applications for pupillage must be through the Pupillage Portal. Selection of pupils takes place according to the Pupillage Portal rules and the associated timetable.
3. At all times when considering pupillage candidates and applications, the processes and procedures set out in Chambers Fair Recruitment and Selection Policy shall be adopted.
4. Chambers has a Pupillage Committee, who will form the Recruiting Panel for the purpose of pupillage selection. There will be an identified Chair of the Pupillage Committee, who shall act as lead of the Pupillage Committee Recruiting Panel.
5. Chambers will form a selection committee for each round of applications, whose task it is to select pupils. The membership of the selection committee comprises of members drawn from the whole of Chambers and representative of the differing practices within Chambers and levels of seniority
6. Undertaking a mini-pupillage at 15 Winckley Square Chambers is not a pre-requisite for obtaining pupillage, but might form part of the selection criteria.

Initial Selection for Interview

7. Upon receipt of the material from the Pupillage Portal, the standard application forms are anonymised as far as possible to remove details of name, address and telephone number etc. At this stage only the Practice Manager and/or Chair of the Pupillage Committee who has custody of the Pupillage Portal material has any access to these details.
8. The applications shall be split into 'co-horts' and each application within each cohort is then considered by at least two members of the selection committee.

9. From this exercise, a short list of approximately 10 candidates, (depending on the amount of the pupillage application received) is drawn up by the selection committee for interview. All candidates will be considered in line with the written selection criteria. If the two committee members reviewing a particular application disagree, after following the procedures within the Fair Recruitment and Selection Policy, about whether the candidate should be shortlisted the application will be referred to the whole committee.
10. In absolute exercise of its discretion, the selection committee can call for interview any candidate, in addition to those selected according to the above process, whose application seems to them for any reason to merit further consideration.

Interviews

11. Those candidates chosen for interview are asked to agree an interview appointment with the Practice Manager. The interviews are usually all held on a Saturday, throughout the day, and each applicant has approximately a 60 minute period allocated to him or her.
12. The interview panel will consist of members of the selection committee, together with the Head of Chambers or Head of Team; or in the event that committee members are unavailable, such other members of Chambers as the Chair of the Pupillage Committee may appoint. The interview panel is structured to reflect a broad spectrum of members of Chambers, including areas of work and experience.
13. The interview schedule, selection criteria and set of questions and guidelines for scoring are discussed and agreed by the selection committee before the interviews begin. Interviews are structured to ensure that similar areas relating to the selection criteria are covered in questions to all candidates in order to ensure comparability between interviews. Remaining questions may cover a wide variety of topics dependent on the individual candidate.
14. The purpose of the interview is to find out as much as possible about the interviews so that the committee can assess the qualities of each particular candidate. It is expected that the candidates will have questions to ask of the selection panel and will be encouraged to ask questions.

15. Each panel member scores each candidate at the end of the interview against the written selection criteria, which shall be agreed and considered prior to the selection process commencing.
16. Candidates will be given two or three small problems and asked how they would address the problem during the interview process. They will receive these when they arrive at the interview. Reasonable adjustments will be made for the candidates that require the same.
17. At the conclusion of each interview, the interview committee shall meet to collate the scoring results.
18. At the conclusion of all interviews the interview committee shall discuss the applicants and reach a decision to:
 - decline to accept anyone for pupillage if the standard of applicants seems to them to be unsatisfactory; or,
 - identify one successful candidate for pupillage; or,
 - consider offering more than one pupillage if there is more than one outstanding applicant at interview; or
 - where it is not possible to identify a successful candidate, invite those candidates who stood out at interview to spend a full day in Chambers so that as many members of Chambers as possible can meet the candidates.
19. In the latter situation above, those selected applicants are asked to visit Chambers for a day in order to see Chambers and to meet and be seen by other members of Chambers. Following these visits, the selection committee takes soundings from members and reaches a decision.
20. The selection committee may take up references when deemed necessary. An offer of pupillage is made via the Pupillage Portal to the most suitable candidate(s). The selection committee advises Chambers of whom it has appointed to pupillage within 21 days of acceptance of such pupillage.
21. At each of the above stages, unsuccessful candidates are notified via the Pupillage Portal and all requests for constructive feedback are answered as soon as reasonably practical, but only in respect of candidates shortlisted for interview.

22. The Practice Manager or Chair of the Pupillage Committee maintains all documentation relating to pupillage and selection decisions for at least 12 months.
23. The, Practice Manager, Chair of the Pupillage Committee or other such members identified and appointed in agreement with the Chair of the Pupillage Committee by the Chambers Management Committee shall review the pupillage process on an annual basis.

3. FINANCING OF PUPILLAGE

1. The pupillage will be funded strictly in accordance with the Bar Code of Conduct save to the extent that the Management Committee may set the monthly payment above the minimum level set out in the Bar Code of Conduct. The pupil at no stage during pupillage will pay any Chambers' expenses.
2. Chambers undertakes to pay the costs of all courses the pupil is obliged to undertake as part of their pupillage.

4. ROLE AND DUTIES OF PUPIL SUPERVISOR

1. At all times a pupil supervisor should be a guide and counsellor, offer friendship to the pupil and ensure that, so far as possible, the pupil's environment (physical, professional and social) within Chambers is such as to facilitate the pupil's task of learning and preparing for practice at the Bar.
2. The pupil supervisor will ensure the relevant Training Programme is followed.
3. The pupil supervisor shall ensure that the pupil is provided with and retains the checklist and completes it conscientiously and accurately. The pupil supervisor will complete the same promptly and fully where required.
4. The pupil supervisor shall give instructions and training in those documents that form part of the checklist. The pupil supervisor should require the pupil to read his papers and draft pleadings and other documents including opinions and should require the pupil to accompany him to conferences and to court 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 and the type of work done by the pupil supervisor.
5. The pupil supervisor should discuss all work completed by the pupil set by the pupil supervisor and shall enable the pupil to see, in particular, court work done by junior members of Chambers and to meet instructing solicitors.

6. The pupil supervisor should encourage the pupil to discuss problems and questions relating to practice with himself/herself and other members of Chambers as they arise.
7. The pupil supervisor must ensure that the pupil is well grounded in the rules of conduct and etiquette at the Bar and during the second six months the pupil supervisor should monitor, review and where necessary provide assistance and feedback before and after Court hearings.
8. The pupil supervisor should check that briefs and instructions are allotted to the pupil by the clerk fairly.
9. Pupils are encouraged to do a variety of paperwork for other members of Chambers. It is the duty of the pupil supervisor to monitor and sanction the supply of paperwork and to ensure the pupil is not being overburdened.

5. ROLE AND DUTIES OF PUPILS

1. A pupil is expected to devote his or her full time, within reasonable working hours, to pupillage. Holidays and days away from Chambers are arranged with the pupil supervisor and in the second six months with the clerks.
2. A pupil is expected to respect the character and ethos of Chambers and do his or her best to further its standing and reputation by maintaining the highest possible standards of behaviour and attitude to professional and lay clients.
3. A pupil is expected to preserve the confidence of Chambers and its clients and not to discuss matters affecting either the administration and organisation of Chambers or any of the work done within Chambers with anyone outside of Chambers.
4. A pupil is not expected to know everything but is expected to ask questions if unclear about a particular matter. In particular, a pupil should not hesitate to get things clear and be satisfied as to what is expected of him or her at any time or in any circumstance by asking for advice and assistance, in the first place from the pupil supervisor or else from any other member of Chambers.

5. A pupil is expected to assist other members of Chambers from time to time with minor administrative tasks, collating authorities and research.
6. A pupil is expected to join the life of Chambers wholeheartedly.

6. PUPILLAGE

1. Chambers intends to give every pupil as broad based a legal education as possible, however the individual training programmes for a criminal and family pupillage should be read and will be adopted for each specialist pupillage.
2. The pupil is responsible for maintaining a record of all training and professional development that has been received throughout pupillage. The training record will include the checklist suitably completed, and also all additional courses, seminars and training attended. Such record should show the date and title of any course/training, together with the course/training provider.

8. MONITORING OF PUPILLAGE

1. The pupil supervisor monitors the pupil's progress by the standard of the work done and by discussing with the pupil how the work is proceeding. Chambers makes use of the Bar Standards Board approved checklists and pupils and pupil supervisors are expected to complete as many aspects of the list as possible. Therefore, a pupil and the pupil supervisor will discuss how the pupillage is going no less than monthly in the first six months and ordinarily bi-monthly in the second six months. A pupil or a pupil supervisor can request meetings more frequently than this.
2. Formal assessments/reviews completed by the pupil supervisor will take place:
 - before the end of the first six months prior to the Provision Practising Certificate being applied for; and
 - after nine months but prior to twelve months.
3. The Head of Chambers will exercise a continuing supervision of all pupillages conducted in Chambers and will intervene if it appears to him or her that intervention is required. At any stage, a pupil can ask the Head of Chambers to consider all or any aspect of pupillage and should do so without fear of recrimination.

9. DISTRIBUTION OF WORK

1. Responsibility for the fair distribution of work to pupils rests with the clerks and is to be reviewed by each pupil supervisor. Work is normally distributed to pupils on a rotating basis subject to availability of the pupil. The pupil supervisor regularly reviews the work distribution with the appropriate clerk(s) to ensure fair distribution and equal opportunity for pupils.
2. The pupil supervisor should also ask the pupil at regular intervals whether they feel that the distribution of work has been fair, and that pupils are satisfied that they have been given the opportunity to experience the full range of training available.
3. The distribution of work to working pupils and junior tenants is monitored through computerised records including returns and work allocated on the advice and suggestion of the clerk and fees earned.
4. If any discrimination is identified the Head of Chambers shall ensure that action is taken to prevent this happening again.
5. Chambers has a strong ethos of supporting pupils to develop as practitioners. Pupils shall also be encouraged to attend and if they feel comfortable, actively participate in events and training opportunities provided to Instructing Solicitors.

10. GRIEVANCE PROCEDURE FOR PUPILS

1. Any grievance, problems or concerns that the pupil may have in respect of any aspect of their pupillage (either directly or indirectly) should be addressed in accordance with the 15 Winckley Square Grievance Policy for Pupils.
2. Pupils are reminded that they are encouraged to seek support from their pupil supervisor in the first instance. They are also encouraged and able to seek support from their pupil buddy, allocated Wellbeing Officer or any member of Chambers.

11. PUPILS AND TENANCY

1. 15 Winckley Square Chambers offers pupillage with the hope that they will become full tenants.
2. The decision to offer tenancy to a pupil will be made regardless of the pupil's gender, marital status, race, ethnic origin or citizenship.

3. After approximately ten months of pupillage, a full Chambers meeting is held to decide whether the pupil should be offered a tenancy. The Head of Chambers will determine how that meeting is held and whether that should be in-person, remote or via email correspondence.
4. Every member of Chambers shall vote whether or not to offer an individual pupil tenancy. There must be at least 75% or more votes in favour for the pupil to be offered a tenancy.
5. Chambers reserves the right not to offer tenancy to any pupil.
6. In the event that pupil is not offered a tenancy, the selection committee will make every reasonable effort to find a further pupillage (a third six months or otherwise) or a permanent place in other Chambers or employment elsewhere.

12. MONITORING AND REVIEW

1. This policy shall be reviewed on an annual basis by a member of Chambers appointed by the Chambers Management Committee.

Date: 4th August 2021