

THOMAS · MORE · CHAMBERS

PUPILLAGE POLICY

2008 Version: Revision I



7 Lincoln's Inn Fields London WC2A 3BP

T 020 7404 7000 F 020 7831 4606

DX 90 Chancery Lane E clerks@thomasmore.co.uk

www.thomasmore.co.uk

Thomas More Chambers

Pupillage Policy

NB Before commencing your pupillage you should have registered it with the Bar Standards Board. Pupillages cannot be registered retrospectively and will only take effect from the date of registration.

Aims and Objects of Pupillage

1. The principal aim and object of pupillage is the training and education of pupils to prepare them for a successful and useful career at the Bar. A subsidiary but important purpose of pupillage is to permit Chambers to observe pupils closely and to become fully acquainted with them, so that if in due course application for tenancy is made, pupil candidates can be accurately assessed as potential tenants. Further aims and objects can be understood from the provisions set out below.

Desired Qualities in Pupils

2. Chambers looks for intelligent, independent, committed individuals who are interested in the spread of work available in Thomas More Chambers. We wish for pupils to be of the highest ethical and professional calibre. We look for pupils who are ready to learn. We look for people who are co-operative and willing to assist pupil supervisors and other tenants, within the guidelines set out below, in the general practice of Thomas More Chambers. We look for pupils who are committed to use the law to assist the disadvantaged and who are committed to the provision of expert legal advice both in the publicly funded system and Private Client sector. We look for pupils who are willing to challenge accepted legal norms and who are creative in their use of the law. We look for pupils who are likely to be potential candidates for tenancy.

Selection of Pupils

3. Chambers particularly encourages applications from ethnic minority candidates, mature students, people with disabilities, and women.
4. Vacancies are advertised in OLPAS and all applications for pupillage have to be made via the OLPAS application form for those who fall within its remit.
5. Chambers identifies two main criteria to assess pupillage application forms. They are: intellectual ability and dedication, particularly to civil liberties and the welfare of others.
6. Following assessment of applications, Chambers usually interviews around 10% of applicants. We currently offer one 12 month pupillage each year.
7. First round interviews are conducted by panels of two members of Chambers, with at least one senior practitioner in each team. Final interviews are conducted by a panel of three members of Chambers, of whom at least two are senior practitioners.

Responsibilities of Thomas More Chambers

8. The responsibilities of Chambers as a whole are:
 - a. To establish and maintain a proper pupillage policy.
 - b. To provide an induction session at the start of each pupillage.
 - c. To provide a suitable pupil supervisor or supervisors.
 - d. To provide a suitable range of work and experience for each pupil.
 - e. To provide a financial award during the course of pupillage.
 - f. To provide reasonable facilities in which to work within the practical limitations set by Chambers' accommodation.

Responsibilities of Pupil Supervisors

9. Pupil supervisors are allowed to take only take one pupil at a time.
10. In addition to the responsibilities set out in the pupillage file provided by the Bar Council, TMC regards the following as the responsibilities of supervisors:
 - a. To ensure the proper training and education of pupils within their supervision.
 - b. To ensure that the system of assessment and information gathering on a pupil is properly maintained, that checklists are completed, and that pupils receive full feedback and information on work done.
 - c. To undertake a formal written assessment of pupils within their supervision not less than every three months.
 - d. Where a pupil has dual supervisors to ensure that full liaison takes place between those dual supervisors as to the arrangements for the pupil.
 - e. To actively teach the pupil.
 - f. To ensure that the pupil is not over-burdened with "devilling" type work by any member of Chambers whether a supervisor or not.
 - g. To seek to ensure (in a manner that is compatible with (f). above) that the pupil is exposed to work from a variety of practitioners so as to allow these practitioners to be able to form a proper opinion on the pupil's competence.
 - h. To ensure that the pupil is given an accurate picture (neither too flattering nor too negative) of their performance and where relevant on their prospects if they apply for tenancy.

Pattern of Pupillage (Education, Training and Development of Pupils other than by Pupil Supervisors)

11. It is expected that a given pupil in the course of pupillage will receive education and training on the following topics:
 - a. A session on how the clerks work, the allocation of briefs and filling in of claim forms.
 - b. Specialist seminars provided by members of Chambers and participation in TMC seminars and lectures.
 - c. Work experience shadowing a duty solicitor or within a solicitor's firm for a maximum of 2 weeks.
 - d. Other training as agreed in both civil and criminal matters.
12. Compulsory courses organised for pupils will be paid for by Chambers provided that the course is taken and completed during the course of the 12 months of pupillage. Pupils may

apply for subsidies or full payment of relevant non-compulsory courses which cannot be provided in-house. In order to do so they should apply in the first instance to their supervisor and if their supervisor supports the application it will be passed to the Management Committee for authorisation. The Management Committee has an absolute discretion in deciding whether or not to pay for or subsidise non-compulsory courses. The Management Committee may seek information/documentation from the pupil in support of any such application.

13. All pupils must include details of training and work experience on their checklists. A training evaluation form must also be completed and returned to their supervisor after all training, seminars and work experience which contribute to pupillage.
14. You will not receive a provisional qualification certificate for practising in the second six months of your pupillage if you have not completed the Advocacy course. You should accordingly make arrangement to complete this course in the first six months of your pupillage. Furthermore you will not receive a full qualification certificate and will not be eligible to commence practice as a barrister until you have completed the Advice to Counsel/ Practice Management course. The Forensic Accounts Course may be completed in pupillage or the first 3 years of a barrister's practice but Chambers will not pay for this course if it is not undertaken and completed during the course of pupillage.

Hours of Work and Leave Policy for pupils

15. Work at the Bar is necessarily time consuming and flexible, but we are concerned that pupils should not work excessively long hours. Pupils will usually be expected to work at least 40 hours per week, on average, and we do not expect that a pupil should work more than 50 hours in a week, save in exceptional circumstances.
16. Pupils are entitled to four weeks of holiday per annum in addition to public holidays and the days between Christmas and New Year when Chambers is not staffed. Procedures for taking leave are in place. During the first six months, pupils are asked to clear the dates with their supervisor. During the second six, pupils must check the dates with the Senior Clerk (Stuart) to ensure there is cover for court work.
17. At the commencement of your pupillage (or shortly thereafter) you should provide your supervisor with your preferred 2 weeks of holiday dates (excluding public holidays and the normal closed dates of chambers) for your first 6 months of pupillage. Your supervisor will then (in agreement with any Co-supervisor) inform the Senior Clerk of these dates which will then be marked as absent on the Chambers diary.

Roles and Duties of Pupils

18. Thomas More Chambers regards the following to be the responsibilities of pupils:
 - a. To make educational training and professional learning the first priority during pupillage.
 - b. To attend the educational training and development courses offered to the pupil.
 - c. To ensure that the checklist is filled in during pupillage in consultation with the supervisor and to return the signed checklist to the supervisor or the Pupillage Co-ordinator at the end of pupillage; the checklist is made up of a common core, and any relevant specialist sections which can be downloaded from the Bar Council website.
 - d. To ensure that feedback forms are supplied to members of Chambers with every piece of written work, are retrieved complete and returned to the supervisor.
 - e. To report any problems or difficulties over casework, practice, or in Chambers to the

- Supervisor and/or Pupillage Co-ordinator.
- f. To keep close contact with the pupil supervisors and to be aware of the supervisors' professional commitments and movements.
 - g. To be available to provide assistance on research and case work.
 - h. To return all library books to the library once your use of them has ended.
 - i. Not to remove any sets of papers from chambers without the prior approval of the tenant whose papers they are.
 - j. To keep the clerks fully informed of their whereabouts.
 - k. To be appropriately dressed for court and conferences and to be suitably attired or have appropriate clothes available to go to court at short notice.
 - l. To be available to attend court as required during the working week and at weekends. To carry out a reasonable share of out-of-London work, within the limit that this should not become disproportionate either professionally or financially.
 - m. To inform solicitors as soon as possible of the results of court appearances by the pupil.
 - n. To provide reasonable administrative support on case work in which they have an interest role and/or where the work has other educational value.
 - o. To support Thomas More Chambers policies on equal opportunities as detailed in the Bar Council's *Equality and Diversity Code for the Bar and the Chambers Equal Opportunities Policy*
 - p. To keep confidential any private or confidential information obtained during the course of pupillage.
 - q. To maintain the highest professional and ethical standards.

Equipment

- 19.
 - a. Pupil's are expected to arrive at chambers with their own lap-top computer which should be suitably enabled with virus protection. By your second six you are to ensure that you are registered under the Data Protection Act. Please see the clerks for the relevant forms. The pupil is personally liable to meet the cost of such registration.
 - b. You may be provided with a set of keys to Chambers at some stage during your pupillage. These keys remain the property of Chambers at all times. These keys must be kept safe and returned to your Pupil Supervisor on demand and in any event, at the conclusion of your Pupillage or when you leave Chambers. Procedures for the operation of the security system will be outlined to you if and when you are provided with keys. Any loss of keys must be immediately reported to your Supervisor and to the Senior Clerk.

Casework Responsibilities

- 19. Where a pupil is actively involved with casework, it is understood that the supervisor (or case counsel) has a responsibility to:
 - a. Discuss the case(s) with the pupil at each stage;
 - b. Provide the pupil with written work in the form of drafting or research of educational value;
 - c. Allocate time to provide the pupil with feedback on work and the quality of that work;
 - d. Arrange for the pupil to attend relevant case conferences;
 - e. Ensure that the pupil gains experience of court work and out of court work across a broad range consistent with Chambers' objectives for pupillage.

20. In return it is expected that the pupil has a responsibility to:
- a. Photocopy documentation relevant to any active case;
 - b. Go to libraries to obtain copy reports relevant to any active case;
 - c. Carry out research if relevant to a case, even if it is of low educational value;

Allocation of Work within Chambers

21. All work (other than that directed to a pupil via the clerks during the second six months of pupillage) will be channelled through the supervisors;
22. Practitioners with suitable work for pupils should contact the relevant supervisor;
23. When a pupil completes a piece of work they will ask the tenant to fill in a feedback-form. Tenants must complete this form accurately. The forms will provide feedback to the pupil and will contribute to the assessment of the pupil for tenancy. Supervisors will monitor that these forms are being completed.
24. Supervisors, the Pupil Co-ordinator and clerks are responsible for ensuring that pupils receive a fair distribution of work in a variety of areas.

The role of the Pupil Co-ordinator

25. The Pupil Co-ordinator will at all times be reasonably available for information, consultation and support to pupils. It is clearly understood that if desired such communications may be confidential as between the Co-ordinator and the pupil concerned. Where appropriate the Pupil Co-ordinator may be asked to raise matters with the Management Committee on behalf of the pupil.

Financial Arrangements

26. The Pupillage award for 2008/2009 is £12,000. During the first six months this will be paid by equal monthly instalments of £1000 by cheque. You should decide whether you wish this to be at the beginning or the end of the month concerned. If for any reason you would prefer it to be paid differently, please discuss this with your pupil supervisor. In the second six months the award is by way of a guaranteed monthly fee income of a minimum of £1000. You will have to pay Clerks' fees from the amount you earn but you will not have to repay any excess earned.

Expenses

27. Chambers abides by the requirements of Annex R of the Bar Code of Conduct with respect to the payment of expenses. The current position is that in your first six months you are responsible for travel expenses to/from home to/from Chambers. Chambers will be responsible for your travel expenses from Chambers to court. You should keep all receipts for this travel and on a monthly basis hand in the receipts to the First Junior Clerk who will reimburse you by cheque. All travel should be at standard fare level except where travel cards are available for use and should, where possible, be used. You are generally expected to defray any other incidental expenses associated with pupillage from the pupillage award.

Recruitment Procedure from Pupillage

28. After approximately 10 months you will be eligible to apply to be considered for a tenancy. It is impossible to say how many or if any tenancies will be offered in any year. The decision as to whether a tenancy will be available will depend upon the work available at that time, the profile of chambers at that time and the merits of the relevant pupil.
29. In any case where a pupil is being considered for a tenancy the procedure is as follows;
 - a. Pupil submits application for tenancy to Pupil Co-ordinator (date for submission will be notified to the pupil in advance). Application is to be on form provided by chambers.
 - b. Pupil invited to interview with 3 members of chambers.
 - c. Chambers meeting at which the pupil's supervisors will report on the candidates' abilities. Particular regard will be paid to the completed feedback forms.
 - d. The Chambers meeting will also consider the recommendation made by the interview panel and the results of any exercises undertaken as part of the interview process.
 - e. The decision as to whether or not to recruit a pupil as a tenant is one that can only be taken at a chambers meeting by a vote of all tenants. In order to be recruited you will need to secure the positive votes of at least 2/3rd of all tenants eligible to vote.
30. It is a condition of being offered a tenancy that any junior tenant makes herself/himself available to do work of any description (subject to current Bar Standards Rules) for the first 2 years post pupillage practice at Thomas More Chambers.
31. If you accept the offer of tenancy you will be allocated a mentor for a period of 2 years following your recruitment. It will be the responsibility of the mentor to support the junior tenant by discussing the junior's practice development and by being available to that junior for general advice and support. The expectation of chambers is that the mentor and junior meet at least once every month for this purpose and that the mentor accompanies the junior to the practice development meetings to be held in accordance with chambers equal opportunities policy.

Not being offered a tenancy

32. If you are not offered a tenancy, Chambers will endeavour to help you find an alternative Pupillage/Tenancy. Pupils who are not recruited as tenants will be expected to make arrangements to leave chambers within 3 months of that decision having been notified to them.

Beyond Pupillage

33. Supervisors have a responsibility to discuss with pupils their plans for obtaining tenancy and to give support and assistance in the form of guidance, making contacts where appropriate and providing references. Pupils are entitled to expect that a request for a reference or a repeat reference will be met within seven days.
34. We, of course, hope that your time with us will be a rewarding and educational one for you. In order for us to monitor the quality of pupillage provision we will invite every pupil (whether or not recruited into tenancy) to complete an exit interview which will ordinarily be conducted by the Pupil Co-ordinator. Additionally, pupils are actively encouraged at all times of their pupillage to suggest improvements to the pupillage provision.