



# Northampton Chambers

## PUPILLAGE POLICY

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# 1 INTRODUCTION

## 1.1 Description of Chambers

- 1.1.1 Northampton Chambers is a provincial set with a vast amount of high quality work and very well regarded advocates. From the Head of Chambers to the second six pupil, we pride ourselves on providing exceptional service, high quality advocacy, and on going the extra mile. Our aim is to ensure excellent preparation, prompts reporting following hearings, and consistent representation at all stages of proceedings. We are committed to personal service, and the training of top-quality advocates and consider ourselves to be an approachable set, offering a friendly, practical and down-to-earth environment in which to complete pupillage. We don't shy away from the fact that our pupils have to work hard, but this is simply to equip our prospective tenants with all the requisite skills to succeed in the competitive environment at the Bar.
- 1.1.2 Pupillage is very important to us, we take pupils on with a view to offering tenancy at the end of successful completion. We consider it vital to train successful junior tenants as a necessity to enhance Chambers' continual progression. Tenancy will be awarded on merit and to those who have demonstrated the necessary skill and commitment to succeed.
- 1.1.3 The advantage of pupillage at Northampton Chambers means pupils are not competing for a single place. We don't believe in taking on multiple pupils to service our work only to be tossed aside after months of dedication. Pupils to us are an investment in our future, and one which we aim to continue for many years to come.

## 1.2 Areas of Work

- 1.2.1 The majority of Members of Chambers undertake Family work, and a great deal of this is Children Act work although many members also undertake Financial and TOLATA work too, as well as some civil work. Children Act work in Chambers is varied but many junior members find themselves involved in significant public law proceedings from an early stage, which is not the norm in many sets.
- 1.2.2 We are experienced in handling cases that are sensitive and high profile. Chambers has a particularly strong reputation in Children Act matters involving fact-finding hearings and allegations of serious child abuse and sexual abuse, as well as non-accidental injuries.
- 1.2.3 Some members of Chambers have a mixed practice, which involves family and civil. As a junior in Chambers pupils are not encouraged to specialise their practice at an early stage unless they particularly want to and, in that case, the dedicated clerking team can assist in moulding their practice. Many juniors report, however, that they prepare to 'find their feet' and take their time developing their advocacy skills in all areas before deciding if they wish to specialise and in what field, according to the cases they have experienced for themselves, and the relationships that they have built with instructing solicitors.

## 1.3 Management of Pupillage

- 1.3.1 Responsibility for the management of pupillage falls to the Pupillage Committee, the Pupil Coordinator, Pupil Supervisors and overseen by the Head of Chambers.
- 1.3.2 We believe in providing as much flexibility in when, where and how the pupil will learn and we will work collaboratively with the pupil to fulfil their wishes within the constraints of the court and client requirements in accordance with Threshold Standard and Competences as set out in the Professional Statement.
- 1.3.3 We welcome suggestions from pupils, and ideas of how Chambers can adapt and improve the learning experience, which will be considered by the Pupillage Committee.

## 1.4 Pupillage Recruitment

- 1.4.1 Chambers operates and runs its pupillage scheme in accordance with the BSB Handbook Version 4.4.
- 1.4.2 Chambers advertises pupillage through the Pupillage Gateway. The recruitment process is usually by way of handwritten covering letter and CV, with the details of the same being published upon both our website and the standard pupillage recruitment websites. Chambers normally recruits 2 pupils each year; one in April and one in October, so that pupillage is staggered and the aim is that there is always 1 first six pupil and 1 second six pupil in Chambers.
- 1.4.3 We are committed to ensuring that access to training for the Bar is open to all on an equal basis, to meet the obligations to pupils as enshrined in the Equality Act 2010, the requirements set out in the Equality Rules in the BSB Handbook and Chambers' Equality and Diversity Policy.
- 1.4.4 Members of Chambers visit local schools and universities from time to time to talk about careers at the Bar, and members of Chambers judge moot competitions at local universities. Chambers sponsors a local sports team.
- 1.4.5 We give weighting to the components in our assessment criteria that relate to non-academic skills, such as Advocacy. This approach means that applicants from less privileged backgrounds, who may have experienced barriers in accessing education, are given an equal opportunity if they demonstrate good Advocacy ability, which Chambers regards as the most important skill in a prospective pupil.

## 1.5 Selection Processes

- 1.5.1 Northampton Chambers is committed to a policy of equal opportunities and ensuring accessibility. Candidates are welcome regardless of race, ethnic, or national origin, nationality, citizenship, gender, gender reassignment, sexual orientation, marital status, disability, age, religion or political persuasion in accordance with Chambers' Equality and Diversity Policy, Rules C110-112 of the BSB Handbook and the Equality Act 2010.

- 1.5.2 We aim to recruit candidates, regardless of their background, who can demonstrate the necessary commitment to a career at the Bar and, in particular, to Northampton Chambers. The recruitment of pupils is taken very seriously because every pupil is selected on the basis that it is hoped they will go on to become a tenant in Chambers. We look for applicants who not only demonstrate intellect and sound legal knowledge but who balance this with common sense and a pragmatic approach that makes them accessible to solicitors and lay clients alike.
- 1.5.3 All applications received are considered by members of the Pupillage Committee against standard criteria, in accordance with the guidelines set out in the Authorisation Framework, Section 12. In addition to the qualities detailed in the paragraph above and those generally expected, we look for ability to manage copious, detailed, and complicated information and to communicate such information in a straightforward manner, evidence of interaction with a wide range of people from a variety of social and professional levels, the ability to prioritise work commitments whilst sustaining other interests or facing life's challenges, and of the ability to cope and achieve results under pressure. No formal requirements are imposed as to the level of degree or BPTC attained, although our assessment process does take this into account, and as a rule of thumb a 2:1 is required at degree level, as a minimum, and a Very Competent at the BPTC. Candidates falling outside these criteria are however always considered when extenuating circumstances prevail.
- 1.5.4 Around 300 applications for pupillage are generally received each year, and from this pool around 25-30 candidates tend to be short-listed for first-round interview. A panel of 3 or 4 members of the Pupillage Committee generally conduct the interviews, which tend to be over the course of a weekend or two. Each interview will last around fifteen minutes and candidates will be asked 5 set questions devised by the Pupillage Committee, there may also be some general questions, and the aim of each is to tell us about yourself, your personality, and your suitability to Chambers. We tend to avoid attempting to challenge your intellect during this process since we already know you have the intellectual ability to succeed if you have been invited for an interview. As well as getting to know you, however, we do use this opportunity to assess your ability as an Advocate but in a general sense rather than via a particular exercise. In exceptional circumstances, the first round interview may be conducted remotely by video. By way of example, this has been done in the past when a candidate has been working overseas.
- 1.5.5 A limited number of no more than 10 successful candidates (usually) will then be called to attend a second-round interview. This is generally held again at the weekend, within a fortnight of the initial interview and is a 30-minute or more interview. The interviewing panel generally remains the same, although sometimes other members of the Pupillage Committee will be substituted. This second interview normally comprises both an Advocacy exercise on a choice of topics made available upon arrival with 30 minutes to prepare, as well as a more general exercise where candidates are asked to pick a of their own choice, which is prepared in advance. There are also further general questions asked of candidates at this time.

## 2 PUPILLAGE

### 2.1 General

- 2.1.1 A successful applicant, thereby becoming a pupil of Northampton Chambers, will be sent the Written Pupillage Agreement for signature at least 10 days before the start date. The pupil is to return the signed agreement, to the Pupil Coordinator, prior to their induction session.
- 2.1.2 The responsibility for registering pupillage (and any material change during pupillage) is with the pupil, who must register his/her pupillage (and any material change) with the BSB in accordance with the current Rules and Regulations and on their prescribed form.
- 2.1.3 On a day to be arranged, which is mutually convenient for the Pupil Coordinator and the pupil and prior to the first day of pupillage, pupils will be formally inducted to Northampton Chambers and provided with or directed to:
- a. this Pupillage Policy document; and
  - b. Northampton Chambers Policy documents.
- 2.1.4 During pupillage, pupils are not charged any Chambers rent, nor are they required to contribute towards photocopying or Chambers' other administrative costs.
- 2.1.5 Chambers recognises that pupillage can be a stressful time, but Northampton Chambers is committed to making it as pleasant an experience as possible and to provide a good foundation and transition to independent practise.
- 2.1.6 Pupillage in Northampton Chambers is very much a preparation for potential tenancy, and life at the self-employed Bar. Pupils should be able to show quickly, even in first six, that they have the ability to be proactive and independent. When working on a case with their Pupil Supervisor, or another tenant, Chambers expect pupils, on occasion, to show initiative by preparing relevant documents for the case without a specific request.
- 2.1.7 During the practising period of pupillage, pupils are required to be available to go to court on a flexible basis. It is unlikely that a pupil will be required to go to court on a Bank Holiday, but if they are, then they will be afforded an additional day of holiday in lieu.
- 2.1.8 At all times pupils should liaise with the clerks to ensure that they have any relevant papers for upcoming cases, and know the time, court, and judge for that hearing. Pupils should also develop an understanding of the way that the Court system works and be able to show that they can deal with the nature and demands of the job.
- 2.1.9 It is important to present a professional image. Whilst standards of court dress have been somewhat relaxed in recent years, the default of dark suit and white or light shirt/blouse is still a good basic rule. If in doubt, speak to your Pupil Supervisor. Smart shoes should be worn at all times in the court building.

### 2.2 Absence

- 2.2.1 Pupils are entitled to take up to 10 working days leave in each six-month period of pupillage (or pro-rata if reduced due to dispensation), in addition to public holidays and working days

when Chambers are closed, as well as leave to attend compulsory training courses prescribed by the Bar Council/BSB.

- 2.2.2 Pupils who are parents or a guardian or carers of children, or their partners, or become pregnant during pupillage should refer to Chambers' Parental Leave Policy.
- 2.2.3 All requests for holiday must, in the first instance, be made in writing (by email) to the pupil's Pupil Supervisor. If approved, the pupil should then notify the clerks by email (copying in the Pupil Supervisor) with the holiday dates.
- 2.2.4 If the pupil expects to be absent from Chambers for any reason (including for the observation of religious holidays which do not coincide with UK Bank or Public Holidays) the pupil must inform the Pupil Supervisor or the Pupil Coordinator at least 5 days in advance.
- 2.2.5 In the case of the pupil being incapable to attend Chambers due to sickness, injury or otherwise, the pupil must contact, or have contacted on his or her behalf, the Pupil Supervisor or the Pupil Coordinator by telephone as soon as is reasonably practicable on the first day of absence, and must provide the Pupil Supervisor or the Pupil Coordinator with a regular update of absences until the pupil's return to Chambers.
- 2.2.6 If the pupil is called for Jury Service, the pupil must let Chambers know as soon as possible, and produce the summons. The pupil will be entitled to leave for Jury Service. If on any day during the period of Jury Service the pupil is released early, the pupil must make every effort to attend Chambers on that day or be available to work. If in doubt, the pupil should telephone the Pupil Supervisor or Pupil Coordinator for guidance.

## 2.3 Pupil Supervisors

- 2.3.1 The formal obligations and functions of Pupil Supervisors are set out in the BSB Handbook and the rules in the Professional Statement for Barristers incorporating the Threshold Standard and Competences and are formally adopted by Chambers.
- 2.3.2 If at any stage the Pupil Supervisor is informed or becomes aware of any weakness in the pupil's performance, then the Pupil Supervisor, together with the Pupillage Committee, will provide such extra support as is needed.
- 2.3.3 Pupil Supervisors are appropriately trained, including refresher training, in accordance with the BSB's requirements and are registered as Pupil Supervisors with the BSB. General duties of the Pupil Supervisor include organising regular appraisals and feedback of the pupil's work.
- 2.3.4 Pupils will often be required to read their Pupil Supervisor's papers and draft pleadings and other documents, including opinions and Skeleton Arguments or Position Statements, where applicable. The pupil will regularly be required to accompany their Pupil Supervisor (and likely other members of Chambers), to court. The purpose of this is to allow the pupil the opportunity to observe all such work and gain all such experience as is appropriate for a person commencing practise in the area of work undertaken by the Pupil Supervisor.
- 2.3.5 All Pupil Supervisors at Northampton Chambers are familiar with the Pupillage Policy and any material that the BSB and/or Bar Council publish from time-to-time.
- 2.3.6 All Pupil Supervisors at Northampton Chambers satisfy themselves that all reasonable steps are taken to ensure that no pupil is harassed or discriminated against on the grounds of any

of the protected characteristics. See Chambers' Harassment and Equality and Diversity Policies.

- 2.3.7 All pupils will be given an opportunity to work for other members of Chambers, subject to gaining the permission of their Pupil Supervisor. Any requests for work to be undertaken by pupils for anyone other than their Pupil Supervisor must be made through the pupil's Pupil Supervisor; this is so that the Pupil Supervisor is aware of the work being undertaken, can adequately supervise the pupil, ensure that the pupil has sufficient time to undertake all work expected of them, and protect the pupil's wellbeing.
- 2.3.8 The Pupil Supervisor will be available to provide guidance and feedback to the pupil, particularly during the practising period when the pupil will be practising 'on their feet'. All members of Northampton Chambers will be available to provide informal support and guidance.
- 2.3.9 At Northampton Chambers, pupils are encouraged to discuss any problems and questions relating to their practice with any member of Chambers, not just their Pupil Supervisor.
- 2.3.10 On completion of the non-practising period of pupillage, a pupil who has satisfactorily completed this period of training will be signed off by their Pupil Supervisor. It is the pupil's responsibility to obtain their provisional practising certificate before commencing their practising period of pupillage.
- 2.3.11 On completion of the practising period of pupillage, a pupil who has satisfactorily completed this period of training will be signed off by their Pupil Supervisor. On completion of their practising period, the pupil must submit another form to the BSB to confirm satisfactory completion and obtain their practising certificate. The pupil should copy their Pupil Supervisor and the Pupil Coordinator into this correspondence with the BSB and a copy of their certificate should be provided to the Pupil Coordinator and the Senior Clerk.
- 2.3.12 Where it is not considered that the defined standards and competences have been met, the Pupil Supervisor will not sign off the pupil as having completed the non-practising or practising period of pupillage. This should not come as a surprise to the pupil. The transparent, effective and documented appraisal process identifies problems at an early stage, and the pupil will be clear what action is required to address them. The Pupil Coordinator will be kept informed.
- 2.3.13 Where a pupil is not signed off by their Pupil Supervisor, opportunities may be provided for additional or remedial work to enable the pupil to attain the required level of competency. However, there is no obligation for Chambers to provide this. If a pupil is not signed off, the BSB should be informed.
- 2.3.14 If a pupil remains unable to obtain a relevant certificate the pupil may apply to the BSB to be issued with a Full Qualification Certificate, despite the Pupil Supervisor declining to sign the certificate. If the BSB refuses to do so, the pupil may appeal to the BSB.
- 2.3.15 If the Pupil Supervisor leaves Chambers s/he should, where possible, make arrangements to ensure the continuity of the pupillage, in conjunction with the Pupillage Committee.
- 2.3.16 There is no specified amount of time that a Pupil Supervisor may be absent or unavailable (oversees or ill) before an alternative Pupil Supervisor must be appointed. However, it is the duty of the Pupil Supervisor to ensure that the BSB is contacted for advice when a material change occurs so that a special provision can be made where necessary. (Bar Qualification Manual Part 2 C3 1.5)



## 2.4 Pupillage Awards

2.4.1 Northampton Chambers is committed to compliance with the Bar Standards Board Handbook policy on pupillage remuneration, as follows:

Rule C113 - The members of a set of Chambers or the BSB entity must pay to each non-practising pupil (as appropriate), by the end of each month of the non-practising period of their pupillage no less than:

1. the specified amount; and
2. such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:
3. travel for the purposes of their pupillage during that month; and
4. attendance during that month at courses which they are required to attend as part of their pupillage.

2.4.2 Rule C114 - The members of a set of Chambers, or the BSB entity, must pay to each practising pupil by the end of each month of the practising period of their pupillage no less than:

1. the specified amount; plus:
2. such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:
  - a. travel for the purposes of their pupillage during that month; and
  - b. attendance during that month at courses which they are required to attend as part of their pupillage; less
  - c. such amount, if any, as the pupil may receive during that month from their practice as a barrister; and less
  - d. such amounts, if any, as the pupil may have received during the preceding months of their practising pupillage from their practice as a barrister, save to the extent that the amount paid to the pupil in respect of any such month was less than the total of the sums provided for in sub-paragraphs Rule C114.2.a and b above.

Pupils should refer to Chambers' Pupillage Remuneration Policy for details of a practical example of sums paid.

## 2.5 Loans

2.5.1 For many, the cost of Bar training can act as a significant barrier preventing them from attempting to enter the profession. Therefore, the pupil may apply to Chambers in respect of a loan which may assist them in their pupillage. We are mindful of the individual needs of each pupil and offer bursaries, grants or interest free loans for items such as driving lessons, rent deposits where needed, clothing allowance, laptop purchase and the like.

- 2.5.2 Payment of such sums are wholly at the discretion of the Head of Chambers.
- 2.5.3 Any sums the pupil is required to repay to Chambers shall be recoverable by Chambers from the pupil as a debt and Chambers will determine when, how and upon what terms any repayment is to be made. Loans will cease, and the pupil will be required to repay any outstanding sums if:
- a. the pupil fails to complete the vocational component of Bar training (or Bar Transfer Test, if required);
  - b. Chambers terminates this agreement in accordance with clause 11.2 of Chambers Written Pupillage Agreement;
  - c. the pupil terminates the pupillage before its end date.

## 2.6 Programme

- 2.6.1 Pupils are assigned to one Pupil Supervisor for each six-month period.
- 2.6.2 During the first six non-practising months pupils attend court with their Pupil Supervisor on a daily basis (or an alternate member of Chambers if their Pupil Supervisor is not in court), and complete research and written work as directed by the Pupil Supervisor. Effort is taken to ensure that the pupil has contact with, and the opportunity to work for, tenants of all levels of seniority within Chambers although tenants are to ask permission from the Pupil Supervisor if assigning work to a pupil to ensure that tasks remain manageable at all times.
- 2.6.3 During the second six months, pupils are assigned a new Pupil Supervisor. Pupils will conduct cases in court alone and can expect to develop their own busy practice from a very early stage. In the event that pupils are not in Court for a day they are expected to either be busy with preparation of their own cases, or to attend Court with another member of Chambers, allowing the pupil to spend time with each tenant in turn. Pupils are subject to regular reviews and where possible feedback is sought from other barristers, solicitors, or court legal advisors, on their performance in court. Pupil Supervisors also offer feedback of all work done, and comments from instructing solicitors and the clerking team.

## 2.7 Training and Assessment

- 2.7.1 Pupillage training at Northampton Chambers focuses on the knowledge, skills and attributes that all barristers will have on day one of practice, as described in the Professional Statement, Threshold Standard and Competences.
- 2.7.2 By the end of pupillage, pupils will have a thorough understanding and appreciation of the operation in practise of rules of conduct and etiquette at the Bar and achieve a working knowledge and understanding of the BSB Handbook.
- 2.7.3 Pupils will be assessed on how they have developed in line with the Professional Statement, Code of Conduct, Core Duties, Threshold Standard, Competences and the Curriculum and Assessment Strategy. Chambers have developed a practical interpretation of the above, namely the Pupillage Assessment Criteria, which should be read in conjunction with all the above documents.

- 2.7.4 A fundamental objective of pupillage is that the pupil should develop and practise the skills necessary to be an effective Advocate. Pupils must pass the Advocacy Training Course provided by their Inn or Circuit in the non-practising period of pupillage. Chambers assist pupils by funding the compulsory training courses as outlined by the BSB. Additional training courses will be considered if, and when, they arise. Pupil Supervisors will ensure that their pupil is given sufficient time to prepare properly for their Advocacy Training Course.
- 2.7.5 Pupils will sit in on conferences and negotiations and will develop their skills in this regard, largely through observation and discussion with the Pupil Supervisor. Pupils will also develop writing and drafting skills through feedback on written examples of work, and their legal research skills will also be further enhanced. Pupils will be given the opportunity of producing their own work and receiving constructive feedback from their Pupil Supervisor.
- 2.7.6 Throughout pupillage, pupils must maintain a record of relevant work done and issues considered, demonstrating the outcomes that have been met.
- 2.7.7 Formal appraisals every three months, in addition to regular feedback and informal monitoring of progress, takes place to ensure that appropriate progress is made against the Competences and Threshold Standards in the Professional Statement. Pupils understand the progress they are making and the areas for development and are given the opportunity to address areas for development during the remaining period of pupillage. As part of the review process, any aspect of the Competences that have not been covered, will be identified by the Pupil Supervisor who will assist the pupil in finding online training, for example webinars, and Chambers will fund those courses.
- 2.7.8 At the end of each period of pupillage an appraisal of skills will take place and a written record is kept.
- 2.7.9 In the event that you do not pass a final assessment against the competences of the BSB's Professional Statement at the end of the practising period, your pupillage will end on the date set out in the Written Pupillage Agreement and your Pupil Supervisor will be unable to notify the BSB that you have demonstrated the required competences.
- 2.7.10 In the event that the Pupillage Committee considers that your failure to demonstrate the required competence is the result of absence from training due to sickness or other extenuating circumstances, the Pupillage Committee may, in its absolute discretion, consider whether an extension or deferral of pupillage might be appropriate to enable you to complete your training (with the duration of any permitted extension reflecting the period necessary to demonstrate competence rather than the period of absence).

## 2.8 Support and Complaints

- 2.8.1 Northampton Chambers is committed to wellbeing at the Bar. Resources relating to this important topic can be found here: <https://www.wellbeingatthebar.org.uk>
- 2.8.2 The wellbeing of pupils during pupillage will be the responsibility of their Pupil Supervisor and the Pupil Coordinator.
- 2.8.3 At the start of pupillage, pupils will be allocated a 'buddy' who will normally be the most junior tenant in Chambers (as they have no vote in relation to tenancy). The idea of this is to provide an informal and friendly point of contact for questions or issues that the pupil may wish to raise to someone other than their Pupil Supervisor.

- 2.8.4 We hope that pupillage will be a positive and constructive experience for all pupils. If a pupil has a complaint, in the first instance, they should consult their Pupil Supervisor, Pupil Coordinator or another member of Chambers. If the issue is not resolved, the pupil should refer to Chambers' Grievance, Harassment and Equality and Diversity Policies. Any grievances or difficulties will be taken seriously and dealt with efficiently and effectively.

## 3 Tenancy

### 3.1 Recruitment to Tenancy

- 3.1.1 Pupils are considered for tenancy towards the end of their year's pupillage, once they have confirmed their application for tenancy is being made. It is rare for pupils to be asked to undertake a third six in Chambers and a decision will generally be made towards the end of pupillage, for obvious reasons such a decision cannot be made at an earlier stage due to the nature of pupillage itself. This can of course be a worrying time for pupils, but every effort is made throughout the entire 12 months to provide reassurance, where appropriate, and areas for development to ensure any difficulties are ironed out as early as possible. Pupils who have worked hard, shown commitment to Chambers and a career at the Bar, and who have the necessary skill set to promote Chambers' general reputation and gain regular work are generally recruited.
- 3.1.2 Pupils are judged on their own merit and rewarded according to the effort they put in. The decision as to whether a pupil is to be taken on as a tenant is made by every member of Chambers at a Chambers' Meeting.
- 3.1.3 To be taken on as a tenant, pupils must secure 75% of the votes of the members of Chambers (excluding the most junior tenant). Prior to the Chambers Meeting and all pupillage reviews, all members of Chambers are asked whether they have information or opinions on any pupil, which they reduce into writing for consideration by all members of Chambers. The views of the clerking and administration staff will be fed to Head of Chambers as part of this process.
- 3.1.4 Pupils may be asked to provide a selection of their written work to be made available for perusal by members of Chambers. In the event that a pupil is not successful in securing tenancy, a third six pupillage may be offered. In the alternative, Chambers will endeavour to help the pupil find a position elsewhere, and pupils will be allowed to remain in Chambers for a period of three months from the date of the relevant Chambers Meeting on a squatting basis.
- 3.1.5 In terms of earnings potential, as a tenant at Northampton Chambers, our work is predominantly publicly funded and is determined by the prevailing rates set by the Legal Aid Agency. There is an opportunity to develop a private practice, particularly in relation to financial remedies and TOLATA, the earning potential for this kind of work will vary widely depending on the individual tenants' experience and the type of case.
- 3.1.6 Continuing Professional Development (CPD) is the work undertaken by barristers to develop their skills, knowledge and professional standards. All barristers are required to undertake CPD (Rule Q130.2 in the BSB Handbook). Chambers signpost online resources as appropriate and hold regular online in-house CPD training sessions.

- 3.1.7 As part of the continual improvement process of the pupillage programme, on completion of their pupillage, pupils are asked to complete a short questionnaire which will then be discussed by the Pupillage Committee to be considered as part of a review.

### 3.2 Third six pupils

- 3.2.1 Third six pupils are occasionally recruited, according to the needs of Chambers. Applications are invited and are considered against the same criteria used for full pupillages by at least two members of the Pupillage Committee. Applicants who fulfil the criteria will be invited to attend an interview in front of three or four members of the Pupillage Committee. Third six pupils are also recruited on the basis that they are potential tenants; they are subject to the same interview and recruitment procedures as twelve-month pupils.

## 4 Appendix

This policy is derived from a number of documents produced by the BSB and Chambers, which are listed below:

- The BSB Handbook Version 4.4
- The Authorisation Framework (7 December 2018)
- The Bar Qualification Manual
- The Professional Statement for Barristers (September 2016)
- Future Bar Training: Curriculum and Assessment Strategy (1 April 2019)
- Written Agreement
- Pupillage Remuneration Policy
- Induction Overview
- Training Record Non-Practising
- Training Record Practising
- Pupillage Assessment Criteria
- Privacy Policy
- Reasonable Adjustments Policy
- Grievance Policy
- Disciplinary Policy
- Harassment Policy
- Equality and Diversity Policy
- Complaints Policy
- Parental Leave Policy