

## Hailsham Chambers

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### **PUPILLAGE POLICY AND INFORMATION BASIC PRINCIPLES**

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This document is issued by Hailsham Chambers in compliance with the Bar Standards Board's requirements of Authorised Education and Training Organisations ("AETOs").

It is amplified in detail by a separate document known as "Detailed Pupillage Policy" ("the DPP") which is provided to successful candidates for pupillage prior to the start of their pupillage.

Number of pupils per year: Chambers will seek to take on no more than 2 funded pupils per year. That number may be altered at the discretion of the Management Committee after consultation with the Head of Pupillage. Chambers reserves the right to take other pupils; such pupillage if any will be arranged on the express basis that it will not in any way adversely affect the quality of funded pupillages or unless impracticable the tenancy prospects of funded pupils.

Choice of pupils: Chambers' application form includes a written problem question which is considered important for assessing the candidates who will be invited for interview. Subject to Chambers' discretion, there is usually only one interview. Chambers will make reasonable adjustments for disabled applicants in recruitment processes.

Pupillage finance:	£55,000 award, plus £5,000 guaranteed earnings in the practising period of pupillage, per pupil. From these sums pupils are expected to pay their travel costs of pupillage and the fees for attendance at compulsory courses, including any resits, plus a laptop if they do not already have one. Of course, a pupil may earn in excess of £5,000 in the practising period. Up to £10,000 of the award may be drawn down for the vocational training year. The award (less any drawdown) will be paid 2/3rds in the first 6 months and the last 3rd in the second 6 months, each 6-month sum being paid in equal monthly instalments, in advance other than the first instalment. At the end of the pupillage, the sum due for guaranteed earnings will be paid less income earned and received.
Pattern of pupillage:	12 months, divided into two periods of 3 months followed by a period of 6 months. Each period of pupillage will generally be undertaken with a different pupil supervisor. The pupil supervisors' respective practices will cover two or more of Chambers' areas of specialisation, including clinical disputes and professional liability in particular. Throughout the year pupils will participate in Chambers' in-house advocacy training programme.
Written pupillage agreement:	Pupils will be provided with a written Pupillage Agreement, complying with current BSB requirements, before starting pupillage. This will set out the duties of Chambers as the AETO, duties of the pupil and details of the pupillage, amplified by the DPP.

**Objective assessment:**

Pupils will be formally appraised by their pupil supervisor after each 3-month period, by reference to the competences in the BSB's Professional Statement. At the end of each of the non-practising and practising periods, the pupil's then current supervisor will assess in discussion with the pupil whether they have met the required competences for that stage and will provide any necessary certification. Pupils will undertake at least two in-house advocacy exercises which will be assessed against criteria of which the pupils will be given advance notice (as well as unassessed ones).

**Equality and diversity:**

Chambers adheres to and supports the Equality and Diversity provisions of the Code of Conduct. Chambers has an Equality and Diversity Policy which will be provided to all pupils before starting pupillage.

**Reasonable adjustments:**

Chambers is prepared to make reasonable adjustments for disabled pupils.

**Grievance procedures:**

Chambers has a documented Grievance Procedure for pupils which forms an annex to the DPP. Chambers' anti-harassment policy and anti-victimisation policy which forms part of the Equality and Diversity Policy applies to all pupils. There is also a Pupil disciplinary policy, as required by the BSB.

Devilling:

The work of pupils is always regulated by their pupil supervisor. In principle no payment is to be expected for work done for any member of chambers during the 12 months of pupillage, although if in the opinion of the pupil supervisor the work required of a pupil ought to be paid for, he or she shall ensure, in advance of such work being done, that appropriate arrangements are made for such payment. Devilling payments are due within 14 days of the completion of the work by the pupil, and the pupil supervisor is responsible for ensuring that such payment is made.

Income, Clerks' fees etc:

Clerks' fees are not payable on devilling, nor on any other professional fees received during the second 6 months of pupillage. No other payment is due from a pupil during the 12 months of pupillage to Chambers whether by way of rent or otherwise. (Rent payments payable in tenancy by a pupil who is recruited as a tenant will however be calculated by reference to receipts in the practising period.)

Fair distribution of work:

The Head of Chambers is under a responsibility to ensure a fair distribution of work amongst junior tenants and working pupils, and to monitor such distribution. This will be done by a senior Member of Chambers (usually an Equality and Diversity officer or as appointed by the Head of Chambers) and the Senior Clerk at regular intervals in accordance with the provisions of the Chambers' Equality and Diversity Policy.

Recruitment of tenants:

Every pupil will, if he or she so wishes, be considered for a tenancy within Chambers. Criteria are set out at Appendix 10 to the DPP.

Where a vacancy exists, Chambers will consider the candidacies of its own pupils before seeking applications from outside Chambers but reserves the right to defer a final decision until it has considered external applicants. Ordinarily, pupils can expect to know by mid to late July whether they will be taken on or not.

Pupils not taken on:

Chambers will provide any assistance it can to help those of its pupils not offered a tenancy in Chambers to obtain a place elsewhere at the Bar or a position outside the Bar.

Pupils not offered tenancies who are invited to take up positions in other Chambers prior to the end of their pupillage in Chambers will be permitted to do so. In such circumstances, where appropriate, pupil supervisors will certify that the completed part of the pupil's pupillage has been completed satisfactorily and that the pupil has met the competences in the BSB's Professional Statement.

Squatting:

It is Chambers policy not to have squatters. It is therefore expected that pupils who are not taken on will leave chambers at the end of their pupillage.

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