



Pupillage Policy

Introduction

1. Halcyon Chambers (formerly 43 Temple Row Chambers) are an established Common Law set located in the heart of Birmingham City Centre.
2. Halcyon Chambers is committed to the principles of Equality & Diversity and Fair Recruitment & Selection. We administer our pupillages in accordance with the requirements of the Bar Standards Board Handbook, the Bar Qualification Manual, and the Equality & Diversity Rules.
3. Our Pupillage is designed to allow our Pupils to exceed the requirements of the threshold Standard and Competences contained in the Professional Statement for Barristers.

Selection Procedure

4. Applicants are recruited on merit and their abilities. Applicants will be able to demonstrate intellectual ability, excellent communication skills and good interpersonal skills. Successful applicants will be invited for interview which may include both written and oral advocacy exercises.
5. Subject to capacity, Chambers will also consider accepting as pupils those sponsored by Government Departments and overseas pupils qualified only to practise outside England and Wales. Neither sponsored nor overseas pupils are funded by Chambers.
6. All applicants for pupillages must be made in the manner specified on the Chambers website or any advertisement placed for that purpose. All vacancies are advertised on the Pupillage Gateway.
7. Details of how to apply will be contained within the advertisement, and additionally on Chambers website. The application process may change from time to time, but never during the currency of a recruitment period.

8. Chambers will make reasonable adjustments to the application process for pupillage and tenancy for disabled applicants and will ensure that adjustments are made where practicable to facilitate pupils and/or practice as a tenant in the event of successful application.
9. We understand that the selection process is generally very demanding and stressful to candidates, so it is conducted with efficiency and courtesy. Given the numbers of applicants for pupillage and the time, and the effort involved in consideration of applications, it is not always possible for Chambers to offer feedback to individual applicants but reasonable effort will be made to respond to any requests for the same.
10. Interviewing will usually be by a panel of at least three. Chambers expects to offer a minimum of one and up to three pupillages per year. The number of pupils sought in each application period will be determined by the Management Committee.
11. An abridged pupillage will be considered where appropriate.
12. Where two or more pupils are to be taken on within the same academic year, Chambers' may stagger the start date at its sole discretion.
13. All pupillages are offered with a view to tenancy.

Pupillage Award

14. From January 2021, we offer pupillage funding of £16,601 per year in line with the Living Wage Foundation's recommendations as adopted by the BSB. This is in the form of an award for the first six, and thereafter a guaranteed income for the second six.
15. Payments are made on a fortnightly basis. Pupils will also be reimbursed for reasonable travel expenses incurred during first six. All pupils must register for VAT before the end of the first six.
16. During second six, our pupils are 'on their feet' and earning their own fees. Pupils in their second six earn on average in excess of £20,000.00. Commission is charged at 10% during the second six. During pupillage, pupils are not charged any Chambers rent.
17. In the event that pupils leave chambers during pupillage or at the conclusion of second six, work done through Chambers must be billed and collected through Chambers and commission will remain payable on fees collected.
18. If during the second six a pupil is asked to undertake devilling work for a member of chambers, a fee contribution should be discussed with the clerks and/or that member of chambers.

Third Six Pupillages

19. Chambers will also consider applications for third 6-month pupillages. Such pupillages will normally be unfunded. Third six pupils earnings will be subject to a 10% levy to cover Clerking and Chambers expenses.
20. The selection process will be similar to that set out above in respect of 12-month pupillages and the same Selection Criteria will be applied.
21. No third 6-month pupillage will be offered if by doing so candidates selected for 12-month pupillages are exposed to unfair competition. Thus no third 6-month pupillage will normally be offered if the third 6 month pupil's application for tenancy is likely to fall to be considered at the same time as those selected for 12-month pupillages.

What To Expect

22. A successful applicant, thereby becoming a pupil of Halcyon Chambers, will be allocated their pupil supervisor at least 14 days before the start of their pupillage. The responsibility for registering pupillage (and any material change during pupillage) is with the pupil. Chambers will assist where appropriate.
23. Chambers will arrange an induction visit before the start of pupillage. All pupils are given a general introduction to Chambers and pupillage followed by a tour of Chambers and its facilities. Pupils are introduced to Members of Chambers and to all members of Chambers staff. Induction documentation will be provided to all pupils at least 14 days before the start of their pupillage.
24. Pupils will be in Court throughout their pupillage. You will be supported and mentored by members of Chambers and benefit from our support of your professional development. Pupils must pass the Advocacy Training Course provided by their Inn or Circuit in the non-practising period of pupillage. Pupil Supervisors will ensure that their pupil is given sufficient time to prepare properly for their Advocacy Training Course.
25. We expect pupils to have very busy practices in their second six. Whilst we expect high standards throughout pupillage, all offers of pupillage are made with the intention that the pupil will become a tenant on successfully completing pupillage.
26. A practicing second/third-six-month pupil should contact any non-attending solicitor after a court hearing in order to inform him/her of the outcome of the hearing, and backsheets on briefs should be completed as soon as practicable.

27. Practicing pupils should also ensure that any future court dates communicated to them are provided to the clerks immediately. Attendance notes should be drafted promptly and sent to Instructing Solicitors within 24 hours of each Court hearing.

Duties of Pupil Supervisors

28. All pupil supervisors selected will have attended the appropriate briefing sessions/courses. The duties of pupil supervisors shall include:

- a) teaching pupils the rules of conduct and etiquette of the Bar;
- b) providing written feedback upon work done by pupils and ensuring that other members of Chambers provide such feedback;
- c) undertaking a periodic written review, at least once every three months, to discuss the progress of pupils and areas in which they could improve;
- d) alerting pupils at an early stage of any concerns with their conduct or performance in order to allow them the opportunity to rectify these concerns, and ensuring that other members of Chambers do the same;
- e) ensuring that pupils meet training requirements;
- f) providing pupils with sufficient breadth and variety in all aspects of work suitable to their level of experience;
- g) encouraging pupils to see work done by and to do work for other Members of Chambers;
- h) ensuring pupils are not overburdened with work and that other members of Chambers seek the permission of pupil supervisors before giving work to their pupils;
- i) assisting and supervising work conducted during the second six months of pupillage, where appropriate;
- j) encouraging good working relationships between their pupils and other pupils, staff and members;
- k) providing the necessary practicing certificates on conclusion of pupillage.

Duties of Chambers Members & Devilling Work

29. In the event that a Member of Chambers would like a pupil to do some work for him/her, the member of Chambers must:

- a) obtain the prior permission of the pupil supervisor, and
- b) provide the pupil and the pupil supervisor with written feedback on the work performed.

Tenancy

30. Chambers' decision concerning the taking on of a pupil as a tenant will usually be communicated to the pupil by no later than 4 weeks prior to the end of Pupillage.

31. In deciding whether to offer a tenancy to a pupil, Chambers will consider the merits of the candidate, Chambers' resources and the fit with Chambers practice needs at the time. In deciding which, if any, pupils are to be offered tenancies, the governing equality and diversity principles set out in paragraph 2 above will be applied.

32. The Constitution of Chambers provide that a tenancy may alternatively be offered on the basis of a majority voting in favour at a Chambers Meeting. A Member who has had an intimate or sexual relationship with a pupil may not participate in any Chambers decisions, including consideration for tenancy, concerning that pupil.

33. At the request of the pupil, the pupil supervisor will provide a reference and assist in helping pupils to obtain a third six pupillage in other Chambers or a tenancy elsewhere in respect of any pupils who have not been offered either a third six or a tenancy in Halcyon Chambers.

34. Pupils who remain in Chambers will receive guidance and assistance from Chambers with a view to promoting their continued progress.