



*Pupillages at 7 King's Bench Walk
Policy and Practice*

7 King's Bench Walk

Temple

London EC4Y 7DS

Telephone 020-7910 8300

Fax 020-7910 8400

Email clerks@7kbw.co.uk

DX 239 LDE

www.7kbw.co.uk

Introduction

OUR VIEW OF PUPILLAGE

At 7 King's Bench Walk, we recognise that pupillage is an important stage of a barrister's career. First and foremost, it is an opportunity to develop the skills the pupil will use throughout his or her practice and to observe others putting those skills into practice. Second, it is a time for the pupil to get to know the individuals who make up Chambers and to decide whether he or she wants to build his or her career amongst them. Third, it is an opportunity for the pupil to put developing skills into practice and, hopefully, to secure a tenancy.

We do not embrace the old-fashioned perception of pupillage as a year-long interview. Whilst securing a tenancy is an important aim for most of our pupils, we believe that the emphasis of a pupillage at 7 King's Bench Walk should be on the pupil's development as a barrister as well as on his or her assessment as a future tenant. Our pupillages are, we hope, designed to achieve this goal.

EQUALITY AND DIVERSITY

In accordance with the Bar Code of Conduct, our recruitment and selection processes for pupils and tenants use objective and fair criteria. We select candidates solely on merit irrespective of race (including colour, nationality, citizenship and ethnic or national origin), sex, sexual orientation, gender reassignment, pregnancy/maternity, marital status or civil partnership, age, religion, belief (including political persuasion) or disability (so far as the physical constraints of our premises permit). Concerning disability, we will make reasonable adjustments to the application process for pupillage and tenancy for disabled applicants, and will consider making reasonable adjustments to facilitate pupillage and/or practice as a tenant in the event of a successful application. All members of our selection panels are trained in fair recruitment and selection processes.

Vacancies for pupillage will be advertised on the Pupillage Gateway save, exceptionally, in circumstances where the Pupillage Funding and Advertising Rules in the Code of Conduct do not apply. All such advertisements will include the information required by Rule Q61 of the Bar Standards Board Handbook. The Pupillage Secretary or Equality and Diversity Officer will maintain a record of the number of applications received and the stage of the application process they reached. This information will be reviewed periodically by the Equality and Diversity Officer and, as necessary, in consultation with the Pupillage Secretary and the Head of the Pupillage Committee, who is Chambers' Director of Pupil Training and has overall responsibility for pupillage. The reasons for any disparities in the data will be investigated and appropriate remedial action will be considered if it appears that this

information may suggest an inequality in the application procedure or its implementation, or disadvantage experienced by particular relevant groups.

OUR POLICY

This document summarises our policy and practice in relation to the recruitment of pupils and starter tenants. It is to be distributed to all members of the Pupillage Committee, pupil supervisors and pupil assessors, to all pupils at the beginning of their pupillage, and to any candidate who requests a copy. It is to be read in conjunction with section D1.2 of the Code of Conduct and the BSB's Supporting Information on the BSB Handbook Equality Rules.

This document and a summary of the information contained in this document appears on Chambers' website at www.7kbw.co.uk.

At the application stage

OUR WORK

The most important decision for most of our applicants is whether the type of work we offer interests them and will stimulate them throughout their practices.

All members of Chambers specialise in commercial law. In practice, commercial law covers everything from small-scale contractual disputes to complex multi-jurisdictional disputes in sectors such as banking, financial services, energy, commodities, insurance and shipping. As a pupil, you can expect to be involved in all of these areas and in other core areas of Chambers' work, such as professional negligence, international arbitration commercial fraud and international sale of goods. Members appear regularly in the Commercial Court and Court of Appeal, and also in the Supreme Court and Privy Council. They also frequently appear in both international and domestic arbitrations, and in other jurisdictions such as Singapore and Bermuda. Whatever the nature of a pupil supervisor's work, a pupil can expect to be fully involved in it.

One of the questions most commonly asked by our applicants is what work the more junior members of Chambers can expect to undertake. There is no single 'mould' for the practice of new tenants at 7 King's Bench Walk. During the early years of practice, our universal experience is that the work is diverse. Typically, junior tenants divide their time between advising and representing clients on their own in more straightforward cases and assisting more senior members of Chambers in large and complex disputes. The nature of commercial work is such that opportunities for advocacy can be less frequent during the first two or three years of practice than in some other branches of the law. We therefore encourage our junior members to appear

in county courts, in arbitrations and in suitable High Court hearings whenever they can, in as many different types of cases as possible.

For most of us, the primary appeal of our work is that it is intellectually demanding and stimulating. It involves reading and absorbing large quantities of documentation, understanding complex factual and technical information, analysing the legal and commercial issues that arise, and researching the law that applies to them. Being a good commercial lawyer requires strong intellectual and analytical abilities, as well as common sense and sound judgement.

OUR MEMBERS

We recognise that one of the most difficult factors for a pupil to assess when applying for pupillage is whether he or she is comfortable with the ‘feel’ of a Chambers. Whether you enjoy your working environment is as important, we believe, as whether you enjoy the work you will be doing.

We believe that the atmosphere at 7 King’s Bench Walk is friendly and easy-going, as well as highly professional. Whilst we have a strong contingent of QCs (24 out of 57 current members are QCs), we are a relatively young and dynamic set with an atmosphere which we believe reflects that composition. We often work in teams together on large cases. It is also important for young barristers to be able to work alongside their contemporaries at solicitors’ firms, especially in large-scale cases where team-work is required. Junior members of Chambers are frequently involved in work of this nature and we believe this is a reflection on the approachability and professionalism of our members.

Members of Chambers have come to the Bar through a variety of routes. Some of our members are non-law graduates, a few are former solicitors and some are practitioners from other jurisdictions. On leaving Chambers, many of our members have become judges, including Lord Denning, Lord Brandon, Lord Goff, Lord Hobhouse, Lord Mance, Lord Justice Longmore, Lord Justice Tomlinson, Mr. Justice Cooke, Mr. Justice Flaux and Mr. Justice Picken.

There is, of course, no formula for deciding whether a set will suit a pupil. If an applicant is interested in pursuing a career at 7 King’s Bench Walk, we recommend

that he or she spends a few days in Chambers to gauge the atmosphere. Details of how to apply for a mini-pupillage appear in the *Mini-Pupillage* section, below. We also encourage applicants to whom we may make an offer of pupillage, particularly those who have not already attended for a mini-pupillage, to spend a day or two in Chambers before deciding whether to accept our offer. We would stress that having done a mini-pupillage at 7 King's Bench Walk is not a pre-requisite for successful application for pupillage. Any unfunded mini-pupillage that is done will form no part of the assessment process on an application for pupillage. Any funded mini-pupillage guarantees the mini-pupil a pupillage interview but, other than that, forms no part of the assessment process on application for pupillage. We must also emphasise that the suggestion that a person to whom an offer of pupillage may be made should spend a day or two in Chambers is made purely to assist him or her in making an informed choice. We take no account of whether an applicant has or has not already spent time in Chambers.

SELECTION CRITERIA

We do not expect applicants to have any knowledge of commercial law when they apply to us and we recognise that many, in particular non-law graduates, will not have had an opportunity to study the areas of law in which we practise. We do, however, expect applicants to have the strong analytical and intellectual abilities that are necessary to meet the demands of commercial practice. For this reason, we do not interview candidates who do not have a first or a good upper-second class degree, save in very exceptional circumstances.

It is also important that our pupils have the potential to become good advocates. For this reason we ask all applicants who are invited to an interview to prepare and present a short advocacy exercise, usually an application for permission to appeal to the Supreme Court.

Applicants are assessed by reference to the following criteria:

A. Intellectual and analytical ability

- A1 A first class degree or a good 2:1
- A2 Other means of demonstrating intellectual ability
- A3 Ability to absorb information from extensive documentation
- A4 Ability to analyse documents and oral communications and to identify salient issues
- A5 Written skills: ability to present complex ideas succinctly and persuasively in writing
- A6 Attention to detail
- A7 Sound judgement

B. Oral communication and advocacy skills

- B1 Advocacy skills
- B2 Oral skills: ability to communicate effectively with solicitors, clients, and experts
- B3 Sound judgement in advocacy and oral communication

C. Temperament

- C1 Professional stamina
- C2 Commitment to and capacity for hard work
- C3 Ability to perform under pressure
- C4 Resilience
- C5 Sense of responsibility

D. Interpersonal skills

- D1 Capacity to understand and to show understanding of the needs and problems of others
- D2 Ability to work alone and as part of a team

E. Commitment to the Commercial Bar / tenancy at 7KBW

- E1 Commitment to a career at the Commercial Bar
- E2 Potential to make a contribution to the life of 7KBW more generally (*e.g.* by giving talks / seminars to solicitors / involvement in marketing activities)

We appreciate that some of these criteria (in particular sound judgement, resilience and oral skills) may be difficult to demonstrate through the Pupillage Gateway paper application and references alone and accordingly such criteria are more relevant to the assessment at the Interview stage.

HOW TO APPLY

Application

7 King's Bench Walk is a member of the Pupillage Gateway scheme. The application procedure is therefore as prescribed by the Pupillage Gateway system, by way of completion of an online application form. If an applicant is by reason of any disability unable to apply through the Pupillage Gateway system in the ordinary way, he or she should contact the Pupillage Secretary, and an alternative but (so far as practicable) equivalent method of applying will be identified which is the most suitable for the

applicant and for Chambers. Please see the links set out at the end of this document and the 7KBW website for further details of how to apply.

References

Applicants will be asked to procure two references to be sent to Chambers in support of their application. We would prefer the references to be academic and/or professional, but will accept personal references if academic/ professional references cannot be provided for any reason. The applicant will be sent a copy of the selection criteria to provide to his or her referees, and will be asked to invite the referees to have regard to the selection criteria when writing their references.

Short-listing for interview

Each application for pupillage will be separately assessed by two members of the Pupillage Committee, each of whom will independently form a judgement, on the basis of the application form and references and by reference to the selection criteria identified above, as to whether the applicant should be invited for interview. They then record their individual assessments of the applicant on an assessment form, a copy of which is distributed with this document. They will not confer with one another before or while carrying out their assessments. If the two assessments differ in the conclusion reached, the application will be referred to the Head of the Pupillage Committee for a final decision on whether or not to invite the applicant for interview. In the event that the number of applicants who have been assessed by both of the assessors as meeting the standard for interview exceeds the number of interview spaces available then the two assessors shall be asked to provide the Head of the Pupillage Committee with a ranking for each application and the final decision as to whether to invite the applicant for interview will be taken by the Head of the Pupillage Committee.

The interview

Only one round of interviews will be held. Not all applicants will be interviewed. Those who are interviewed will be required to undertake a short advocacy exercise, of which they will have been given notice several days in advance. Interviews will be conducted by three or more members of the Pupillage Committee comprising members of Chambers of varying levels of seniority and, as far as practicable, including members of Chambers of different age, gender, and social, racial or cultural background. The interviewing panel will not include any relative or close friend of any of the applicants invited for interview. Applicants are assessed on the basis of the selection criteria set out above, which will be provided to all applicants invited for interview. Each member of the interviewing panel will, immediately following the interview and independently of any of the other members, record his or her assessment on an interview assessment form, a copy of which is distributed with this

document. The assessment forms are then collated and a consensus decision arrived at.

Questions based on the protected characteristics of an individual (such as race, age or gender) will not be asked, nor will personal questions relating to health, family and personal background.

Chambers will make any reasonable adjustment required to ensure that a disabled applicant is not substantially disadvantaged at interview. The communication inviting an applicant for interview will include a question as to whether the applicant may need any special arrangements to be made for the interview.

It is intended that all interviews should take place as near in time to each other as is practicable. In the recent past, Chambers has conducted all such interviews during the course of a weekend, and it is intended that this practice should continue.

Offers will be made in accordance with the Pupillage Gateway timetable and in accordance with the rules stipulated by the Bar Council applying at the time.

Records will be maintained of each application, including all assessments made during the application process, for at least two years.

Pupillages offered

TYPES OF PUPILLAGE

We offer funded 12-month pupillages to those successful applicants who intend to seek a tenancy at 7 King's Bench Walk.

Exceptionally, and subject to obtaining any waiver that may be required of the advertising requirement in the Pupillage Funding and Advertising Rules (where they apply), we may be prepared to offer a funded second six-month pupillage to a pupil who has completed, or is about to complete, a first six-month pupillage elsewhere. Also, but again exceptionally, we may be prepared to offer a third six-month pupillage to a pupil who has completed, or is about to complete, a 12-month pupillage elsewhere. In such cases, the criteria for selection are the same as set out above, but are more stringently applied. The procedure for application for a second six-month or third six-month pupillage is the same as for funded twelve-month pupillages, save that such applications usually cannot be made through Pupillage Gateway. such applications should be made by covering letter accompanied by a CV and two academic and/or professional references addressing the selection criteria outlined above. The application will be subject to assessment in the same manner as an application for a funded 12-month pupillage, followed (where appropriate) by invitation to interview. A sub-committee of the Pupillage Committee, consisting of not fewer than three members of the Committee, will determine what form the interview should take and in particular whether it should involve an advocacy exercise. It will be for the Pupillage Committee to fix the appropriate length of pupillage to be performed (bearing in mind any requirements of the Bar Standards Board) and the pupillage award, if any.

Chambers is also prepared to consider applications for pupillage from those eligible for exemption from part or all of the Bar Training Rules under section B7 of the Rules, but required by the Bar Standards Board to undertake a period of pupillage (including solicitors, other qualified lawyers, and teachers of the law of England and Wales of experience and distinction). The application process is the same as for those applying for second or third six-

month pupillages. There is a different procedure for applications for tenancy from established practitioners, which is set out in a separate policy document.

NUMBER OF PUPILLAGES

A maximum of four funded 12-month pupillages per year are available to applicants who intend to seek a tenancy at 7 King's Bench Walk. At present, Chambers does not advertise vacancies for second six-month pupillages, but it may in certain circumstances be prepared to offer a second six-month pupillage, subject to obtaining any waiver that may be required of the Pupillage Funding and Advertising Requirements (where they apply). There is no restriction on the number of third six-month pupillages offered.

Chambers accepts deferred applications, but only in exceptional circumstances.

REMUNERATION AVAILABLE TO PUPILS

Trainee solicitors in major City firms of solicitors are well paid during their period of training and we see no reason why pupils at 7 King's Bench Walk should not also be well rewarded. Thus, pupillage awards of £60,000 are available for 2016/2017 and £65,000 for 2017/2018 and 2018/2019 pupillage years. Such awards may be supplemented by any fees earned during the second six months of pupillage (pupils should not expect to undertake any paid work of their own during the first or second six months of pupillage but it is often the case that pupils taken on as tenants do undertake paid work of their own following the tenancy decision). Any travelling expenses incurred by a pupil during pupillage, other than the cost of travelling to and from Chambers each day, will be reimbursed by Chambers.

Pupillage awards are payable in equal tranches at the beginning of each month of pupillage. In the event of a pupil leaving Chambers, the balance of any award will not be paid.

We are willing to advance a proportion of the pupillage award (usually up to £25,000) on an interest-free basis for use during the year preceding pupillage, on condition that the advance will be repaid if the pupil does not pass the Bar exams or complete his or her pupillage. Chambers will recoup any advance made out of the award payable during the first six months of pupillage. We therefore suggest that, before asking for an advance, the question of how much to ask for is considered carefully, as this will affect the amount received in that first six months.

During pupillage

PATTERN OF PUPILLAGE

A pupil will normally be attached to one pupil supervisor for the first three months of pupillage and will be involved in every aspect of his or her practice. In order to ensure that the pupil obtains a width of experience, however, he or she will then change pupil supervisor every two months or so for the remaining period of pupillage.

YOUR WORK

The work of a pupil is diverse. A large component will be helping in the preparation of trials and applications and attending Court with your pupil supervisor. It will also include drafting statements of case, researching the law, writing opinions and attending conferences, where advice is given and the case is discussed with solicitors, clients and expert witnesses. These are all skills a barrister at 7 King's Bench Walk can expect to use throughout his or her practice. We ensure that pupils have the opportunity to develop them during pupillage, and help them as far as we can to do so.

You will, of course, also attend Court with your pupil supervisor. This will enable you to see the preparation, in which you will have played a part, put into practice. You will be able to observe many different styles of advocacy, not only those of your pupil supervisors, but also of opponents.

YOUR DUTIES AND THE DUTIES OF PUPIL SUPERVISORS

The duties of a pupil, and of pupil supervisors and the heads of Chambers, are set out in the Pupillage Handbook (the current version is dated September 2014) produced and provided to you by the Bar Standards Board. Your attention is drawn in particular to sections 3 and 6 to 8.

You are asked, in particular, to note the requirement in section 6 regarding the completion of pupillage checklists. 7 King's Bench Walk uses the Commercial and Admiralty Checklist. You should expect to complete all the matters covered on the checklist within the period of your pupillage, and your pupil supervisors should monitor this. Complete pupillage checklists should be sent to the Pupillage Liaison Officer (as to whom see below).

HOLIDAY ENTITLEMENT

In accordance with the Bar Standards Board's current guidance, you are entitled to four weeks leave during the 12 months of your pupillage (in addition to any bank holidays that fall within the period of pupillage). Except with special permission given by the Head of the Pupillage Committee, no more than two weeks' leave may be taken prior to the Decision as to Tenancy, which is usually taken in the 10th month of pupillage.

If your pupillage at 7 King's Bench Walk is shorter than 12 months, the above provisions will apply on a *pro rata* basis (e.g., if your pupillage is for 6 months, you will be entitled to two weeks' leave, with one of those weeks to be taken after the Decision as to Tenancy).

In special cases, these Holiday Entitlement provisions may be relaxed by the Head of the Pupillage Committee, provided always that the relevant pupil spends the minimum amount of time in Chambers required for the issue of a Certificate of Satisfactory Completion of Pupillage.

MONITORING OF PUPILLAGE

Pupils will be assessed by their pupil supervisors. In addition, pupils will be asked to do one or more pieces of work for named pupil assessors during the last three months of their first six months of pupillage and during their second six months of pupillage. A pupil may also do work for other members of Chambers during this period, if time permits. The allocation of such work is monitored by the pupil supervisors. Pupils should receive feedback from all those for whom they work.

In addition, pupil supervisors, pupil assessors and any other members of Chambers for whom a pupil works are required to complete an assessment form, a copy of which is attached to this document. These forms are collected by the Pupillage Liaison Officer, for review by the Pupillage Committee. They are confidential and are not shown to pupils. They are also not shown to other pupil supervisors or any member of Chambers other than members of the Pupillage Committee, except when a Decision as to Tenancy is being made. The forms will form the basis of a discussion with each pupil of his or her performance and progress at a meeting on or shortly after each change of pupil supervisor. Pupils will also be given an opportunity at these meetings to raise any questions they may have about their pupillage and to ask for feedback on the progress of their pupillage.

All 12-month pupils will be asked to carry out two, or possibly three, advocacy exercises during the course of their year, one prior to the six-month review (see below), and another prior to the Decision as to Tenancy. These exercises will be organised by the Pupillage Liaison Officer, and assessed by a panel of three members

of Chambers, nominated by the Pupillage Committee. The panel's assessments are reported to the Pupillage Committee. They are afforded the same confidentiality as pupil assessment forms.

SIX MONTH REVIEW

Pupillages are guaranteed for 12 months. We review the progress of pupils during the sixth month of pupillage. The review is undertaken by the Pupillage Committee on the basis of the views expressed by members of Chambers for whom the pupil has worked. We will let a pupil know as early as possible during the sixth month of pupillage (usually March of the relevant year) if we think he or she does not have a realistic prospect of securing a tenancy. We will be happy for the pupil to complete his or her pupillage with us, but if the pupil concerned decides that he or she would prefer to pursue opportunities at another set of Chambers we will do whatever we can to assist. In this way, the pupil concerned should be able to maximise his or her chances of obtaining a second or third six-month pupillage elsewhere, if he or she so chooses.

TENANCY

Save with regard to established practitioners and solicitors not required to undertake pupillage, we offer tenancies only to those who have been pupils at 7 King's Bench Walk.

DECISION AS TO TENANCY

The decision whether or not to offer a pupil a tenancy is made by Chambers as a whole, although the Pupillage Committee will make a recommendation on the basis of the views of members of Chambers for/with whom the pupil has worked. No single member of Chambers is permitted to veto a decision and if any members wish to challenge a recommendation of the selection committee this should be done by reference to the selection criteria and on grounds that are substantiated. The Pupillage Committee, in determining its recommendation, will do so by reference to the selection criteria set out above, on the basis of the following material:

- written reports from pupil supervisors;
- written reports from pupil assessors;
- written reports from other members of Chambers for whom the pupil has done work (if any);
- reports from the panel(s) before whom any advocacy exercise(s) involving the pupil have been conducted.

The Pupillage Committee convened to consider the recommendation to be made in respect of any pupil will include at least 5 members, including the Head of the Pupillage Committee, and, as far as possible, including members of Chambers of different age, gender, and social, racial or cultural background. The panel will not include any relative or close friend of any of the candidates.

Decisions as to Tenancy are made as early as possible in order to allow the maximum opportunity for any unsuccessful pupil to complete his or her second six month pupillage elsewhere, if he or she so desires, or to secure a third six month pupillage elsewhere. The decisions are normally made and communicated to pupils in the first two weeks of the tenth month of pupillage (usually at the start of July of the relevant year).

PROSPECTS

Chambers continues to expand and candidates of ability therefore stand a good chance of obtaining a tenancy upon completion of pupillage.

AFTER THE TENANCY DECISION

Successful candidates can expect to undertake some work of their own, under the guidance of their last pupil supervisor, during the remainder of their pupillage year. Their earnings, once taken on, will depend largely upon the amount of work they undertake. Recent experience suggests, however, that new tenants are able to earn as much as, if not more than, the salary of a trainee or assistant solicitor in a commercial firm. New tenants are not required to make more than a nominal contribution towards Chambers' expenses until their income is such that they can genuinely afford to do so.

Pupils who have not been offered a tenancy are normally welcome to complete their pupillage in Chambers. In practice, however, it will usually be in their best interests to try to secure a second or third six months pupillage elsewhere. We do all we can to assist such pupils to find a place in another set of Chambers and, to date, we have been generally successful in relocating our former pupils, most of whom have gone on to obtain tenancies elsewhere.

Points of Contact

HEAD OF THE PUPILLAGE COMMITTEE

Each year, a senior member of Chambers who is also a member of the Pupillage Committee is appointed the Head of the Pupillage Committee, currently **Richard Waller Q.C.**

PUPILLAGE SECRETARY

Each year, a member of Chambers who is also a member of the Pupillage Committee is appointed as Pupillage Secretary, currently **Elizabeth Lindesay**. All applications for pupillage and queries concerning applications for pupillage should be addressed to her by email to pupillage@7kbw.co.uk or by telephone.

PUPILLAGE LIAISON OFFICER

Each year, a member of Chambers who is also a member of the Pupillage Committee is appointed as Pupillage Liaison Officer, currently **Adam Turner**. His function is to ensure the smooth administration of pupillage (including the assessment procedures described above) and the fulfilment of the Bar Standards Board's administrative requirements (such as the registration of pupillages and the completion of pupillage checklists). Pupils are encouraged to contact Adam with any questions about these matters.

PUPILLAGE WELFARE REPRESENTATIVES

Each year, two junior members of Chambers are appointed as Pupillage Welfare Representatives, currently **Sarah Martin** and **Harry Wright**. Their function is to monitor pupils' progress informally throughout the year and to offer guidance on any grievances, problems or other questions which pupils may have. Any concerns raised with the Pupillage Welfare Representatives shall (insofar as is possible and desirable) be kept confidential. The Pupillage Welfare Representatives are not members of the Pupillage Committee and, accordingly, do not participate in any decisions of the Pupillage Committee on pupils' applications for tenancy.

MINI PUPILLAGE SECRETARY AND COMMITTEE

Each year a member of Chambers is appointed Mini-Pupillage Secretary, currently **Richard Sarll** and another member of Chambers is also appointed to the Mini-Pupillage Committee.

If things go wrong

GRIEVANCE PROCEDURES

If any pupil has a question about the organisation or progress of his or her pupillage, or a grievance, he or she is encouraged to refer the matter either to his or her current pupil supervisor or, if the pupil is at all apprehensive about discussing the matter with his or her pupil supervisor, to one or both of the Pupillage Welfare Representatives (**Sarah Martin** and **Harry Wright**: see above), or to the Equality and Diversity Officer (currently **Anna Gotts**).

If resolution of the complaint through this discussion is not possible, the pupil should set out the complaint in writing to the Pupillage Welfare Representatives for investigation.

The complaint will (insofar as it is possible and desirable) be kept confidential, and no complainant will suffer detriment as a result of a complaint made in good faith.

Pupils' attention is drawn to Chambers' Grievance Procedures, a copy of which is attached hereto. All pupils are provided with copies of the current version of Chambers' Equality and Diversity Policy and Grievance Procedures.

HARASSMENT

Harassment is any form of unwanted conduct relating to age, disability, gender reassignment, race, religion or belief, sex or sexual orientation which has the aim or effect of violating a person's dignity, or which creates an intimidating, hostile, degrading, humiliating or offensive environment for that person or a witness to the conduct; or where a person engages in unwanted conduct of a sexual nature which has such aim or effect; or where a person engages in unwanted conduct of a sexual nature (or related to gender reassignment or sex) which has such aim or effect and - because the recipient rejected or submitted to that conduct - treats the recipient less favourably than if they had not rejected or submitted to it. All such conduct is impermissible. Chambers' Policy on Harassment is attached. In the event of harassment, a pupil should adopt the grievance procedures referred to above. Avenues for redress for individuals suffering harassment are also set out in the Supporting Information to the BSB Handbook Equality Rules, which is available from the Bar Standards Board.

Mini-pupillages

For individuals interested in acquiring further experience of the Commercial Bar and Chambers in particular, 7 King's Bench Walk offers mini-pupillages of three days' duration. A mini-pupil typically spends time with several different members of

Chambers, attending court, arbitration hearings or conferences, as well as looking at papers and doing legal research. Mini-pupillages are not assessed. They represent an opportunity for the mini-pupil to get a better idea of the practice and people of 7 King's Bench Walk. Completion of a mini-pupillage is not, however, a pre-requisite to an application for pupillage.

Up to 12 funded mini-pupillages are available. These come with an award of £250 together with a guaranteed pupillage interview upon subsequent application for pupillage through "Pupillage Gateway". Applications for funded mini-pupillages must be received by **1 November** and will be scheduled in the period 1 December to 30 April.

Non-funded mini-pupillages are available in 2 periods during the year. Applications for the period from 1 April to 31 July must be received by **1 March**. Applications for mini-pupillages in the period 1 September to 30 November must be received by **1 July**.

To apply for either a funded or a non-funded mini-pupillage, please send the following:

- (a) a covering letter expressing the reasons for your interest in the Commercial Bar and 7 King's Bench Walk, and stating which period you are applying for; and
- (b) a full CV, which should include results achieved in any examinations undertaken to date, and a full breakdown (by subject matter and, if possible, indicating percentage marks rather than overall grades) of the results of all examinations undertaken during any degree courses.

Applications, which should be marked for the attention of "The Secretary to the Mini-Pupillage Committee", should be sent via email to mini-pupillage@7kbw.co.uk.

Applications for funded mini-pupillage award a guaranteed pupillage interview (upon an application subsequently made via the Pupillage Gateway in the normal way). Each application for a funded pupillage is separately assessed by the Mini Pupillage Secretary and the other member of the Mini-Pupillage Committee, each of whom will independently form a judgement, and then pass the application and assessments to the Head of the Pupillage Committee for a final decision as to whether to award a funded (rather than unfunded) mini-pupillage. Each application for a funded pupillage with guaranteed pupillage interview is assessed on the basis of the objective criteria listed above in the same way as applications for pupillage.

Decisions regarding applications will be made, and applicants notified, as soon as possible upon receipt.

The Social Mobility Foundation and the Bar Placement Scheme

In addition to ordinary mini-pupillages, 7 King's Bench Walk participates in the Bar Placement Scheme organised by the Social Mobility Foundation and the Bar Council. This scheme was set up to give talented students from low income backgrounds an insight into life at the Bar, creating an opportunity for gifted people from all social backgrounds to consider building a career as a barrister. For further details about eligibility and how to apply please contact our Pupillage Secretary, **Elizabeth Lindsay**.

Further Information

Further information on pupillage can be obtained from the following sites:

Pupillage Gateway

<http://www.pupillagegateway.com/>

The Bar Standards Board

<http://www.barstandardsboard.org.uk/>

<https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/>

https://www.barstandardsboard.org.uk/media/1610725/pupillage_handbook_2014_new_code_full_doc.pdf

https://www.barstandardsboard.org.uk/media/1596730/bsb_equality_rules_handbook_june_2014.pdf

The Bar Council

<http://www.barcouncil.org.uk/becoming-a-barrister/how-to-become-a-barrister/>

http://www.barcouncil.org.uk/media/165213/recruitment_guidev22_18sept_merged_readonly.pdf

We are always happy to talk to anyone who is interested in applying to 7 King's Bench Walk or in a career at the Commercial Bar. If you would like to talk to one of our recent tenants, please feel free to contact **Elizabeth Lindesay** or **Adam Turner**. If you would like specific information about applications for pupillage, please contact **Elizabeth Lindesay**. Both can be contacted by email at the following address: pupillage@7kbw.co.uk.