

PUPILLAGE TRAINING PLAN

INTRODUCTION

Pupillage at Gough Square Chambers is designed to prepare the pupil for a successful career at the Bar and provide them with the foundations upon which to build a practice as specialist in consumer law.

As a minimum, the pupillage training will provide the pupil with the opportunity to comfortably satisfy each of the competences set out in the Professional Statement.

The pupil will be reviewed against the Professional Statement regularly during the course of the pupillage to ensure that progress is being made and the subsequent training is appropriately focused; it is anticipated that informal reviews will take place every few days.

The majority of the pupil's training will take place by observing their pupil supervisors, discussing work with their pupil supervisors and carrying out exercises for their pupil supervisors which are then critically reviewed and upon which feedback is provided. Consequently, the pupil supervisors are best placed to assess the pupil's progress, react flexibly and design the day-to-day training to ensure the pupil is reaching their full potential. However, the following training plan sets out the overall structure of pupillage.

PRIOR TO COMMENCING PUPILLAGE

The pupil shall enter into the pupillage contract with Chambers and provide suitable evidence of their qualifications and their entitlement to proceed to the pupillage based element of the Bar qualification process.

The pupil shall meet with the Head of Pupillage to discuss the arrangements for pupillage. During this meeting, the Head of Pupillage will:

- provide the pupil with copies of Chambers' policies which apply to the pupil;
- discuss the practical arrangements for pupillage, including start date, working times and working locations. If the pupil has any need or desire for flexible or part-time working, this will be explored during the meeting;
- provide the pupil with a pupillage folder (and an electronic version of the same) which will contain the key pupillage documents, including the pupillage policy, the Professional Statement Progress Sheet and this Training Plan;
- assist the pupil to complete the BSB form required to register the pupillage;
- answer any questions the pupil may have about pupillage;
- enquire as to the pupil's equipment set up and discuss practicalities for accessing Chambers' premises and electronic systems.

The pupil will also be invited to lunch by two junior tenants and provided the opportunity to ask questions of others who have recently been through the pupillage process.

NON-PRACTISING SIX MONTHS

Day 1

The pupil will meet their pupil supervisor. There will be an informal induction, where the pupil is given a full tour of Chambers and specifically shown the fire safety procedures, the location of the toilets, the kitchen, the photo copying facilities, the library and the clerks' room.

The clerking/support team will ensure the pupil has access to Chambers' electronic systems and is provided with a key to Chambers' premises and the alarm code.

The pupil supervisor will discuss the structure of the pupillage generally, the supervisor's expectations and the work that the pupil can expect to undertake for the next few months.

Diaries permitting, there will ordinarily be an informal reception for the pupil in the evening.

End of Month 1

The pupil supervisor will conduct the first formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

End of Month 2

The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

End of Month 3

The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

The Head of Pupillage will meet with the pupil to discuss the progress of the pupillage so far, check the Professional Statement Progress Sheet and the reviews conducted by the pupil supervisor. The Head of Pupillage will answer any further questions the pupil may have.

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| End of Month 4 | The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress. |
| Within Months 5 and 6 | Whilst the pupil will have been exposed to other members' work on an <i>ad hoc</i> basis, in the two months leading up to the start of the practising six months, the pupil will increasingly be sent to observe junior members of Chambers carrying out the kind of work that the pupil can be expected to undertake in their second six. |
| Within Month 5 | <p>The pupil will undertake the formal oral advocacy assessment in Chambers. Constructive feedback will be provided and the supervisors and Head of Pupillage will determine whether the pupil is ready to be signed off for their practising six months.</p> <p>If further bespoke training is required it will be prepared and provided. A further oral advocacy assessment will be arranged to check on the pupil's progress and to ensure they have reached a sufficient standard prior to signing off for their practising six months.</p> |
| End of Month 5 | The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress. |
| Start of Month 6 | The Head of Pupillage will liaise with the pupil supervisor and the pupil to ensure that the Certificate of Satisfactory Completion of Non-Practising Pupillage is completed and submitted to the BSB in good time to allow a provisional practising certificate to be obtained for the start of the practising six months. |
| Prior to end of Month 6 | The pupil must satisfactorily complete their Inn's pupil advocacy course before commencing their practising six months. This can take place at any time during the first six months but the pupil will be encouraged to book in early. |
| End of Month 6 | The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress. |

The Head of Pupillage will meet with the pupil to discuss the progress of the pupillage so far, check the Professional Statement Progress Sheet and the reviews conducted by the pupil supervisor. The Head of Pupillage will answer any further questions the pupil may have.

Three weeks prior to any change in supervisor the Head of Pupillage will liaise with the pupil and their supervisors to ensure the Notification of a Material Change Form is submitted to the BSB in good time.

PRACTISING SIX MONTHS

Start of Month 7 The pupil will start accepting instructions.

End of week 1 The supervisor will hold a formal review of the first week and the practising six months and ensure that the pupil is comfortable with the work they are accepting and how they have performed. Constructive feedback will be provided as appropriate and the pupil will be prepared for further work in their own name.

The number and extent of these formal practise reviews will be determined by the pupil supervisor with the support tailored to the specific pupil. These formal reviews are in addition to the constant oversight and guidance that the pupil supervisor provides during the practising six months.

End of Month 7 The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

Within Month 8 The Senior Clerk will hold a practice development meeting with the pupil.

End of Month 8 The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

Within Month 9 The pupil will complete the formal written assessment. Constructive feedback will be provided.

End of Month 9 The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future

training/work as necessary to ensure the pupil's continued progress.

The Head of Pupillage will meet with the pupil to discuss the progress of the pupillage so far, check the Professional Statement Progress Sheet and the reviews conducted by the pupil supervisor. The Head of Pupillage will answer any further questions the pupil may have.

Start of Month 10

The pupil supervisors and the pupillage committee will prepare written reports regarding the pupil's progress and make recommendations as to whether the pupil should be offered tenancy. These reports and recommendations shall be circulated around Chambers ahead of the tenancy vote procedure.

Within Month 10

Chambers will decide whether to make the pupil an offer of tenancy in line with the Chambers' Constitution.

End of Month 10

The pupil will be informed of the tenancy decision by the Head of Chambers.

The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

Within Month 11

The Senior Clerk will hold a practice development meeting with the pupil ahead of becoming a tenant in Chambers.

If the pupil has not been offered tenancy, the Head of Chambers, Head of Pupillage and the pupil's current and past supervisors may also attend to discuss the support that can be provided to the pupil to secure a third six or employment elsewhere and to discuss the possibility of squatting in Chambers.

End of Month 11

The pupil supervisor will conduct a formal review of the pupil's progress against the Professional Statement and make a record of that review. The pupil supervisor will adapt future training/work as necessary to ensure the pupil's continued progress.

Start of Month 12

The Head of Pupillage will liaise with the pupil supervisor to determine whether the pupillage can be signed off. If so, the Head of Pupillage will ensure that the Certificate of Satisfactory Completion of Practising Pupillage is completed

and submitted to the BSB in good time to allow a practising certificate to be obtained for the start of tenancy.

End of Month 12

The pupil completes pupillage.

A de-brief/feedback meeting will be arranged between the pupil and the Head of Pupillage (whether or not the pupil has been offered tenancy).

If the pupil has become a tenant in Chambers, a further practise development meeting will be held with the Senior Clerk.