

St Pauls Chambers Mini Pupillage Policy Document

Mini – Pupillage Competition

1. A mini – pupillage competition shall take place twice a year and shall be advertised on Chamber’s website and social media.
2. The applicant shall email to the designated mini – pupillage email address a copy of their curriculum vitae and a covering letter of no more than 500 words.
3. The dates for applications are as follows:
 - a. 1 March – 31 March ‘spring competition’;
 - b. 1 September – 30 September ‘autumn competition’.
4. Two mini – pupils will be selected from each competition.
5. All mini – pupils will be offered one week with SPC.
6. The mini – pupillages will take place:
 - a. Spring competition; April/May
 - b. Autumn competition: October/November

Marking criteria

7. Members of chambers who assist with sifting for the chosen candidates for mini – pupillage will implement all equality and diversity measures and policies.

Academic ability [10 points]

Candidates should hold minimum 2.1 degree or pending 2.1 if not yet graduated.

Relevant work experience/employment [10 points]

Please be mindful covid has reduced opportunities for work experience. Relevant work experience is not limited to legal only. The candidate should be demonstrating how any non – legal work experience has provided them with transferrable skills.

Activities/interests [10 points]

Aside from non – legal pursuits, candidates should be able to demonstrate some interest in the bar/ role of a barrister, whether that be mooting/ debating or societies at university.

Interest in SPC/connection to Leeds [5 points]

The candidate should be able to demonstrate a genuine interest in the work done at SPC and express why they are seeking a mini – pupillage with our organisation.

Mini – pupillage decision

8. Any mini – pupillage applications which attain the same marks shall be sent to the current head of the pupillage committee, for the final decision.
9. The decision to offer a candidate a mini – pupillage will be confirmed to the candidate by a nominated sifter via Chamber’s mini – pupillage email.
10. The candidate will be provided with the weeks available in April/May (spring competition) and October/November (autumn competition).
11. Once this is selected, the head clerk is to be notified of the dates and the diary will be updated.

Mini – pupillage week

12. The mini – pupil is to attend chambers on their first day at 9am.
13. Chambers shall endeavour to provide the mini – pupil with a full and varied work week, but due to the nature of the profession this can not be guaranteed.
14. Any members who consider that a mini – pupil has made either a positive or negative impression whilst on a mini – pupillage should communicate this via email with the head clerk and head of the pupillage committee.

Mini – pupillages outside of the competition

15. If members of chambers offer a mini – pupillage to a person outside of the competition they are solely responsible for that mini – pupil.
16. Sole responsibility includes organising the work for that mini – pupil to observe that week, whether it be their own cases or that of their colleagues.
17. The clerks will not be asked nor required to facilitate work for that mini – pupil.