

### **St Pauls Chambers Mini Pupillage Policy Document**

1. A mini pupillage competition shall take place three times a year and shall be advertised on our website and social media.
2. To apply, the applicant will send to the designated mini-pupillage email address a copy of their curriculum vitae and a covering letter with a paragraph explaining why they wish to have a mini-pupillage at St Pauls Chambers.
3. The dates for the applications are as follows:
  - a. January for those wishing to undertake a mini pupillage between February to March.
  - b. April for those wishing to undertake a mini pupillage between May to July.
  - c. October for those wishing to undertake a mini pupillage between November to December.
4. The mini pupillage will last for three days.
5. St Pauls Chambers offers two mini-pupillages for each competition. Therefore, Chambers will have six mini-pupils each year.

#### **Marking Criteria**

6. The applications will be marked using the following criteria:

Academic Ability [10 points]

*Candidates should have a 2.1 degree or above or pending 2.1 if not yet graduated.*

Work Experience [10 points]

*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.*

Advocacy Experience [10 points]

*Candidates should be able to demonstrate some advocacy experience, whether that be mooting/ debating or public speaking in societies at university.*

Interest in St Pauls Chambers [15 points]

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

### The Mini-Pupillage Committee

7. The mini-pupillage committee consists of at least four members from chambers. The mini-pupillage committee will be diverse and will represent varying levels of seniority and include at least one member of each gender.
8. The mini-pupillage committee will have an appointed chair who will be responsible for the overall management of the application process.
9. The mini-pupillage committee is responsible for all aspects of the recruitment of mini pupils to St Pauls Chambers and the pastoral care, support and training of the mini pupils during their work experience.

### Decision Making Process

10. Any mini-pupillage applications which attain the same marks shall be sent to the current head of the pupillage committee, for the final decision.
11. The decision to offer a candidate a mini-pupillage will be confirmed by a nominated sifter via the designated mini-pupillage email address.
12. The candidate will be provided with the weeks available in February to March, May to July and November to December.
13. Once the dates are selected, the clerks will be notified and the chambers' diary will be updated.

#### Mini-Pupillage – Practicalities

14. The mini-pupil will be expected to attend chambers for 9am unless told otherwise by a member of the mini-pupillage committee or the nominated barrister the mini-pupil will be shadowing.
15. Members of Chambers who are seven years' call or below will assist with mini-pupillages in the first instance. Mini-pupils will be asked to provide their preferred area of law to the committee in advance of commencing the mini-pupillage; St Pauls Chambers will endeavour to accommodate the mini-pupil's preference.
16. Any members who consider that a mini-pupil has made either a positive or negative impression during their time with St Pauls Chambers should communicate this via email to the head of the pupillage committee.

#### Mini-Pupillages Outside of the Competition

17. St Pauls Chambers supports the Bridging the Bar Mini-Pupillage Programme. St Pauls Chambers will provide mini-pupillages to two candidates selected by Bridging the Bar each year.
18. If members of chambers offer a mini-pupillage outside of the competition, they are solely responsible for that mini-pupil. The clerks will not be asked nor required to facilitate work for that mini-pupil.