

PUPILLAGE OBJECTIVE

SELECTION CRITERIA



CHAMBERS OF GRAHAME ALDOUS QC

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1. Introduction

As part of our strategy for the future, we look to recruit candidates of high intellectual ability, usually evidenced by at least a 2:1 degree, but who can also show a commitment to the Bar and a flair for advocacy, combined with common sense and sound judgement. Our pupillage programme is well planned and we have an excellent record of recruiting from our pupils.

9 Gough Square's over-riding objective is that the selection and treatment of all pupils should be fair and should provide each individual with a rewarding period of training. Pupils will be selected by a process that is reliable, valid, objective and transparent. 9 Gough Square operates an Equality and Diversity Policy which ensures that the selection process is carried out without discrimination in respect of race, colour, ethnic or national origins, nationality, citizenship, sex, sexual orientation, marital status, age, religion, political persuasion or disability.

9 Gough Square's Pupillage Committee ('PC') will oversee the selection process and training. The PC is made up of a minimum of 6 Members of Chambers, of varied call, and the Chief Executive.

9 Gough Square offer at least two twelve-month funded pupillages each year. These positions will be advertised on the 9 Gough Square website and on the Pupillage Portal, as well as such other advertising as is decided by the PC. No potential pupil is offered a pupillage unless they have been selected via the 9 Gough Square selection procedure and no applicant is given preferential treatment.

2. How to Apply

All applications are to be made by way of the 9 Gough Square Pupillage Application Form. The Application Form can be downloaded from the 9 Gough Square website.

The Application Form shall be considered against the agreed criteria for selection for pupillage, being:-

- Intellectual achievement
- Ability to think analytically
- Effective communication skills
- Advocacy skills
- Resilience
- Interpersonal skills
- Commitment, drive and determination
- Motivation
- Independence
- Team-working ability
- Evidence of broader experience beyond the law
- Relevant legal experience

The PC will consider all applications on the above criteria and decide which applicants are to be offered a first interview.

3. First Interview

The PC shall interview all selected applicants, with the assistance of other members of 9 Gough Square where appropriate. All members of the PC have received training in interview techniques and all interviews will be according to a format agreed in advance of each selection process by the PC to ensure comparability between interviewees. At the conclusion of the interviews, the PC will discuss the performance of each candidate and reach agreement as to a shortlist of applicants they wish to return for a second interview. All unsuccessful candidates will be notified promptly.

4. Second Interview

The PC shall oversee the second interviews and shall invite other members of 9 Gough Square to sit on interview panels as appropriate.

Following the second interviews, the PC will offer pupillages to the successful candidates and all unsuccessful candidates will be notified promptly.

5. The Structure of Pupillage

At the commencement of the pupillage, the PC will ensure that the pupils are aware of:

- a. The funding arrangements, to include confirmation that complete and accurate records will be kept of all financial arrangements between 9 Gough Square and the pupil and an explanation as to when and how monies will be paid by 9 Gough Square.
- b. The structure of the pupillage.
- c. The way to deal with problems that might occur during pupillage; 9 Gough Square Grievance Procedure will apply equally to pupils and each pupil shall be provided with a copy of the Grievance Procedure at the start of the pupillage.

Pupillage will be split into three periods, each of 4 months, each with a different pupil supervisor. It is expected that the first 4-month period will be spent with a personal injury practitioner and that the second and third periods will be with criminal and/or family practitioners.

Each pupil supervisor will be of more than 8 years' call, and shall be registered with their Inn as a pupil supervisor and have undertaken their Inn's training course.

A pupil will be expected to focus on his/her pupil supervisor's work during each 4-month period. At the end of each 4-month period the pupil supervisor will complete a written assessment of the progress of his/her pupil.

In addition to the work done for their supervisor, each pupil will be expected to undertake pieces of standardised assessed paperwork, that will be used during the consideration of any tenancy application. The assessed exercises will be done for selected members of 9 Gough Square and will be done by each pupil at the same time, to an agreed deadline. The selected member of 9 Gough Square will provide feedback to each of the pupils and to the PC. There will be up to five pieces of

assessed civil paperwork (drafting and advisory), up to two pieces of criminal paperwork and one piece of family paperwork.

The pupils will also complete at least three assessed advocacy exercises, to commence in the second 4-month period.

Throughout the pupillage the PC shall periodically seek the views of members of 9 Gough Square and the Clerks' room as to the progress of the current pupils.

6. Third Six Pupillage

9 Gough Square welcomes applications for third six pupillages dependant on need, to be assessed annually. A successful applicant will stand out from his or her peers and show commitment to the Bar in a multi-disciplinary set. Invitation to apply will be notified on the website in July each year.

Applications are to be made by way of the 9 Gough Square Pupillage Application Form mentioned above and selection will be made based on the selection criteria listed above.

7. Mini-Pupillages

9 Gough Square offer a limited number of formal mini-pupillages throughout the year. These are normally of two days duration and take place between July and September. Applications should be marked 'mini-pupillage' and sent to 9 Gough Square with a covering letter and CV. Unfortunately, it is not possible to give all applicants mini-pupillages, and preference is given to 2nd year undergraduates and CPE of PgDL Students. Applicants are then selected on the same selection criteria as for pupillage proper.