

# Radcliffe Chambers

## **MINI-PUPILLAGE POLICY STATEMENT**

## **1. AVAILABILITY**

- 1.1. Radcliffe Chambers offers non-assessed mini-pupillages as a convenient means of allowing students to see what life is like in a set of Chancery chambers. We also provide assessed mini-pupillages as part of our process for recruiting pupils.
- 1.2. Non-assessed mini-pupillages of two days' duration will be offered to candidates at times when they can be conveniently accommodated in Chambers. Those times will normally fall within the period 1 October to 30 April. There will normally only be one non-assessed mini-pupil in Chambers at any one time.

## **2. APPLICATIONS**

- 2.1. Applications will be accepted throughout the year. Applications received by 19 August in any year will be considered with a view to allocating mini-pupillages during the period 1 October to 15 January. Applications received after that date and before 13 January in any year will be considered with a view to allocating mini-pupillages during the period 1 February to 30 April.
- 2.2. Each application should consist of a CV together with a covering letter. The covering letter need not be handwritten. The envelope should be clearly marked 'Mini-Pupillage'. Applications will normally only be accepted from applicants who are in the penultimate or final year of a law degree or who are undertaking the graduate diploma in law.
- 2.3. Upon receipt of all applications, two members of the Pupillage Committee will select a list of those applicants who merit an invitation to undertake a mini-pupillage. The selection will be made by reference to the selection criteria set out below. The selected applicants will be invited to contact one of the clerks to arrange a convenient time to come to Chambers. Those times will be allocated on a first-come-first-served basis and it will not normally be possible to rearrange the time of a mini-pupillage.

## **3. SELECTION CRITERIA**

3.1. Chambers does not discriminate directly or indirectly on grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion or political persuasion.

3.2. Applications will be assessed according to the following criteria:

3.2.1. Academic ability;

3.2.2. Maturity and responsibility as evidenced by extracurricular activities;

3.2.3. Communication skills;

3.2.4. Interest in the Bar;

3.2.5. Interest in Chancery work;

3.2.6. Experience of advocacy through mooting or debating;

3.2.7. Care and attention in the preparation of the application

#### **4. RECORD KEEPING**

4.1. Records of applications will be kept for a period of no more than six months after the selection process has taken place. After that period, they will be securely destroyed.

#### **5. FINANCIAL ASSISTANCE**

5.1. Discretionary grants may be made as a contribution to the expenses of mini-pupils who might otherwise be unable to travel to London for the period of their mini-pupillage. Grants may also be made towards the travel costs of mini-pupils who attend court with their mini-pupil supervisor during the period of mini-pupillage.

#### **6. ALLOCATION OF MINI-PUPILS**

6.1. It is intended that mini-pupils should see representative examples of chambers' work. Where possible, we will try to ensure that mini-pupils have the opportunity to discuss the work they have seen with their mini-pupil supervisor. We have found that mini-pupils derive a greater benefit from such discussions than from attending court where they may well be unfamiliar with the subject matter of the hearing.

#### **7. APPLICATIONS FOR PUPILLAGE**

7.1. Completion of a non-assessed mini-pupillage does not form part of the application process for pupillage. The performance of a non-assessed mini-pupil is not taken into account whether positively or negatively in considering any subsequent application for pupillage.

## **8. STIPEND**

8.1. A discretionary stipend to a maximum of £150 is available, subject to proof of travel and accommodation expenses. The accommodation component is up to £25 per night and a fixed sum of £10 per day subsistence allowance.

## 9. MINI-PUPILLAGE SELECTION CRITERIA

NAME:	SCORE
ACADEMIC ABILITY (10)	
MATURITY AND RESPONSIBILITY (10)	
COMMUNICATION SKILLS (10)	
INTEREST IN THE BAR (5)	
INTEREST IN CHANCERY WORK (5)	
ADVOCACY EXPERIENCE (5)	
CARE AND ATTENTION IN PREPARATION OF APPLICATION (10)	
TOTAL (55)	

SELECT FOR MINI-PUPILLAGE:

YES    NO