

Radcliffe Chambers

MINI-PUPILLAGE POLICY STATEMENT

1. AVAILABILITY

1.1. Radcliffe Chambers offers two-day non-assessed mini-pupillages as a way of allowing prospective applicants to see what life is like in a set of commercial-chancery chambers.

1.2. We also provide assessed mini-pupillages as part of our process for recruiting pupils. The arrangements for our assessed mini-pupillages can be found in our Pupillage Policy.

2. APPLICATIONS

2.1. Applications will be accepted throughout the year. However, applications will be considered for mini-pupillage at the times listed in the following table.

<u>Application window opens</u>	<u>Application window closes</u>	<u>Mini-pupillage window</u>
30 November 2019	31 January 2020	2 March 2020 to 1 May 2020
1 February 2020	29 March 2020	4 May 2020 to 26 June 2020

2.2. Please note that we are currently in the process of adjusting our mini-pupillage application windows for late 2020 onwards. Future dates may therefore differ from the above pattern. Please refer back to the mini-pupillage website. We aim to publish a revised policy in 2020.

2.3. Applications received on the closing dates listed above will be considered for that period.

2.4. To apply for a non-assessed mini-pupillage, candidates should complete a copy of our application form, which can be found on our website. Application forms should be sent by email to mini-pupillage@radcliffechambers.com. Please do not send us any other documents.

2.5. Once an application window closes, the Mini-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 our receptionist 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. Advocacy and communication skills;
- 3.2.3. Responsibility;
- 3.2.4. Interest in a mini-pupillage at the commercial/chancery Bar; and
- 3.2.5. Care and attention in preparing the application.

3.3. Applications will usually only be successful if the applicant is studying for a law degree, undertaking the GDL, or is at a later stage.

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 or stay in 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 their mini-pupillage.

5.2. To apply for a discretionary grant, a mini-pupil should email mini-pupillage@radcliffechambers.com, attaching soft copies of the receipt(s) for which they seek reimbursement. Alternatively, applications for a discretionary grant may be made prior to undertaking a mini-pupillage (whether at the time of making the application for a mini-pupillage or after you have been notified that your application for a mini-pupillage has been successful).

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 simply 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 in considering any subsequent application for pupillage.

MINI-PUPILLAGE SELECTION CRITERIA

NAME:	SCORE
ACADEMIC ABILITY (10 MARKS)	
ADVOCACY AND COMMUNICATION SKILLS (10 MARKS)	
RESPONSIBILITY (10 MARKS)	
INTEREST IN A MINI-PUPILLAGE AT RADCLIFFE CHAMBERS (10 MARKS)	
CARE AND ATTENTION IN PREPARING THE APPLICATION (5 MARKS)	
TOTAL (45 MARKS)	

SELECT FOR MINI-PUPILLAGE:

YES NO