

Radcliffe Chambers

MINI-PUPILLAGE POLICY STATEMENT

(UPDATED AND IN FORCE AS OF 1 SEPTEMBER 2021)

1. AVAILABILITY

- 1.1. Radcliffe Chambers offers 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. SPECIAL ARRANGEMENTS IN THE LIGHT OF THE COVID-19 PANDEMIC

- 2.1. Please note that the following arrangements are currently in place in the light of the Covid-19 pandemic. These will be kept under review as appropriate.
 - 2.1.1. We are currently offering non-assessed mini-pupillages which last one day only. It is possible that we will offer longer mini-pupillages, which last for two days, in the future.
 - 2.1.2. The mini-pupillage is likely to involve looking at a typical set of papers and discussing life at the commercial-chancery Bar with one or more members of Chambers. It is unlikely that the mini-pupillage will involve attending Court in person.
 - 2.1.3. Mini-pupils will be supervised by a member of Chambers, and during the mini-pupillage they will mostly sit with that member in their room. We will endeavour to follow Government guidance on social distancing. During the mini-pupillage, mini-pupils will not generally be expected to wear a face covering in Chambers, and neither will the member of Chambers supervising the mini-pupil. This is subject to any changes to Government guidance in relation to face coverings.
 - 2.1.4. Mini-pupils are asked to undertake a lateral flow test the day prior to attending Chambers.

3. APPLICATIONS

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

Application window opens	Application window closes	Mini-pupillage window
1 September 2021	31 October 2021	1 December 2021 to 28 February 2022
1 November 2021	28 February 2022	1 April 2022 to 31 July 2022
1 March 2022	30 June 2022	1 September 2022 to 30 November 2022
1 July 2022	31 October 2022	1 December 2022 to 28 February 2023

3.2. Applications made within one of the application windows above (i.e. received on or before the applicable closing date listed above) will be considered for the corresponding mini-pupillage window.

3.3. 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 (whether CV, covering letter or otherwise) as these will not be considered.

3.4. 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.

4. SELECTION CRITERIA

4.1. 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.

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

4.2.1. Academic ability;

4.2.2. Advocacy and communication skills;

4.2.3. Responsibility;

4.2.4. Interest in a mini-pupillage at the commercial/chancery Bar; and

4.2.5. Care and attention in preparing the application.

4.3. Applications will usually only be successful if the applicant is in the penultimate or final year of a law degree, undertaking the GDL, or at a later stage.

5. RECORD KEEPING

5.1. 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.

6. FINANCIAL ASSISTANCE

6.1. 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.

6.2. 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).

7. ALLOCATION OF MINI-PUPILS

7.1. 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.

8. APPLICATIONS FOR PUPILLAGE

8.1. 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