

# Radcliffe Chambers

## **MINI-PUPILLAGE POLICY STATEMENT**

**(UPDATED AND IN FORCE AS OF 1 NOVEMBER 2023)**

## **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. ARRANGEMENTS FOR MINI-PUPILLAGES**

2.1. Please note that the following arrangements are currently in place in relation to mini-pupillages:

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. The mini-pupillage may not 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.

## **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.

| <b>Application window opens</b> | <b>Application window closes</b> | <b>Mini-pupillage window</b>         |
|---------------------------------|----------------------------------|--------------------------------------|
| 1 July 2023                     | 31 October 2023                  | 1 December 2023 to 28 February 2024  |
| 1 November 2023                 | 28 February 2024                 | 1 April 2024 to 31 July 2024         |
| 1 March 2024                    | 30 June 2024                     | 1 September 2024 to 30 November 2024 |
| 1 July 2024                     | 31 October 2024                  | 1 December 2024 to 28 February 2025  |

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](mailto: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](mailto: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