

Radcliffe Chambers

MINI-PUPILLAGE POLICY STATEMENT

(UPDATED AND IN FORCE AS OF 6 FEBRUARY 2025)

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.

Application window opens	Application window closes	Mini-pupillage window
1 November 2024	28 February 2025	1 April 2025 to 31 July 2025
1 March 2025	30 June 2025	1 September 2025 to 30 November 2025
1 July 2025	31 October 2025	1 December 2025 to 28 February 2026

- 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

Every mini pupil will receive £100 irrespective of their travel or any other expenses. Payment will be made once the mini-pupillage has been undertaken. Bank details will be requested on the day of the mini-pupillage.

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