

Fountain Chambers
Middlesbrough

Mini-Pupillages

Head of Chambers: Collette Price
Chair of Pupillage Committee: Kerry-Jayne Healey
Mini-pupillage co-ordinator: Kevin Ross
Equality & Diversity Officer: Collette Price

This policy applies to all mini-pupillages offered by Fountain Chambers.

Introduction

This document describes the policy and procedures adopted by Chambers when dealing with mini-pupillages.

Fountain Chambers is committed to promoting equality and diversity at the Bar and encouraging those from non-traditional backgrounds to consider the Bar as an option, providing a work environment in which all individuals are treated with dignity and respect. Fountain Chambers is determined to promote a work environment in which everyone is treated equally and can flourish. A copy of this policy is available on the website.

1. Fountain Chambers is committed to offering mini-pupillages as follows:
 - (i) Four fully funded week-long mini-pupillages in each year for those applicants who meet the criteria.
 - (ii) Between 6 and 8 week-long mini-pupillages in each year where applicants may receive reimbursement of expenses (food and travel) for the time they spend in Chambers if they qualify under the eligibility criteria.

Funded Mini-Pupillages

2. Each year Chambers will offer four week-long funded mini-pupillages as follows:
 - (i) Two in the first six months of each year (January to June).

- (ii) Two in the second six months of each year (July to December).
 - (iii) Applications should be made using the form available on the Chambers' website.
 - (iv) The application date for mini-pupillage taking place in the first half of the year is 30th November (e.g. for a mini-pupillage in January to June 2021 the application date will be 30th November 2020). Dates will be advertised on Chambers' website.
 - (v) The application date for mini-pupillage taking place in the first half of the year is 31st May (e.g. for a mini-pupillage in July to December 2021 the application date will be 31st May 2020). Dates will be advertised on Chambers' website.
 - (vi) The precise dates of the mini-pupillage will vary depending on the availability of work within Chambers at any given point and the availability of successful applicants.
3. A payment of £200 will be provided for each mini-pupil. That will be paid as follows: £100 the week before the mini-pupillage commences and £100 on the last day of the week.
4. If a mini-pupil is unable to attend then Chambers will be entitled to a refund of the monies paid on a *pro rata* basis. Each mini-pupil will be required to sign a contract in advance.
5. Applications should be made by completing the form on Chambers' website and emailing it to Chambers at clerks@fountainchambers.co.uk. Applications should be clearly marked, in the subject header "Application for mini-pupillage".
6. Candidates may make multiple applications but will only be eligible to undertake one such funded mini-pupillage with Chambers.
7. The criteria to be applied are as follows:
- (a) Applicants must have attended a state school.
 - (b) In addition applicants must demonstrate which of the following criteria they meet:
 - (i) they are a person of colour;
 - (ii) they are female;
 - (iii) they have a disability;
 - (iv) they were eligible for free school meals;

- (v) they were the first generation of their family to attend university.
8. Applicants may, at the discretion of Chambers, be asked for proof of any claims made. All information provided will be treated confidentially and used only for the purposes of assessing eligibility for the scheme. By applying for the scheme applicants consent:
- (i) To their data being used to assess their eligibility.
 - (ii) To their data being held until a decision has been made and for 30 days thereafter.
 - (iii) To their data being anonymised in order to monitor the effectiveness of the scheme.
9. Applications will be determined on a points based system. Each of the criteria referred to in paragraph 7(b) above shall be allocated points as follows:
- (i) 1 point;
 - (ii) 1 point;
 - (iii) 1 point;
 - (iv) 2 points;
 - (v) 1 point.
10. The mini-pupillage shall be awarded to the applicant with the most points in any given selection exercise. Where candidates have an equal number of points the candidate with the application made first in time will be awarded the mini-pupillage. Applicants will be notified as to whether they have been successful within 2 weeks of the closing date for applications.

Other Mini-Pupillages

11. Each year Chambers will offer an additional six to eight week-long mini-pupillages as follows:
- (i) Three to four in the first six months of each year (January to June).
 - (ii) Three to four in the second six months of each year (July to December).
 - (iii) Applications should be made using the form available on the Chambers' website.
 - (iv) The application date for mini-pupillage taking place in the first half of the year is 30th November (e.g. for a mini-pupillage in January to June 2021 the application date will be 30th November 2020). Dates will be advertised on Chambers' website.

- (v) The application date for mini-pupillage taking place in the first half of the year is 31st May (e.g. for a mini-pupillage in July to December 2021 the application date will be 31st May 2020). Dates will be advertised on Chambers' website.
 - (vi) The precise dates of the mini-pupillage will vary depending on the availability of work within Chambers at any given point and the availability of successful applicants.
12. Mini-pupils who meet the eligibility criteria may apply to have partial funding. Where successful Chambers will pay:
- (i) Reasonable travel cost (second class public transport or parking (up to £4.00 / day) upon production of receipts; and
 - (ii) An allowance for meals of £15 each week.
13. That will be paid as follows:
- (i) £15 on arrival in Chambers on the first day of the mini-pupillage.
 - (ii) Transport costs will be reimbursed immediately upon receipt (either daily or at the end of the week).
14. If a mini-pupil is unable to attend then Chambers will be entitled to a refund of any monies paid on a *pro rata* basis. Each mini-pupil will be required to sign a contract in advance.
15. Applications should be made by completing the form on Chambers' website and emailing it to Chambers at clerks@fountainchambers.co.uk. Applications should be clearly marked, in the subject header "Application for mini-pupillage".
16. Candidates may make multiple applications but will only be eligible to undertake one such partially funded mini-pupillage with Chambers.
17. The eligibility criteria are:
- (i) they are a person of colour;
 - (ii) they are female;
 - (iii) they have a disability;
 - (iv) they were eligible for free school meals;

- (v) they were the first generation of their family to attend university;
 - (vi) attendance at a state school.
18. Applicants may, at the discretion of Chambers, be asked for proof of any claims made. All information provided will be treated confidentially and used only for the purposes of assessing eligibility for the scheme. By applying for the scheme applicants consent:
- (i) To their data being used to assess their eligibility.
 - (ii) To their data being held until a decision has been made and for 30 days thereafter.
 - (iii) To their data being anonymised in order to monitor the effectiveness of the scheme.
19. Applications will be determined on a points based system. Each of the criteria referred to in paragraph 7(b) above shall be allocated points as follows:
- (i) 1 point;
 - (ii) 1 point;
 - (iii) 1 point;
 - (iv) 2 points;
 - (v) 1 point;
 - (vi) 1 point.
20. Partial funding will be provided to any pupil who achieves 4 points under the eligibility criteria.

Additional Mini-Pupillages

21. Chambers will not offer mini-pupillages other than through this policy. Any individual member of Chambers who wishes to provide work experience individually shall take sole responsibility for anyone they invite.

Appeals

22. Any appeals against a decision or complaints about the way in which this policy operates should be directed to either the mini-pupillage co-ordinator or the Equality & Diversity Officer.

The policy was adopted in July 2021 and will be reviewed by July 2023.

Mini-Pupillage - draft application form - FULLY funded

Your name		
Your contact details (phone / email /address)		
Period applied for		
I confirm I am over the age of 18.	Yes / No	
Current situation (e.g. undergraduate and name of institution, nature of degree)		
Why would like a mini-pupillage in Chambers?		
Which area of law are you interested in (this will allow us to match your interests to the availability of work).	Crime / Family / Either	
Which state school did you attend?		
Dates of attendance at school.		
Which of the following criteria do you meet:	Person of colour. (Please provide details)	Yes / No Details:
	Are you female	Yes / No
	Do you have a disability? (If you are prepared to please provide brief details).	Yes / No Details:
	Eligibility for free school meals. Please provide details of years eligible.)	Yes / No Details:
	First generation of family to attend university.	Yes / No
Do you require any reasonable adjustments in order to participate in a mini-pupillage? (If yes, please provide an outline of the adjustments you need.)	Yes / No Details:	

I confirm that I have read the mini-pupillage policy and agree to be bound by its contents.	Signed:	Dated:

Mini-Pupillage - draft application form - FREE / PARTIALLY funded

Your name		
Your contact details (phone / email / address)		
Period applied for		
I confirm I am over the age of 18.	Yes / No	
Current situation (e.g. undergraduate and name of institution, nature of degree)		
Why would like a mini-pupillage in Chambers?		
Which area of law are you interested in (this will allow us to match your interests to the availability of work).	Crime / Family / Either	
Which of the following criteria do you meet:	Attendance at state school.	Yes / No Name of school: Dates of attendance:
	Person of colour. (Please provide details)	Yes / No Details:
	Are you female	Yes / No
	Do you have a disability? (If you are prepared to please provide brief details).	Yes / No Details:
	Eligibility for free school meals. Please provide details of years eligible.)	Yes / No Details:
	First generation of family to attend university.	Yes / No
Do you require any reasonable adjustments in order to participate in a mini-pupillage? (If yes, please provide an outline of the adjustments you need.)	Yes / No Details:	

I confirm that I have read the mini-pupillage policy and agree to be bound by its contents.	Signed:	Dated: