

EAST ANGLIAN CHAMBERS MINI-PUPILLAGE POLICY

Policy – General

1. East Anglian Chambers operates a year round mini-pupillage process to enable individuals interested in these Chambers and/or a career at the Bar the opportunity to experience the work of a regional mixed practice set. Chambers is committed to improving equality and diversity at the Bar and welcomes applications from talented individuals regardless of age, race, ethnic or national origin, religion or belief, gender, sexual orientation, gender identity, disability or socio-economic background.
2. Mini-pupillages are not assessed and do not form the basis of selection for 12 month pupillages. Applicants should, however, be aware that one mark is available in the selection criteria for 12-month pupillages for demonstrating a commitment to the East Anglian region and/or Chambers.
3. Mini-pupillages are normally for one week (four days if the week includes a bank holiday) and successful applicants are normally placed at their centre of choice, i.e. Norwich, Ipswich or Chelmsford.
4. During a typical week a mini-pupil can expect to attend court each day with a nominated barrister (normally, the barrister will change throughout the week); read papers; observe that barrister and others in court; discuss the case with the barrister and, where appropriate, attend Chambers for the purposes of observing a conference.
5. There may be occasions where a mini-pupil is not permitted to sit in a private hearing. All reasonable efforts will be made to ensure this is established in advance so that the mini-pupil may observe another barrister. Occasionally, this will not be known until the parties are at court and a mini-pupil may be asked to withdraw. In such circumstances, the clerking team will endeavour to make alternative arrangements.
6. Mini-pupils are not expected nor required to travel beyond the location at which they are placed (i.e. Norwich, Ipswich or Chelmsford). The clerking team will endeavour to place a mini-pupil with a barrister in a court local to their allocated centre but there may be occasions where this is not possible. Mini-pupils are welcome to travel to another location to observe other barristers from these Chambers in court, but the incidental expense of such travel cannot be reimbursed. However, Chambers provides a Funding Scheme which is available for mini-pupillages, referred to below. Also, Lincoln's Inn operates a Mini-Pupillage Grant Scheme to assist mini-pupils with

the cost of travel and accommodation. Further details about the Scheme can be found at: <https://www.lincolnsinn.org.uk/becoming-a-barrister/funding/>

7. Mini-pupils must sign a confidentiality undertaking before starting their week at Chambers, further details of which will be provided upon an offer being made.
8. Mini-pupils are required to attend in business dress.
9. Feedback on any mini-pupillage experience is welcome and should be directed to the Mini-Pupillage Coordinator using the application email address (see below).
10. Please note that Chambers does not operate a separate scheme of work experience and is unable to consider applications from school pupils for such opportunities.

Eligibility requirements

11. Applicants must be at least 18 years old at the time of application.

Selection criteria

12. Applications will be assessed using the following criteria (ranked in importance):
 - (i) Academic ability and/or academic potential;
 - (ii) Interest in a career in law and, specifically, the Bar;
 - (iii) Interest in the East Anglian region and East Anglian Chambers; and
 - (iv) Presentation of the application.

Extraordinary mini-pupillages

13. Chambers, in its discretion, may, from time to time, decide to offer a mini-pupillage to a person who meets the minimum eligibility criteria in circumstances other than in accordance with the procedure set out in this policy. This may be as part of a wider local legal community initiative and/or as part of Chambers' links to higher education settings such as a local university law school. It may arise where Chambers considers that a person meeting the eligibility criteria has demonstrated exceptional promise in the skills necessary for a successful career in law such as, for

example, through an essay competition, mooted competition or at a public speaking event. Chambers may also offer such a mini-pupillage in circumstances which improve access and barriers to a career in law faced by under-represented groups.

Mode of application

14. All applications should be made by email with covering letter and CV to the Mini-Pupillage Coordinator at minipupillage@ealaw.co.uk. Applicants should specify in their covering letter the centre at which they wish to be based for the duration of their mini-pupillage (either Chelmsford, Ipswich or Norwich).
15. Applicants should expect to wait no more than 6 weeks for a substantive response.

Funding

16. Applicants may also apply to Chambers, pursuant to Chambers' Mini-Pupillage Funding Scheme, for a limited grant up to the maximum sum of £100 for financial assistance with their mini-pupillage. Chambers provides such financial assistance in order to promote access to and to facilitate mini-pupillages. For further details on how to apply, please review the Funding Scheme documentation on Chambers' website.

Equality, Diversity and Access

17. Chambers operates an open and fair competition for mini-pupillage places and is committed to its policy of equality of opportunity and diversity. If anyone with a disability who is contemplating applying for mini-pupillage is concerned about accessibility issues they are welcome to discuss the matter in the first instance with Yvonne May, who can be reached on 01473 346137 or by e-mail to ymay@ealaw.co.uk.

General Information about a career at the Bar

18. If you are not quite ready to apply for a mini-pupillage, but have an interest in the Bar and would like more information or a greater insight; or, if you are a member of an educational establishment which would welcome a presentation about a possible career at the Bar, please feel free to discuss the matter with Chambers Administrator Yvonne May, who can be reached using the contact details provided in the preceding paragraph.