

**Pupil Supervisor Registration and Approval**

Please ensure that you have read and understood the following notes before submitting an application.

* In order for you, a barrister, to become a Pupil Supervisor you must:

1. Meet the eligibility requirements as set out in Section B5 of the Bar Standards Board Handbook and Section 4 of the Pupillage Handbook;
2. Fully complete and **submit this application form** [1 x Fom A] to the Inn;
3. Include a **certified copy** of your **current Practising Certificate** when submitting this application. [Certified as a true copy of the original by your chambers or employers. A photocopy (if submitting by post or in person) or a scanned copy (if by email)];
4. Arrange for **two supporting references** [2 x Form B] to be completed and submitted.

[Form B for referees is available to download on the [Middle Temple website](http://www.middletemple.org.uk/education-and-training/education-and-training/pupil-supervisors)];

1. **Attend a Pupil Supervisor Briefing Session** at one of the four Inns of Court or on Circuit [please check the [Middle Temple website](http://www.middletemple.org.uk/education-and-training/education-and-training/pupil-supervisors) for upcoming sessions and how to book a place].

* Each application to become a Pupil Supervisor must be supported by two references as set out in Section B5, paragraph rQ50 of the BSB Handbook:

rQ50

1. By an independent person who is a High Court or a Circuit Judge, a Deputy High Court Judge; a Records; a Leader of a Circuit; a Queen’s Counsel; a Master of the Bench of an Inn; Treasury Counsel or a person of comparable standing who is able to comment from personal knowledge on the applicant’s suitability to act as a pupil supervisor; and

1. Subject to Rule q50.3 below,

1. In the case of an employed barrister; by a more senior lawyer employed in the same organization and who has direct knowledge of the work of the applicant;

1. If the application is a Head of chambers, or there is no more senior lawyer employed in the same organization with the required knowledge, or for any other reason the support of the person referred to in Rule Q50.2 is not available, by a second person falling within Rule Q50.1 above.

* Each referee must have received and read in full the completed and dated application form [Form A] before completing a reference form [Form B].
* The duties of a Pupil Supervisor as set out in section B5, paragraph rQ54 of the BSB Handbook are as follows;

rQ54 A pupil supervisor must when responsible for supervising any pupil:

1. Take all reasonable steps to provide the pupil with adequate tuition, supervision and experience;
2. Have regard to any pupillage guidelines issued by the Bar Standards Board and to the Equality Code for the Bar; and

1. Ensure that the pupil prepares for and attends any further training required by the Bar Standards Board such as advocacy training provided by the pupil’s Circuit or Inn.

**Checklist**

Please ensure that you submit the following documents;

1. Application form [Form A] completed in full with declaration box checked and dated.
2. Certified copy of your current Practising Certificate.
3. Two reference forms [Form B], as detailed in the notes above.

* Referees must first read in full the completed and dated Form A before completing a reference form [Form B].
* Emailed reference forms must be received directly from the referee’s professional email address.
* Reference forms must be completed in full with the declaration box checked and dated.
* Form B for referees is available to download on the [Middle Temple website](http://www.middletemple.org.uk/education-and-training/education-and-training/pupil-supervisors).

**How to Submit Your Application**

Please submit the above documents to the Inn;

In person/ by post:

Christa Richmond

Education Department

Ashley Building

Middle Temple Lane

London

EC4y 9BT

By email:

[c.richmond@middletemple.org.uk](mailto:c.richmond@middletemple.org.uk)

**Please note** - references can either be submitted by the applicant along with their application or sent directly to the Inn by the referee.



**Pupil Supervisor Application Form [Form A]**

Please **type** in the boxes below using **Arial font size 11 pt**. Please click on a checkbox to tick/untick.

Do **not** complete by hand

|  |  |
| --- | --- |
| I, [first name(s) & surname] |  |
|  |  |
| of [full home address inc post code] |  |
|  |  |
| [mobile telephone] |  |
|  |  |
| [email address] |  |

apply to be registered as a Pupil Supervisor in the chambers/employment of:

|  |  |
| --- | --- |
| [Name of Chambers/Organisation] |  |
|  |  |
| at [full address inc post code] |  |
|  |  |
| [Chambers/Organisation telephone] |  |

In conjunction with the eligibility criteria set out in Section B5 of the Bar Standards Board Handbook I can confirm that:

1. I have practised in the United Kingdom or another Member State[[1]](#footnote-1) as a barrister (other than as a pupil who has not completed pupillage in accordance with section B5) or as a person authorized to exercise a right of audience or to conduct litigation by another Approved Regulator for a period of at least six years in the previous eight years; and

Yes  No

1. for the previous two years have regularly practised as a barrister and been entitled to exercise a right of audience before every court in England and Wales in relation to all proceedings

Yes  No

|  |
| --- |
| * If your answer to both questions (i) and (ii) is YES, please fully complete the remainder of this form and supply all information requested. * If your answer to one or both questions (i) and (ii) is NO, then you do not meet the requirements for eligibility to become a pupil supervisor. [Please contact Christa Richmond if you wish to discuss this further] |

|  |  |  |
| --- | --- | --- |
| 1. I was Called to the Bar on [mm/yy] |  | |
|  |  | |
| 1. I completed my 12 months pupillage on [mm/yy] | |  |

1. I have practised as a barrister or a member of another authorized body at:

[If applicable, your practice history prior to your current chambers/organization. Please list clearly and provide dates.]

|  |
| --- |
|  |

1. save for the following breaks in practice:

[e.g. parental leave, sick leave or a career break. Please list clearly and provide dates.]

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**Supplementary Information**

1. Have you attended, or are you registered to attend, a Pupil Supervisor Briefing Session?

Yes. I have attended, or I am registered to attend, a Pupil Supervisor Briefing Session at:

|  |  |  |  |
| --- | --- | --- | --- |
| [Inn/Circuit] |  | on [mm/yyyy] |  |

No. I have not yet attended or registered for, a Pupil Supervisor Briefing Session.

*Remember that a barrister must attend a Pupil Supervisor Briefing Session at an Inn of Court or Circuit AND submit this application to become an approved Pupil Supervisor. It is the barrister’s responsibility to separately book his/her place onto a Pupil Supervisor Briefing Session. Please click* [*here*](http://www.middletemple.org.uk/education-and-training/education-and-training/pupil-supervisors) *to details of upcoming sessions and how to book a place.*

1. Please give details of the nature, scope and principal areas of your self employed/employed work:

|  |  |
| --- | --- |
| [Approx number of cases handled per year] |  |
|  | |
| [Type of work & area of law] | |
|  | |

1. Describe the sort of training and experience that you could offer a pupil:

|  |  |
| --- | --- |
| [Paperwork] |  |
|  |  |
| [Court work] |  |
|  |  |
| [Advocacy] |  |
|  |  |
| [Instruction in conduct & etiquette] |  |

|  |  |
| --- | --- |
| [Opportunities for feedback] |  |
|  |  |
| [Other] |  |

1. Are you a member of any circuits?  Yes – please indicate below  No

South Eastern  Midland  Western

Wales & Chester  Northern  North Eastern

1. Are you covered by indemnity insurance?  Yes  No
2. Please provide details of any past and/or pending (including outcomes) complaint(s) about you to the Bar Standards Board/Bar council/other authorized body:

[Please provide date(s)]

|  |
| --- |
|  |

1. Is there any urgency about this application?  No  Yes – Please indicate why below

|  |
| --- |
|  |

**declaration**

Please take time to review all the information you have entered in this application. Once satisfied, read the statement below and check the box to confirm your understanding and acceptance. A copy of this completed and dated Form A should then be sent to your referees with a blank reference Form B.

|  |  |  |  |
| --- | --- | --- | --- |
| *I declare that the particulars entered on this application are true in all respects and I give permission for Middle Temple to contact the Bar Standards Board/ Bar Council/ other authorized body to release any information that it might hold on me relating to any complaint(s) or other matters that are considered material to this application. Middle Temple may request additional information or make further enquiries regarding this application.* | | | |
| [Signature] |  | |  |
| **By checking this box, I confirm my agreement and signature**. | | | |
| [Date] |  |  | |

*The information provided in this application form, and any information provided in respect of your application, will be used for the purpose of considering your application to become a Pupil Supervisor. After the process is complete the result will be recorded in your membership record. We will inform the Bar Standards Board once your application has been approved. Full details of the processing carried out by the Inn and your rights in respect of that processing can be found on the website at www.middletemple.org.uk*

1. *‘ Member State’ is defined in the Bar Training Regulations as a “state which is a member of the European Communities”* [↑](#footnote-ref-1)