

Pupillage Registration

A step-by-step guide to registering pupillages via MyBar

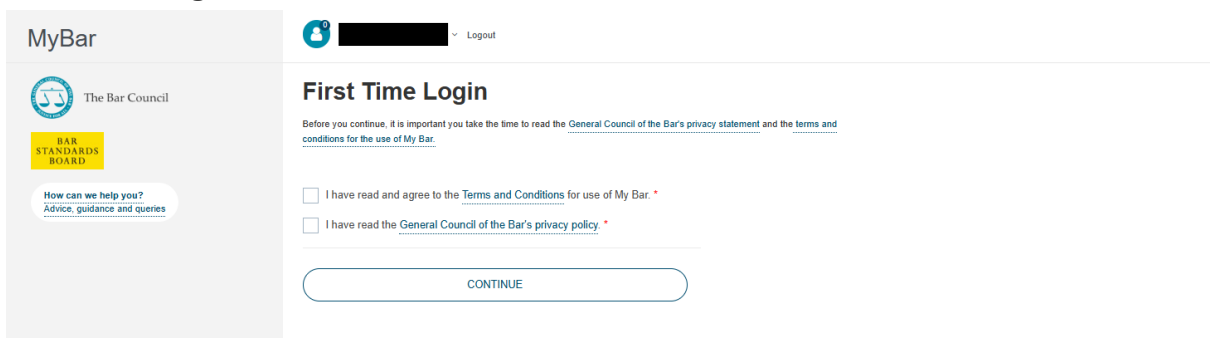
As a pupillage provider, you will need the pupil to provide:

- a. The pupil's unique identification number. This unique 8-character reference shall allow you to search and automatically identify the pupil to be registered.
(Please also see the separate "How to Find Your MyBar Unique Identification Number (Student No)" guide for further information).

Before registering a pupillage, you will also need to have:

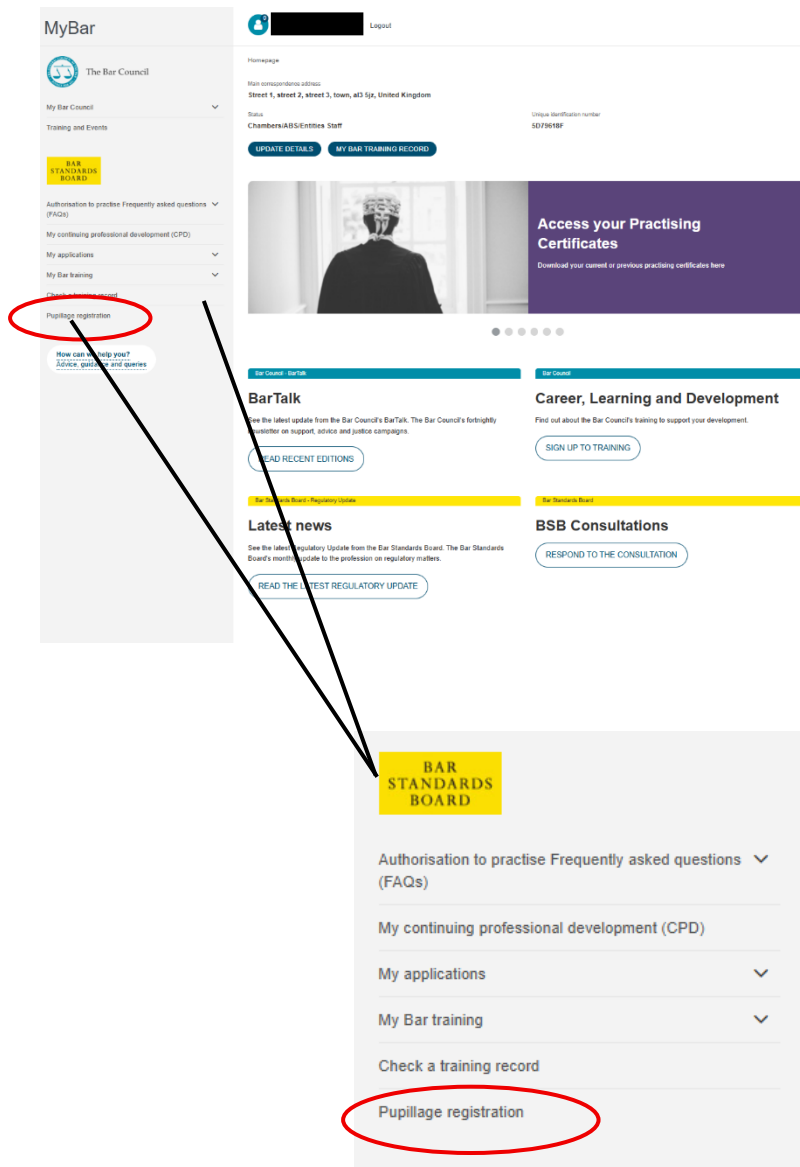
- a. Your Pupillage Policy Document;
- b. Your Pupillage Training Plan; and
- c. Your Equalities Policy Document

1. First Time Log-in

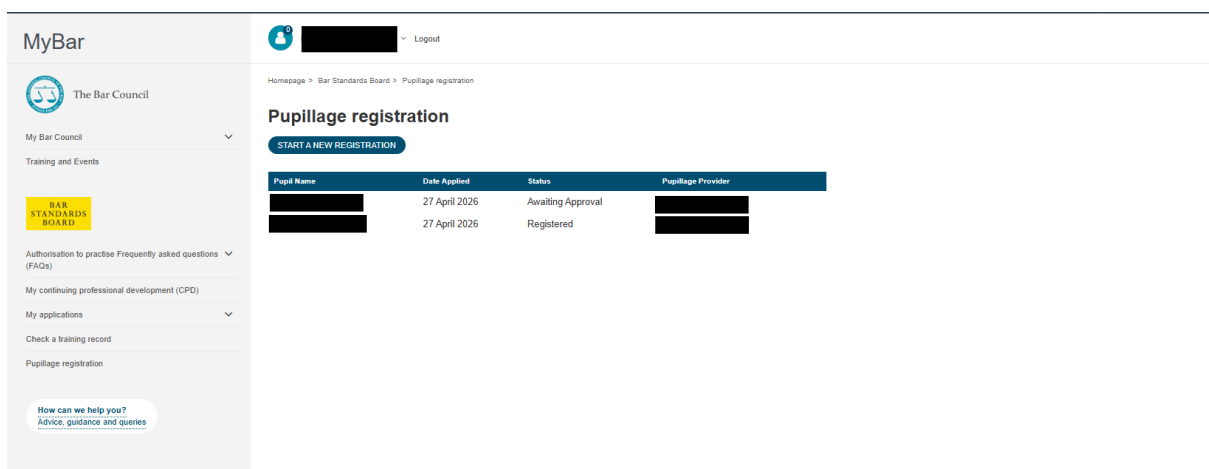


The landing page for anyone logging-in for the first time is as above (please also see the separate "First time log-in" guide). Once confirmed, the landing page in Step 2 will be shown.

2. Log-in to MyBar: <https://www.mybar.org.uk/login.html>



5. Proceed to registration



From this screen, you can also see the pending and completed registrations. You can also save your registration and come back to it later.

6. Start a new registration

Pupillage registration

START A NEW REGISTRATION

Click on “start a new registration”.

7. Registration page

Step 1 – Pupillage Provider Contact Information

MyBar

The Bar Council

My Bar Council

Training and Events

BAR STANDARDS BOARD

Authorisation to practise Frequently asked questions (FAQs)

My continuing professional development (CPD)

My applications

My Bar training

Check a training record

Pupillage registration

How can we help you?
Advice, guidance and queries

 Logout

Homepage > Bar Standards Board > Chambers Admin Pupillage Registration

Chambers Admin Pupillage Registration

Step 1 - Pupillage provider contact information

Step 2 - Pupillage Registration Details

Step 3 - Summary

Pupillage provider contact information

Organisation circuit *

Organisation address *

Do you have a Pupillage Policy Document? *

☒ Yes

☐ No

Pupillage Policy Document *

Current document

 PDF - Doc A.pdf 10

Upload a new version

Drag a file here to upload (.PDF)
[Upload](#)

Do you have a Pupillage Training Plan? *

☒ Yes ☐ No

Pupillage Training Plan *

Current document

 [PDF - Doc B.pdf 7](#)

Upload a new version

Drag a file here to upload (.PDF)
[Upload](#)

Do you have an Equalities Policy Document? *

☒ Yes ☐ No

Equalities Policy Document *

Current document

 [PDF - Doc C.pdf 7](#)

Upload a new version

Drag a file here to upload (.PDF)
[Upload](#)

[Cancel](#)

[SAVE AND CONTINUE](#)

In Step 1, you are required to confirm:

- The Circuit where the pupillage will be registered;
- The address for your provider of where the pupillage will be registered;
- Upload and provide
 - o Your Pupillage Policy Document;
 - o Your Pupillage Training Plan; and
 - o Your Equalities Policy Document.

Then click “Save and continue” to proceed to Step 2.

Step 2 – Pupillage Registration Details

As a pupillage provider, you will need the pupil to provide the pupil’s unique identification number

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How can we help you?
Advice, guidance and queries...

 [Redacted] Logout

Homepage > Bar Standards Board > Chambers Admin Pupillage Registration

Chambers Admin Pupillage Registration

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Step 1 - Pupillage provider contact information

Step 2 - Pupillage Registration Details

Step 3 - Summary

Pupil registration details

About the pupillage

Pupil unique identification number *

Type to search *

Type of pupillage *

Pupil supervisor(s) details

Supervisor 1 name

Supervisor 1 name

Supervisor dates

Start date *End date *

Select date *Select date *

Confirm the date of pupillage supervisor training (within 3 years)

Date of training *

Select date *

ADD ANOTHER SUPERVISOR

Pupillage advertising requirements

Was the pupillage advertised on the Pupillage Gateway website? *

☒ Yes ☐ No

Please provide the reference number *

Have you been granted a waiver from the pupillage advertising requirements? *

☐ Yes ☒ No

You cannot proceed further with registration, please contact the pupillage team via email Pupillageadministration@barstandardsboard.org.uk

BACKCancelSAVE AND CONTINUE

In Step 2 you need to confirm:

- The 8-digit unique reference number for the pupil.
- Whether the pupillage is a “full” or “reduced” pupillage.
- The start and end dates of the pupillage, including start and end dates of the Non-practising (1st Six) and practicing (2nd Six) periods
- The supervisor details

- You are able to enter multiple supervisors by clicking the “Add another supervisor” button
- Details of if the pupillage was advertised via Pupillage Gateway or if you have successfully sought a waiver from the advertising requirements.

Once confirmed, click “Save and continue” to proceed to Step 3 to see a summary of what you have submitted.

Step 3 – Summary Page

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Chambers Admin Pupillage Registration

Step 1 - Pupillage provider contact information → Step 2 - Pupillage Registration Details → Step 3 - Summary

Summary

Step 1. Pupillage provider contact information [EDIT](#)

Organisation circuit	Northern Circuit
Organisation address	Chambers Street1, Chambers Street2, Chambers Street 3, town, county, a13 5jz, United Kingdom
Do you have a Pupillage Policy Document?	Yes
Current Pupillage Policy Document	PDF - Doc A.pdf 10
New version Pupillage Policy Document	-
Do you have a Pupillage Training Plan?	Yes
Current Pupillage Training Plan	PDF - Doc B.pdf 7
New version Pupillage Training Plan	-
Do you have an Equalities Policy Document?	Yes
Current Equalities Policy Document	PDF - Doc C.pdf 7
New version Equalities Policy Document	-

Step 2. Pupil registration details [EDIT](#)

This summary shall also be e-mailed to the pupillage administrator contact.

Once submitted, the pupil will receive a unique link to complete the remainder of the pupillage registration process.