



# Pupillage and Mini-Pupillage Policy

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## Statement of Policy

- The primary role of a pupil is to learn and gain experience - not to do tasks for members. Members' role is to provide training and mentorship.
- We are opposed to all forms of unlawful or unfair discrimination, and will take active measures to ensure that Resolution Chambers does not so discriminate.
- We recognise the power of diversity and inclusion to drive innovation, collaboration and client outcomes. We will actively promote and support diversity and inclusion.
- We recognise the importance of investing in people and in actively supporting the achievement of the professional and personal aspirations of all in Chambers.

This pupillage policy is made in furtherance of the Core Values. It covers both pupillages and mini-pupillages.

## The making of offers for pupillage and mini-pupillage

- No offer of pupillage or mini-pupillage are to be made by individual members of Resolution Chambers.
- All offers of pupillage or mini-pupillage are to be made by the Pupillage Committee when established and by the Head of Chambers until it is.
- All decisions concerning pupillage and mini-pupillage offers are to be made in compliance with Resolution Chamber's Equal Opportunities and Diversity Policy.
- All pupilages will be paid at, or above, the minimum monthly level set by the Bar Council. It shall be Chambers' responsibility to pay pupils and not the responsibility of members taking pupils, save that devilling fees are the responsibility of the individual member.
- Mini-pupillages are unpaid.

## During pupillage and mini-pupillage

- The primary role of a pupil (which includes a mini-pupil) is to learn and to gain experience.
- Pupils (and where possible mini-pupils) should sit in the same room as the Barrister who is responsible for the pupil or mini-pupil in order to maximise the learning and experience opportunities.
- It is the specific responsibility of the Barrister taking a pupil or mini-pupil to ensure that the pupil is provided with good quality mentoring and experience as well as meeting any log-book requirements.
- All other Barristers in Chambers are, however, expected to be supportive of pupils and mini pupils, and are expected to be willing to allow pupils / mini-pupils to attend hearings or the like with them.
- Pupils and mini-pupils are there to be trained and not to be used as work horses. It should be explained to pupils and mini-pupils that they will not impress Chambers by staying late in Chambers for the sake of it or coming in at weekends or holidays.
- Chambers encourages paid devilling work provided that this does not interfere with training. Devilling fees are to be reasonable and not exploitative.
- Conduct towards pupils shall comply at all times with the Core Values and with all applicable policies.
- Barristers supervising pupils should:
  - make sure that pupils are shown the Core Values and other relevant policies at the start of the Pupillage;
  - remind pupils of the need to respect confidentiality at all times;
  - put the pupil's training ahead of the pupil's use as a resource or ask the pupil to run personal errands;
  - not to ask the pupil to work at weekends or public holidays unless for truly exceptional reasons.
- Pupils are expected to respect the Core Values and all times to be courteous, diligent and punctual.
- Any complaints or concerns should be addressed to the Head of Chambers or the Pupillage Committee.