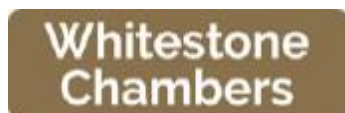


Whitestone Chambers

Barristers



1 Middle Temple

London

EC4Y 9AA

PUPILLAGE POLICY

(July 2025)

1. In recruiting pupils, we search for candidates who show the potential required to become successful barristers and who will fit well with our working environment at Whitestone. Therefore, we select pupils according to objective and fair criteria which are applied at each stage of the selection process. This criterion is set out below.
2. Whitestone operates an equal opportunities policy in the selection process in line with the equality rules in the Bar Standards Board handbook. No assumptions will be made about a candidate's abilities or potential based on race, ethnic or national origins, nationality, citizenship, sex, sexual orientation, marital status, age, religion, political persuasion or disability.
3. We aim to offer between two to three 12 month pupillages a year and will consider applications from foreign qualified lawyers with pupillage reduction arrangements in place.
4. Our pupillage award for pupillages commencing in October 2025 is £25,000 per annum paid in 12 monthly instalments. In addition, pupils can expect to be in court on their own matters in the practising period and will receive brief fees minus Chambers contributions.
5. Transferring Foreign Lawyers who have been granted exemptions from pupillage by the BSB but who do not wish to apply through the Gateway time frames are eligible to apply at any time. This is a bespoke arrangement, to be negotiated between Chambers and the individual applicant, intended to provide more flexibility to candidates already in professional practice. This may include a shorter period of training For example 6 or 9 months of pupillage, rather than the ordinary 12, and the

pupillage can also commence at a mutually convenient date, rather than in the October of the year following the application.

Pupillage Pathways

6. Chambers is a provider of the pupillage component of Bar training. This means that our training programme fits in with the following of the Bar Standards Board's approved Pathways:
 - a. The three-step pathway: academic component, followed by the vocational component, followed by the work-based learning component (pupillage);
 - b. The four-step pathway: academic component, followed by the vocational component in two parts, followed by the work-based learning component (pupillage).

The Chambers.

7. Whitestone Chambers is a leading commercial set of barristers' chambers. Members provide specialist advice and support with expertise in aviation and travel, banking and finance, commercial and chancery and insolvency laws.
8. The majority of our barristers are public access qualified. Commercial practice is at the heart of the chambers' offering and the barristers appear before courts at every level. The chambers is client-centric with an eye for detail.
9. The chambers provides the skills and expertise of the highest standards and all provided by members with a wide range of commercial specialism.
10. Chambers is regularly instructed by some of the prominent law firms in London and throughout the UK. Barristers at Whitestone Chambers understand the pressures that solicitors, and public access clients have to face and the need to work together as a team. The set takes time to invest in clients and strives towards providing an unrivalled level of attention and expertise.
11. Pupillage at Whitestone Chambers attracts some of the best candidates coming to a commercial set ensuring high standards and continuous growth. Pupils benefit from the work taught through their pupil supervisors, members of chambers and from a high number of court instructions during the practising period.
12. Whitestone operates an equal opportunities policy in the selection process in line with the equality rules in the Bar Qualification Manual and Bar Standards Board handbook. No assumptions will be made about a candidate's abilities or potential based on race, ethnic or national origins, nationality, citizenship, sex, sexual orientation, marital status, age, religion, political persuasion or disability.

13. We are prepared and willing to make all reasonable adjustments to accommodate disabled applicants, pupils and tenants, and candidates with a disability will be given the opportunity at to discuss any adjustments they think Chambers might have to make to accommodate them as regards the application process and as regards pupillage and tenancy, in order that Chambers can ensure that such adjustments are reasonable and viable. A Copy of our reasonable adjustments policy is available on www.whitestonechambers.com.
14. We have a Chambers Equality and Diversity Policy and Action Plan which can be viewed at www.whitestonechambers.com. This is intended to ensure that we abide by our equality and diversity obligations and to reflect our commitment to fairness and open access. The Policy covers, among other matters, discrimination , victimisation, harassment, recruitment and fair allocation of work. In addition, Chambers also has separate policies on parental leave and flexible working and reasonable adjustments.

Application

Paper application:

15. All pupillages are advertised via www.pupillagegateway.com together with full details of how to apply.
17. Chambers will draw up a short list of applicants from the applications received by the closing date. All applications will usually be considered by at least 2 members of Chambers. In the event that there is significant disagreement between the assessments made, additional members of Chambers will make their own assessment of the application.
18. In assessing the written applications Chambers looks for:
- Satisfactory overall presentation of the application:
 - * Quality of CV and covering letter;
 - * Accuracy of spelling and grammar;
 - * Whether the specific position applied for is clearly stated.
 - Evidence of intellectual ability:
 - * Applicants will be expected to have performed to a high academic level;
 - * Whether this is supported by research, publications and relevant work experience, such as any paralegal work or volunteering, for example at CAB;
 - * Ability to express ideas clearly and persuasively (written at this stage and orally at interview stage).
 - Motivation:

*Applicants are expected to show a commitment to develop their acquired legal skills for successful practice at the Bar;

*Achievements i.e. academic/ professional/sporting;

*Other work and commitments;

*Efforts to gain experience – mooting/debating, mini pupillage, marshalling, work placements;

*Evidence of commitment to hard work and an organised approach to work.

19. Aside from the above criteria, there are no specific qualifications or qualities that Chambers requires. Similarly, Chambers does not have a set number of applicants who will be interviewed. All candidates who are considered to have demonstrated sufficiently the attributes set out above will be short listed for interview.

20. As per the pupillage advertisement, to be selected for interview, call candidates will need to provide copies of any academic certification they rely on in their application.

First and second interview:

21. Short-listed applicants are called for a first interview either in Chambers or by remote video if their location makes an in person interview problematic. Following the first round of interviews a short list is made of those who will be called for a second interview.

22. The purpose of the first interview is to find out as much as possible about the candidate so their qualities may be assessed. Interviews are structured in order to ensure comparability between interviewees. This is done by posing similar questions regarding Whitestone's selection criteria. A standard set of questions and scoring guidelines are agreed by Chambers beforehand. All candidates are marked on the same basis. Questions will avoid personal relationships and family composition which are irrelevant to suitability.

23. Each candidate will be given a score from 1-5 for each area of selection criteria. Listed in order of priority, these are:

-Intellectual abilities

* Performed to a high academic level;

*Ability to express ideas clearly and persuasively.

-Relationships

*Ability to develop professional relationships and to work well with others;

*Strong interpersonal skills.

-Temperament

*Ability to engage with others;

*Appropriate demeanour and ability to adapt in different situations.

-Motivation

- *Commitment to develop their acquired legal skills for successful practice at the Bar;

- * Evidence of commitment to hard work and an organised approach to work.

- Self-presentation/impact

- * Good first impression;

- * Positive and confident attitude.

25. The first interview is more general, the questions are designed to ascertain the applicant's genuine interest in Whitestone and commitment to the Bar.

26. Scoring is carried out separately by the members of the interview panel. All scores will be recorded immediately after the interview. At the conclusion of the interview stage, the interviewer will consider the performance of each candidate and decide on whom to invite to a second interview.

27. At each stage unsuccessful candidates are notified promptly.

Second interview

28. This interview will last for 15 minutes and is more challenging than the first.

29. Interviews will be conducted by at least 2 members of Chambers reflecting where possible the full diversity of Chambers as well as different levels of seniority. Except where prevented by immediate circumstance, all candidates will be interviewed by the same members of Chambers.

30. The candidate will be asked hypothetical questions. The purpose of this is to test the candidate's ability to think on their feet when under pressure, to articulate an argument effectively, their presentational and persuasive skills and their judgment.

31. Questions will be asked which may cover a wide variety of topics depending on the individual. Such questions are designed to assess the applicant's personal qualities, such as, personality, manner, client skills, general knowledge, organisational skills, regulation and knowledge of current affairs.

32. Interviews are structured in order to ensure comparability between interviewees. A standard set of questions and scoring guidelines are agreed by Chambers beforehand. All candidates are marked on the same basis.

33. Each candidate will be given a score from 1-5 for each area of selection criteria. Listed in order of priority, these are:

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-Temperament

*Ability to engage with others;

* Appropriate demeanour and ability to adapt in different situations.

-Motivation

*Commitment to develop their acquired legal skills for successful practice at the Bar;

*Evidence of commitment to hard work and an organised approach to work.

-Self-presentation/impact

*Good first impression;

*Positive and confident attitude.

34. Specialist knowledge is not required. The candidate is only expected to have a general interest in and understanding of legal matters. Candidates are also encouraged to ask questions at the end of the interview.

35. Scoring is carried out separately by each member of the interview panel. All scores will be recorded immediately after the interview. At the conclusion of the second interview stage the interviewers will meet to discuss the performance of each candidate and reach agreement or, where agreement is not possible, majority voting on whom to offer pupillage to. No member of Chambers shall have a veto over any applicant.

36. At each stage unsuccessful candidates are notified promptly.

Candidates who are offered pupillage.

37. All pupillage offers are for 12 months. If a pupil accepts an offer of pupillage, they will be sent a written agreement setting out the terms as required by Chambers as an AETO.

38. All pupils will be provided copies all of Chambers policies prior to commencement of their pupillage. The same policies are available on Chambers website. Incoming pupils will also be sent further details of the operation of Chambers and helpful notes on things such as Chambers IT infrastructure.

Pupil Supervisors.

39. Chambers will provide:

40. A training syllabus that enables pupils to meet the competences in the Professional Statement to the threshold standard; and

41. All necessary assistance in complying with their regulatory obligations e.g., registering their pupillage with the BSB, applying for any necessary waivers, and obtaining a provisional practising certificate.

42. Pupil Supervisors will ensure that work distribution among pupils is fair and that Chambers' policy on work distribution is enforced.

43. Pupil Supervisors will ensure that pupillage awards are paid on time and that any other remuneration payable for work done is paid promptly. Further, they will ensure that any other expenses that Chambers or another Member of Chambers has agreed to meet are met promptly.
44. Pupil Supervisors should raise with Chambers any deficiency in the Chambers' Equal Opportunities Policy Documents or complaints procedures that may affect a pupil.
45. Pupil Supervisors must ensure that the promised timing and method for appraisal and for any decision about second/third six pupillages or tenancy are adhered to, or any necessary delays promptly explained to the pupil.
46. Pupil Supervisors will ensure that arrangements for help in the pupil securing (where necessary) further pupillage or employment elsewhere are carried through constructively.
47. Pupil Supervisors will check compliance with professional indemnity insurance requirements so far as concerns the pupil.
48. Pupil Supervisors will discuss Matters of desirability of membership of Circuit or Specialist Bar Association(s) with pupils.
49. Pupil Supervisors will ensure that checklists, diaries and appraisals are completed.
50. Pupil Supervisors will perform all other tasks and responsibilities required by the Bar Qualification Manual.

The Pupillage.

51. Each pupil will have a pupil supervisor. Pupils may have a different pupil supervisor for the non practicing and practicing period if Chambers is of the view that this would be beneficial to the pupil's training.
52. Pupil supervisors will arrange for new pupils to be introduced to other members of Chambers and to administrative staff. This will be done before commencement of pupillage where possible and as early into pupillage if not. All members of Chambers are on first name terms and this includes pupils. Except as stated below, pupils are encouraged to have and air opinions and are not restricted to speaking only when spoken to!
53. Pupils are not expected to know everything; if they did, they would not be pupils. Pupils should feel free to ask their supervisor questions at any time except during conferences/ negotiations/ court hearings.
54. The executive structure of Chambers is as follows: Head of Chambers is Lawrence Power; Our clerking team is managed by our Head of Legal Operations, Robert Pidgeon, who is also the Pupillage Administrator.
55. Normal working hours are between 0900 and 1830. Pupils are not usually expected to work outside these hours although it may be necessary for them to do so from time to time. In particular cases, it may be possible to adjust a pupil's normal working hours, but our ability to make such adjustments will be restricted by court hours.

Pupillage assessments

56. Pupils will be taught in line with Chambers training syllabus. Assessments will be undertaken at 3,6,9 and 12 month periods in line with Chambers appraisal form. These assessments will be held in person unless there is a good reason that they can't be.

Holidays, sickness and absence.

57. Pupils are entitled to 20 days' annual leave in addition to Bank Holidays. We ask pupils to take them as 10 in the first six months and 10 in the second six months but Chambers will consider all requests to take more than ten days in either six month period. Any of the ten days not taken in the non-practising period may be carried over into the non-practising period.

58. Periods of absence due to illness or a bereavement are sometimes unavoidable, and pupils should inform the Head of Legal Operations as soon as practical when such issues arise. If circumstances require a longer period of absence, the pupil supervisor will determine the impact of longer periods of leave on pupillage and whether the period of pupillage should be extended.

59. If the pupillage is to be extended, Chambers will notify the BSB of the new date that the pupil will be completing pupillage by completing the relevant Notification of material change in pupillage form.

60. Pupils must apply to the BSB for dispensation if they need to take a substantial break from pupillage and extending the pupillage would not be appropriate in the circumstances. Chambers will assist in any such decision and application.

70. Maternity/paternity leave arrangements should follow our parental leave policy and individual parental leave arrangements should be discussed with the Head of Legal Operations and pupil supervisor.

71. All pupils will be assigned a Junior member of Chambers as a mentor. This is someone for you to liaise with regarding aspects of your pupillage. All mentors will have recently undertaken pupillage in Whitestone so will be well familiar with the path you are on. Your mentor will be William Rees-Mogg.

72. We also conduct assessed advocacy training periodically throughout pupillage, to improve pupils' advocacy.

Feedback and Performance Reviews.

73. Pupil supervisors and other members of Chambers for whom pupils complete work will give feedback as part of the normal pupillage process.

Assessment

74. Pupils' progress will be monitored and reviewed throughout their pupillage. This will be primarily from their supervisor but may also be from any other member of Chambers for whom they may have worked or whom they have accompanied to Court, from those who have observed their performance during advocacy exercises, and from any other persons likely to have relevant information on the pupil's performance. Appraisals will take place after three, six and nine months of pupillage.

75. Pupils supervisors will discuss the assessment of their progress with the relevant pupil, identifying, where appropriate, any areas in which improvements might be made.

The Pupillage award, further remuneration and expenses.

76. As noted above, our pupillage award for pupillages commencing in October 2025 is £25,000.00, paid in 12 monthly instalments.

77. If for any reason the pupillage ends early, the pupil will be entitled to the fraction of the pupillage award that corresponds to the number of months of pupillage completed, with any overpayment to be repaid to Chambers. Except in the case of early termination, all pupils (even if not offered tenancy) will complete their 12-month pupillage (unless another agreement is reached). Pupils will not be entitled to stay in Chambers beyond their 12 months unless they have been offered tenancy.

78. In common with most other sets, Chambers has work for practicing pupils. When such work is available it will be distributed fairly and evenly amongst Chambers' pupils, subject to the relevant supervisor being of the opinion that the work is within the abilities of his/her pupil. Pupil's brief fees are subject to Chambers members contributions of 23% plus VAT of the brief fee. Brief fees are in addition to the pupillage award. Pupils are expected to pay for their own travel costs when attending their own court hearings but they will be considered when the administrative team negotiate brief fees on behalf of the pupil. Any travels expenses paid by Instructing solicitors are not subject to Chambers 23% contribution.

79. Chambers will cover the cost of the compulsory training courses and reasonable travel expenses where a pupil is asked to travel by a member of Chambers for a particular matter (the payment of travel expenses incurred by pupils undertaking their own work will be negotiated by their clerks).

The withdrawal or termination of pupillage.

80. Pupils may withdraw from pupillage prior to its commencement at any time or terminate their pupillage early on giving not less than 1 months' written notice to Chambers.

81. Chambers is entitled to withdraw the pupillage offer at any point prior to its commencement or to terminate the pupillage during the pupillage with immediate effect (with the consequences for the Pupillage Award described at paragraph 77 above), if a pupil:

- commits a serious breach of the BSB Handbook;
- commits a serious or persistent breach of Chambers' policies, procedures or applicable codes of conduct;
- is convicted of a criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed);

- fails to meet the minimum attendance or other regulatory requirements of the BSB for commencing or completing the non-practising or practising periods of the pupillage training;
- during the practising period of pupillage, ceases to hold a valid practising certificate;
- commits acts or omissions (whether or not in the course of the pupillage) that bring or are such as to risk bringing the name or reputation of Chambers or its members into disrepute or to prejudice the interest of Chambers; or
- assumes an immigration status rendering the pupil ineligible to undertake or complete the pupillage.

82. Chambers may also withdraw or terminate a pupillage on giving 1 months' notice in the event that it ceases, or will cease, to be authorised by the BSB as an Authorised Education and Training Organisation or there is another regulatory, financial or practical impediment to Chambers continuing to provide pupillage training. If, during pupillage, Chambers ceases to be able or authorised to take pupils, Chambers will promptly notify the BSB. In that event, Chambers will use its best endeavours to assist pupils to identify another set of chambers where they can complete their training. In this event, the members of Chambers responsible for assisting are the Head of Chambers and the Head of Legal Operations.

Tenancy

83. Tenancy offers are usually made in July, based on the strength of the pupil's performance during the first nine months of pupillage (as recorded in appraisals by pupil supervisors and by those for whom the pupil has worked) and the recommendation of the Pupillage Supervisor. Chambers is not bound to follow the recommendation of the Pupillage Supervisor but the recommendation does carry very significant weight.

84. We have no fixed number of tenancies that we will offer to our pupils in a particular year. We expect that any pupil who meets the required standard will be offered a tenancy. Our policy is to offer pupillage only to those candidates with the potential to become tenants in Chambers. Chambers recruits no more pupils than there are available spaces for new tenants. Each pupil is therefore judged solely on his or her own merit; pupils do not compete against each other; they are only unsuccessful in securing tenancy if the calibre of their work by the time of the decision does not meet the high standard expected of a junior tenant at Whitestone.

85. If a pupil is not offered tenancy Chambers will assist our ex-pupils to find a probationary tenancy or position elsewhere.

Completion of Pupillage.

86. Applicants, pupils, and supervisors are referred to the BSB's Bar Qualification Manual,¹ which sets out the obligations and guidance applicable to pupillages generally.

87. Pupillage training is geared towards an assessment of pupils against the Professional Statement for Barristers Incorporating the Threshold Standard and Competences which describes the knowledge, skills, and attributes that all barristers are expected to have on “day one” of practice. Pupillage in Chambers, our syllabus and appraisals are all designed to ensure that all pupils are in a position to meet the requirements of the Professional Statement.

Grievances and Complaints

88. Chambers has a complaints procedure available to all pupils. A copy of the procedure is available on request. If possible, pupils should raise any grievance with their pupil supervisors in the first instance. More information can also be found in the Protocol section of www.whitestonechambers.com

Data review and retention & Communications and Records

89. Records are kept of all applications and decisions relating to recruitment Statistics collected during the pupillage recruitment process will be reviewed by the Equality and Diversity Committee and the Pupillage Committee to identify any necessary amendments to advertisements, selection and interview criteria, the practices and procedures of the Pupillage Committee, any other aspect of pupillage recruitment which may seem to require amendment.

90. Chambers do not provide feedback to candidates following applications made to it. We wish we could, but we simply do not have the resources to do so given the number of candidates that apply to the set.

Professional Statement for Barristers.

91. The Bar Standards Board have provided a document entitled “Professional Statement for Barristers” which incorporates the threshold standard and competences for Barrister. A copy is annexed to our Pupil Policy available by selecting the download button below.

July 2025

This policy will be reviewed by July 2027

