**FIVE PAPER – PUPILLAGE SELECTION POLICY**

*(Approved by the EC on 12 December 2016)*

**Advertisement**

1. Advertisements for pupillage will be placed on the Bar Council website and on Five Paper’s website. Advertisements for pupillage might also be placed in other publications, such as the TARGETjobs Law Pupillages Handbook and The Training Contract & Pupillage Handbook. Details of pupillage vacancies may also be sent to institutions delivering the BPTC, and to university Law Faculties.

**General Guidance**

1. Chambers looks for applicants who seek a non-practising and a practising pupillage. Pupillages will be offered for 12 months, save where the pupil has been granted an exemption by the Bar Council and may therefore undertake a shorter period of non-practising and practising pupillage. Any candidate seeking a pupillage other than a 12 month non-practising and practising pupillage is advised to contact Five Paper’s Pupillage Committee in advance of making an application.
2. Applicants are generally expected to have, as a minimum, a 2:1 in their undergraduate degree, unless the applicant has extenuating circumstances, or displays exceptional personal achievement or motivation. Five Paper does not take into account GCSE, A-Level or post-graduate grades, save for the grade achieved on the BPTC, if completed.
3. Five Paper does not ask applicants for the name(s) of the institution(s) at which they studied.
4. Any applicant seeking pupillage in an area of law which does not constitute a significant proportion of the work done by members of Five Paper will be automatically rejected.

**The Selection Process**

1. Pupils are recruited through Five Paper’s own application process; the Pupillage Gateway is not used. Applications must be submitted on a standardised application form, which can be downloaded from Five Paper’s website.
2. Paper applications will be assessed in accordance with the Selection Criteria. Applicants are advised that the assessment is objective, and evidence-based.
3. Two rounds of interviews will take place.
4. The first-round interview will last approximately 15 to 30 minutes. Candidates will be asked a common set of questions relevant to their application and pupillage at Five Paper. The interview panel will consist of a least three members of Five Paper.
5. Successful applicants will be notified in writing of an invitation to the second round of interviews within 14 days of the completion of the first round of interviews. The second-round interview is structured around an advocacy problem, which will be made available to applicants half an hour before the interview commences. A common set of questions will be put to each applicant. The interview panel will consist of at least three members of Five Paper.
6. Interview panels will be drawn, so far as practicable, from as wide a cross-section of Five Paper (by reference to all protected characteristics) as possible.
7. Successful applicants will be notified of an offer of pupillage orally and in writing in line with the Pupillage Gateway timetable.
8. Any offer of pupillage is subject to:
	1. the candidate having the legal right to work in the United Kingdom before they commence pupillage. Five Paper is legally obliged pursuant to immigration legislation to see and take copies of relevant documentation (e.g. passport, birth certificate, residence permit etc.);
	2. Five Paper receiving satisfactory references; and
	3. the candidate verifying their academic qualifications. Five Paper must see and take copies of the original certificates for all relevant qualifications.
9. Five Paper does not provide oral or written feedback to unsuccessful candidates.

**Equality and Diversity**

1. The Chambers Equal Opportunities and Equality Code will be complied with throughout the selection process. Five Paper complies with the equality provisions of the Bar Standards Board Handbook and BSB Guidance, and has due regard for the Bar Council’s Fair Recruitment Guide.
2. Pupils will be selected objectively and wholly on their overall merits, without distinction by any of the protected characteristics defined by the Equality Act 2010, namely age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.
3. Five Paper will make reasonable adjustments to the recruitment process pursuant to its duty under the Equality Act 2010. This includes reasonable adjustments at the interview stage. Five Paper asks that applicants inform us as soon as possible if they require a reasonable adjustment.
4. After an offer is made and/or accepted, Five Paper will consider an applicant’s disability in order to carry out its duty to make reasonable adjustments to pupillage under the Equality Act 2010. Five Paper will work with the applicant to identify reasonable adjustments to enable applicants to undertake pupillage.
5. Five Paper will collect monitoring data using a monitoring form which is separate to the application form. Completion of the monitoring form is not mandatory. Should a candidate wish to complete the monitoring form, the applicant is requested to submit it at the same time as the application form. Applicants’ responses will be used for monitoring purposes only.
6. The monitoring data is collected in order to evaluate Five Paper’s selection process, and to ensure that no particular groups of applicants are being unfairly disadvantaged. Monitoring enables Five Paper to identify equality and diversity issues in the selection process, and to examine the underlying reasons for those issues. The statistics extrapolated from monitoring may also support the objectivity of Five Paper’s selection process in the event of a challenge.
7. The monitoring data is not made available to the selection panels during the selection process. The monitoring data is recorded by the Data Diversity Officer. This person is a member of staff at Five Paper and is independent from the recruitment process. The monitoring data is stored confidentially and securely, and will be available only to Five Paper’s Data Diversity Officer, and Equality and Diversity Officer. The Equality and Diversity Officer from time to time reports equality statistics to Five Paper, but this is on a wholly anonymized basis.
8. Five Paper’s Equality and Diversity Officer will monitor the selection process as he or she considers appropriate, and may call for an explanation of any decision taken in that process. He or she may sit in on any interviews where he or she considers it necessary or desirable to do so.