**Pupil Supervisor/AETO**

The Pupil Supervisor (you) following regular and consistent supervision and appraisal of pupil(s) will be responsible for confirming both satisfactory completion of the practising period of pupillage and your Pupil’s competence to qualify as a barrister. You should not sign the [completion form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) if you have any concerns about a pupil’s competence. During the practising period you should continue to discuss any concerns with your Pupil during regular and consistent assessment and appraisal. You are required to assess pupils in line with the threshold standard and competences specified in the [Professional Statement](https://www.barstandardsboard.org.uk/media/1787559/bsb_professional_statement_and_competences_2016.pdf). You should develop your own training plan and records to support you to effectively assess your pupil(s). You should ensure that pupils understand how they will be assessed and how often assessments will take place. You should encourage reflective practice by pupils to support the assessment and appraisal process. Any concerns or support should be identified during these regular appraisals so that pupils are aware of areas for development. If at the end of the practising period you consider that the pupil has not met the defined standards and competences you must not sign off the pupil. You should discuss this with the pupil and any additional or remedial work agreed, however there is no obligation to extend the pupillage. Should you need to extend a period of practising pupillage, you will need to notify the Authorisations Team of a [Material Change](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) (please refer to our process). The completed form must be submitted via email to the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk)  as soon as it has been signed. In these instances, we are able to extend the expiry date of the [Provisional Practising Certificate (PPC)](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=&q=provisional+practising+certificate) until we receive the completed form, as it can take two weeks to process and update our CRM. More information is available in [Part 4k](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=&q=provisional+practising+certificate#part-1701089D-F477-49F0-BA0B90E2DD2B39DA) of the Bar Qualification Manual.

**Pupils**

The Pupil (you) are responsible for getting your Supervisor to sign your [completion form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) and submit it via email to the [Authorisations Team](mailto:authorisations@barstandardsboard.org.uk) as soon as you complete your non-practising period. The Records Team are unable to issue you with a Practising Certificate until we have received your form and updated your record. More information about the rules relating to Provisional Practising Certificates is available in the [BSB Handbook](https://www.barstandardsboard.org.uk/the-bsb-handbook.html) and [Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html).

**Authorisations Team**

The Authorisations Team (we) will process completed forms within 10 working days (two calendar weeks) of receiving them. We will update the pupillage record in our CRM system which the Records Team will view to check whether they can issue the Practising Certificate when requested by you.

**Records Team**

The Records Team will issue you with a full Practising Certificate (PC) upon your request and confirmation that the pupillage has been completed. This is not an automated process and failure to obtain a Practising Certificate after your Provisional Practising Certificate will mean that you are unable to continue to carry out any reserved legal activities.

**FAQS**

* **I submitted my completed forms 3 weeks ago and still haven’t received my PC yet, who do I talk to?** – Contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) they will be able to confirm receipt of your form and advise you of any delays. Service updates are available on our [webpage](https://www.barstandardsboard.org.uk/about-us/how-we-regulate/the-decisions-we-take/authorisations-decisions.html).
* **I submitted my sign off form for completion of practising pupillage 2 months ago and still haven’t received my Practising Certificate, do I need to do anything?** – Yes, stop carrying out any reserved legal activity and contact us immediately! Your Provisional Practising Certificate (PPC) is only valid for one month after your completion date and you must apply for your practising certificate before your PPC expires. Should you not obtain a practising certificate when your PPC expires you will be an “[unregistered barrister](https://www.barstandardsboard.org.uk/media/1666521/1__guidance_for_unregistered_barristers__barristers_without_practising_certificates__-_supplying_legal_services_and_holding_out.pdf)”.