Part 1 - Overview

1A: The Bar qualification rules and the Bar Qualification Manual

This section provides an overview of the Bar Qualification Rules within the Bar Standards Board Handbook and the Bar Qualification Manual.

Introduction

1 The Bar Standards Board ("BSB") is the regulator of barristers in England and Wales. We are responsible for setting the education and training requirements for those who wish to practise as barristers in England and Wales.

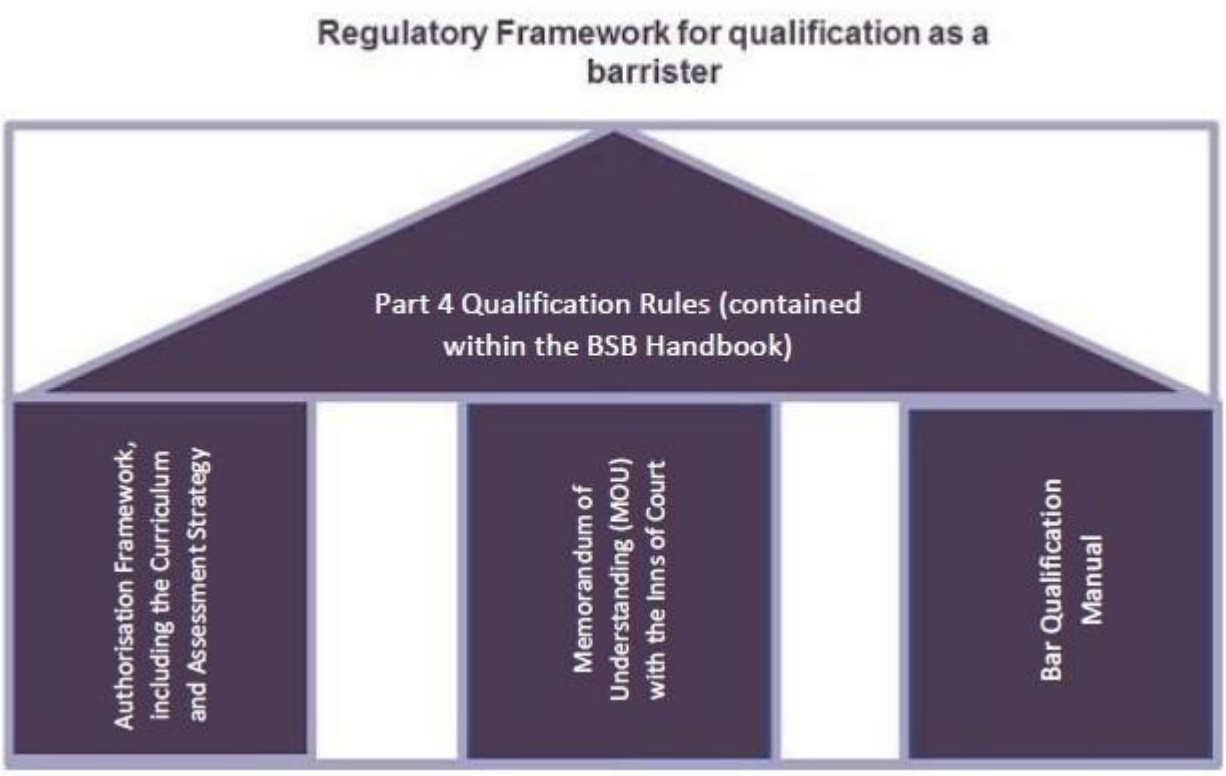
2 The Bar Qualification Rules came into force in April 2019, following a programme of reform which was known as Future Bar Training ("FBT"). The rules were designed to ensure that training to become a barrister became more accessible, affordable and flexible while maintaining the high standards of entry expected at the Bar. With the introduction of these rules, we developed a new regulatory framework to explain the process of qualifying as a barrister. This framework comprises:

a. the Part 4 Qualification Rules (contained within the BSB Handbook);

b. the Authorisation Framework and Curriculum and Assessment Strategy ;

c. a Memorandum of Understanding (MOU) between the BSB and the Inns of Court; and

d. the Bar Qualification Manual



3 The diagram above sets out the relationship between the high-level rules within the BSB Handbook and the three supporting documents, including this Bar Qualification Manual.

4 This Bar Qualification Manual is intended for use by students, pupils, transferring qualified lawyers, Authorised Education and Training Organisations (AETOs), the BSB (as the regulatory body), and any members of the public who are interested to know how barristers are trained. It has been designed to provide further information relating to the Bar Qualification Rules (Part 4 of the BSB Handbook) and to bring together information held in the other documents mentioned above. It was also intended to provide greater clarity about what was and was not changing as we phased in the new system of education and training for the Bar.

How this Manual interacts with other documents

5 The Part 4 Qualification Rules in the BSB Handbook do not contain all the mandatory training requirements for individuals seeking to qualify, or for AETOs wanting to become authorised by us to provide Bar training. These detailed requirements may be found in the Authorisation Framework, the MOU with the Inns of Court and this Bar Qualification Manual. Compliance with the requirements specified in this Bar Qualification Manual is, therefore, compulsory.

The BSB Handbook

6 The new Part 4 Qualification Rules in the BSB Handbook set out, at a high-level:

a. the requirements for individuals to qualify as a barrister and receive a practising certificate;

b. the requirements for prospective Bar training providers to become AETOs in line with the Authorisation Framework; and

c. the minimum requirements for the Inns in admitting student members, carrying out fit and proper person checks and delivering Qualifying Sessions.

The Authorisation Framework

7 All organisations that offer the vocational and/or the work-based learning (pupillage) components of Bar training (either separately or in combination with another component) are subject to the Authorisation Framework .

8 The Authorisation Framework is used by us to set out the mandatory requirements for an organisation to become an AETO, including adherence to the four FBT principles identified in our 2016 consultation. These are:

a. Encouraging greater flexibility – so that the training system enables innovation in how education and training is delivered;

b. Improving accessibility – so that the best candidates can train as barristers and that the Bar better reflects the communities it serves;

c. Improving affordability – to bring down the cost of studying to students; and

d. Maintaining high standards – to ensure that any training pathways sustain current standards.

9 Both the vocational and the work-based learning (pupillage) component of all pathways must adhere to the Curriculum and Assessment Strategy and any additional guidance published by us as part of the Bar Qualification Manual.

10 The Authorisation Framework also helps us to assess training programmes/courses against the four FBT principles. It sets out the requirements for each mandatory component of Bar training in order to ensure that everyone who successfully completes one of the permitted pathways meets the requirements set out in the Professional Statement for barristers and is able to demonstrate that they have met the minimum standard to be allowed to start practising as a barrister.

11 Once authorised, AETOs are expected to follow any requirements set out in relevant supporting documents and will be subject to ongoing supervision by us.

The Memorandum of Understanding with the Inns of Court

12 The Bar Qualification Rules require us to set out a number of minimum requirements in relation to the activities of the Inns of Court. These, and any other activities undertaken by the Inns, are detailed in a Memorandum Of Understanding (MOU) between the BSB, COIC and the four Inns of Court. In particular, the MOU addresses:

a. Student membership of an Inn, including fit and proper person checks on admission;

b. Ongoing student conduct prior to Call to the Bar;

c. Fit and proper person checks at the point of Call to the Bar; and

d. The minimum requirements for the delivery of Qualifying Sessions.

1B: Components of Bar training

This section includes a description of each of the individual components of training for the Bar.

1 Previously, there were three stages of education and training for the Bar, which were completed in sequence. These were:

a. The Academic Stage – satisfied by completion of a Qualifying Law Degree (QLD) or a non-law degree plus the Common Professional Examination (CPE)/ Graduate Diploma in Law (GDL).

b. The Vocational Stage – satisfied by completion of the Bar Professional Training Course (BPTC) and the Inns' pre-Call requirements.

c. The Professional Stage – satisfied by periods of non-practising and practising pupillage.

2 Under the Bar Qualification Rules, the three stages of education and training are now known as:

a. The academic component – gaining knowledge of the law itself.

b. The vocational component – acquiring the core skills of a barrister, such as advocacy.

c. The work-based learning component (pupillage) – learning to be a barrister 'on the job'.

3 You can find detailed guidance on each of the components of training in **Part 2** of this Bar Qualification Manual.

1C: Approved pathways

This section includes information on the four approved pathways to satisfy the individual components of Bar training. These pathways came into effect from 1 September 2020.

1 The three components of Bar training can be achieved by following one of the four approved training pathways:

a. Three-step pathway – the academic component, followed by the vocational component, followed by the work-based learning component (pupillage).

b. Four-step pathway – the academic component, followed by the vocational component in two parts, followed by the work-based learning component (pupillage).

c. Integrated academic and vocational pathway – combined academic component and vocational component, followed by the work-based learning component (pupillage).

d. Apprenticeship pathway – combined academic component, vocational component, and work-based learning component (pupillage).

2 The Bar Qualification Rules enable the development of new training programmes for prospective barristers following the approved pathways. The focus of these training programmes will be on meeting the Threshold Standard and competences of the Professional Statement .

3 Appropriate transitional arrangements were in place to ensure that students were not adversely affected by changes to the old rules, disproportionately. The transitional period has now ended.

Part 2 - Academic Component of Bar Training

2A: Foundations of legal knowledge

This section includes information on the foundations of legal knowledge subjects, the pass mark for these subjects, the maximum number of attempts at each subject and what happens in the event of a marginal failure or deemed pass in these subjects.

Overview

1 The seven foundations of legal knowledge are:

Criminal Law;

Equity and Trusts;

Law of the European Union;

Obligations 1 (Contract);

Obligations 2 (Tort);

Property/Land Law; and

Public Law (Constitutional Law, Administrative Law and Human Rights Law).

EU Law in Context

The UK has now left the European Union, but EU Law still has significant relevance to the laws of England and Wales and therefore practise as a barrister. Knowledge of current and developing EU Law may be used to assist in the interpretation and evolution of retained EU Law and as a result, for the purposes of the academic component of Bar training, the Law of the European Union will continue to be a required academic element of a barrister's training.

The pass mark, marginal failure and deemed passes

2 All **foundations of legal knowledge subjects** must be passed at **40%** or above. If a course provider has a pass mark below 40%, it must ensure that students who are intending to qualify as barristers are aware that they must obtain at least 40% in each of the foundations of legal knowledge subjects.

3 A course provider may compensate or condone a single marginal failure in one of the foundations of legal knowledge subjects where the following requirements are satisfied:

a. The course provider's assessment regulations permit condonation and/or compensation; and

b. There are exceptional circumstances in your case that are likely to have impacted on your performance; and

c. Your mark for the subject to be condoned or compensated is not less than 35%; and

d. There is evidence of your academic strength across your course studies.

4 If you fail one of the foundations of legal knowledge subjects that is not condoned, you must pass that subject at the course provider which awarded your law degree, or pass the relevant subject in the GDL, within a maximum of **three** attempts. This is subject to your law degree being awarded at lower second class honours (2:2) or above. If you are completing a subject within the GDL for this purpose, you must obtain a **Certificate of Partial Exemption** from us (see **Part 2E** of this Bar Qualification Manual).

5 A course provider may, if permitted by its assessment regulations, deem you to have passed one or more of the foundations of legal knowledge subjects that you failed or did not take due to a substantial cause beyond your control (including illness or bereavement). If this results in your being awarded a law degree without a classification (eg an Aegrotat degree), you will need to apply for the **exercise of discretion** (see **Part 2B** of this Bar Qualification Manual).

Maximum number of attempts

6 The maximum number of attempts permitted for any of the foundations of legal knowledge subjects is normally **three** . If you have exhausted all three attempts (within a law degree, the GDL, or a combination of the two) you must complete a full law degree or GDL programme afresh to satisfy the academic component of Bar training. In exceptional circumstances, a course provider may allow you additional attempts at foundations of legal knowledge subjects.

7 Where one of the foundations of legal knowledge subjects is taught and assessed as two separate units (eg Criminal Law I and Criminal Law II), you will be permitted three attempts at each unit, rather than collectively for the whole subject.

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2B: Completing the academic component (law degrees)

This section includes information on law degree requirements for completion of the academic component of training including the minimum standard (degree classification), time limits for completion of a law degree, credit transfer, and progression to the vocational component.

Overview

1 In order to complete the academic component of training based on a law degree awarded in the UK/Republic of Ireland, you must hold a degree which meets the following requirements.

UK/Republic of Ireland Law Degrees:

must be awarded at Level 6 (or above) of the ‘ Framework for Higher Education Qualifications ’, by a recognised degree-awarding body;

must comply with the **QAA Subject Benchmark Statement for Law (Mar 2023)** ;

must incorporate study of the **foundations of legal knowledge** subjects (see **Part 2A** of this Bar Qualification Manual);

must be awarded at (or above) the **minimum standard** ; and

must not considered to be a **stale qualification** (see **Part 2F** of this Bar Qualification Manual).

2 You should contact the course provider to confirm if a particular law degree complies with the QAA Subject Benchmark Statement for Law.

3 If you hold a law degree from outside the UK/Republic of Ireland and wish to qualify as a barrister, you must apply to us for a **Certificate of Academic Standing** (see **Part 2D** of this Bar Qualification Manual).

4 Vocational component course providers (**Authorised Education and Training Organisations** – AETOs) are responsible for ensuring that prospective students have complied with the standards set out above, at the point of admission to a vocational component Bar Course.

5 Entry requirements for full-time undergraduate law degrees differ from one course provider to another. Further details of these requirements may be obtained from the Universities and Colleges Admission Services (UCAS) . Applications for part-time undergraduate law degrees or graduate-entry law degrees (‘Senior Status’ degrees) should be made directly to the course provider.

The minimum standard

6 The minimum standard for UK/Republic of Ireland undergraduate law degrees for completion of the academic component of Bar training is **lower second class honours (2:2)** .

7 If you have failed to meet the minimum standard in your law degree due to exceptional circumstances, you may apply to us for the **exercise of discretion** . If discretion is granted, you will be able to progress to the vocational component of Bar training.

8 Discretion will be exercised where:

a. there is clear evidence that you are academically of second class quality overall;

b. there is clear evidence of a temporary cause which prevented you from fulfilling your full academic potential, which has not already been considered by the course provider in the award of a third class degree;

c. there is clear evidence that this cause will not render you unsuitable to practise at the Bar; and

d. there is clear evidence of a motivation to qualify and practise at the Bar.

Exercise of Discretion – Application Form

Exercise of Discretion – Application Guidelines

Time limits

9 The maximum time limit for completion of a law degree for the purpose of Bar training (studied either full-time, part-time or by distance learning) is **six years** .

10 If you are unable to complete your law degree within the time limit due to exceptional circumstances, you should apply directly to your course provider for an extension of time. Course providers should apply their own assessment policies and regulations when assessing these applications.

11 You are no longer required to apply to us for acceptance of a law degree completed outside of the maximum time limit.

Credit transfer

12 A course provider may allow you to transfer credit for a law degree from another course provider without needing our approval.

Commencement of the vocational component

13 You must commence the vocational component of Bar training within **five** years of completion of the academic component (including any relevant re-sits).

14 You may apply to us for permission to commence the vocational component of Bar training before completion of the academic component. An application is unlikely to be granted unless:

a. the offer of a place on a vocational component Bar Course place remains open to you despite the outstanding results;

b. results are outstanding in no more than one subject;

c. there is clear evidence from your course provider that the final overall classification of your incomplete UK Law Degree is predicted to be at (or above) the minimum standard;

d. the result(s) of the outstanding subject(s) will be known by 1 October of the year in which you commence the vocational component; and

e. both you and your vocational component Bar Course provider accept that you must withdraw if you have not satisfactorily completed the academic component of training for the Bar by 1 October of the year in which you commence the Bar Course.

Early commencement of the vocational component – Application Form

Early commencement of the vocational component – Application Guidelines

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2C: Completing the academic component (conversion courses)

This section includes information on requirements for completion of the academic component of training through a conversion course including the minimum standard (degree classification), time limits for completion of a conversion course, credit transfer, and progression to the vocational component.

Overview

1 In order to complete the academic component of training based on a conversion course, you must:

hold a UK/Republic of Ireland undergraduate degree awarded at (or above) the minimum standard; or

have been granted a **Certificate of Academic Standing** (see **Part 2D** of this Bar Qualification Manual) by us.

2 If you complete a conversion course without holding a UK/Republic of Ireland degree of the required standard or a Certificate of Academic issued by us, you will not be permitted to progress to the vocational component of Bar training.

3 A conversion course is a course which incorporates study of the **foundations of legal knowledge** subjects (see **Part 2A** of this Bar Qualification Manual) and complies with the QAA Subject Benchmark Statement for Law (Mar 2023) . The most common type of conversion course is a **Graduate Diploma in Law** (**GDL**). Other types of conversion course include a Common Professional Examination (CPE) or Postgraduate Diploma in Law (PGDL).

4 Applications for full-time GDL courses are made through a central application system run by the Central Applications Board . Applications for part-time and distance learning GDL courses should be made directly to the course provider.

The minimum standard

5 The minimum standard for UK/Republic of Ireland undergraduate degrees for completion of the academic component of Bar training is **lower second class honours (2:2)** .

6 If you have failed to meet the minimum standard in your degree due to exceptional circumstances, you may apply to us for the **exercise of discretion** . If discretion is granted, you will be able to undertake the GDL for completion of the academic component and progression to the vocational component of Bar training.

7 Discretion will be exercised where:

a. there is clear evidence that you are academically of second class quality overall;

b. there is clear evidence of a temporary cause which prevented you from fulfilling your full academic potential, which has not already been considered by the course provider in the award of a third class degree;

c. there is clear evidence that this cause will not render you unsuitable to practise at the Bar; and

d. there is clear evidence of a motivation to qualify and practise at the Bar.

Exercise of Discretion – Application Form

Exercise of Discretion – Application Guidelines

Time limits

8 A full-time GDL should normally be completed in not less than one year and not more than three years.

9 A part-time GDL should normally be completed in not less than two years and not more than four years.

10 If you are unable to complete your GDL within these time limits due to exceptional circumstances, you should apply directly to your course provider for an extension of time. Course providers should apply their own assessment policies and regulations when assessing these applications.

11 You are no longer required to apply to us for acceptance of a GDL completed outside of the maximum time limit.

Credit transfer

12 A course provider may allow you to transfer credit for a GDL from another course provider without needing our approval.

Commencement of the vocational component

13 You must commence the vocational component of Bar training within **five** years of completion of the academic component (including any relevant re-sits).

14 You may apply to us for permission to commence the vocational component of Bar training before completion of the academic component. An application is unlikely to be granted unless:

a. the offer of a place on a vocational component Bar Course place remains open to you despite the outstanding results;

b. results are outstanding in no more than one subject;

c. there is clear evidence from your course provider that the final overall result of your incomplete GDL is predicted to be a 'Pass' (or above);

d. the result(s) of the outstanding subject(s) will be known by 1 October of the year in which you commence the vocational component; and

e. both you and your vocational component Bar Course provider accept that you must withdraw if you have not satisfactorily completed the academic component of training for the Bar by 1 October of the year in which you commence the Bar Course.

Early commencement of the vocational component – Application Form

Early commencement of the vocational component – Application Guidelines

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2D: Certificates of academic standing

This section includes information on Certificates of Academic Standing issued by us, including when and how to apply for a Certificate.

Overview

1 If you hold a degree from an institution based outside the UK/Republic of Ireland and wish to undertake the GDL for the purpose of qualification as a barrister, you must apply to us for a **Certificate of Academic Standing** .

2 If you hold a UK/Republic of Ireland postgraduate degree but have not obtained a UK undergraduate degree, you must also apply to us for a Certificate of Academic Standing. If you hold a UK medical, dental or veterinary degree, you should contact the Authorisations Team for further advice.

3 If you do not hold any degree qualifications, you may apply for a Certificate of Academic Standing based on considerable experience or exceptional ability in an academic, professional, business, or administrative field.

4 We will issue a Certificate of Academic Standing if we are satisfied that the qualifications you hold and/or the experience you have gained are equivalent to a UK honours degree of at least lower second class (2:2).

5 We refer to the general comparability statements prepared by UK ENIC (formerly, UK NARIC) when assessing overseas degree qualifications. UK ENIC is the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. It performs this official function on behalf of the UK Government.

6 We will not accept Certificates of Academic Standing issued by the Solicitors Regulation Authority (SRA) for the purpose of qualification as a barrister.

Certificate of Academic Standing – Application Form

Certificate of Academic Standing – Application Guidelines

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2E: Exemptions from individual foundation subjects

This section includes information on obtaining exemptions from the individual foundations of legal knowledge subjects, including the types of qualifications that will or will not be accepted by us.

Overview

1 The rules regarding exemption from any of the individual components of Bar training are set out in the BSB Handbook at **Rules Q7-Q12** .

2 You may apply to us for exemption from the individual **foundations of legal knowledge** subjects which must be passed for completion of the academic component of Bar training (see **Part 2A** of this Bar Qualification Manual).

Application – Certificate of Exemption

3 You may apply to us for exemption on a subject-by-subject basis. If the application is successful, you will be granted either:

a **Certificate of Partial Exemption** – exemptions granted from some, but not all, of the foundations of legal knowledge subjects; or

a **Certificate of Full Exemption** – exemptions granted from all of the foundations of legal knowledge subjects.

4 You must pass any of the foundations of legal knowledge subjects outstanding after the award of a Certificate of Partial Exemption within a Graduate Diploma in Law course (GDL).

5 Certificates of Exemption granted by us remain valid for five years after the award of the qualification in which the relevant foundations of legal knowledge subjects were passed.

Eligibility

6

Degrees awarded in England and Wales	Exemptions will only be granted based on an Honours degree awarded at lower second class honours (2:2) or above.
Degrees awarded in the Republic of Ireland	Exemptions will only be granted based on an Honours degree awarded at lower second class honours (2:2) or above.
Degrees awarded in Scotland	Exemptions will only be granted based on an Honours degree (normally a four-year course) awarded at lower second class honours (2:2) or above.
Degrees awarded outside the UK/Republic of Ireland and Postgraduate degrees where no UK undergraduate degree is held	Exemptions will only be granted based on a degree for which we have granted a **Certificate of Academic Standing** .

Professional qualifications

Exemptions will only be granted where the relevant subjects have been studied to the same breadth and depth as they would be studied on a law degree or GDL.

Exemptions (England and Wales Degree Provider) – Application Form

Exemptions (England and Wales Degree Provider) – Application Guidelines

Exemptions (Non-England and Wales Degree Provider) – Application Form

Exemptions (Non-England and Wales Degree Provider) – Application Guidelines

Exemptions (Professional Qualifications) – Application Form

Exemptions (Professional Qualifications) – Application Guidelines

Exclusions

7 Exemptions will not be granted based on:

a. an incomplete degree (ie a degree which has not been completed and awarded by the course provider).

b. a degree that does not meet the Bar's minimum standard, unless you have been granted the **exercise of discretion** (see **Part 2B** of this Bar Qualification Manual) by us.

c. a degree that has become a **stale qualification** (see **Part 2F** of the Bar Qualification Manual), unless you have been granted reactivation by us.

8 Unless approval is granted by us, a law degree will not be accepted for completion of the academic component of Bar training where you have been granted exemption from one or more of the foundations of legal knowledge subjects by:

a. passing a diploma which contains some of the foundations of legal knowledge subjects;

b. passing law papers in the examinations of professional bodies;

c. passes in the Business Technology Education Council's HND and HNC law papers or foundation degrees which do not have qualifying status; or

d. Accreditation of Prior Experiential Learning (APEL).

9 Individual foundations of legal knowledge subject exemptions granted by a UK/Republic of Ireland course provider may not be accepted by us. You must seek confirmation from us that the qualification on which the exemption is based meets our requirements.

10 We will not accept Certificates of Exemption issued by the Solicitors Regulation Authority (SRA) for the purpose of qualification as a barrister

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2F: Stale academic qualifications

This section includes information on the time limit for progression to the vocational component after completion of the academic component and the process to reactivate qualifications which have become 'stale'.

Overview

1 Students proceeding to the vocational component must be able to rely upon legal knowledge which is reasonably current. For this reason, both law degrees and GDL courses have a time limit after which they are regarded as 'stale'.

2 You must start the vocational component within **five years** of completion of the academic component, whether by means of a law degree or GDL. The same time limit applies to any of the foundations of legal knowledge subjects passed individually following the award of a **Certificate of Partial Exemption** (see **Part 2E** of this Bar Qualification Manual).

3 If you wish to qualify as a barrister after this five-year period has elapsed, you must reactivate your stale qualifications, usually by undertaking the whole of the GDL.

Application – reactivation of stale qualifications

4 In exceptional circumstances, we may reactivate stale qualifications without requiring completion of the GDL. We will only do so where there is reliable evidence from an impartial and professional source that you have kept your knowledge of all of the foundations of legal knowledge subjects up to date, eg through further legal study or relevant employment.

5 Generally, we will not grant reactivation of qualifications that are eight years old or more.

Reactivation of Stale Qualifications – Application Form

Reactivation of Stale Qualifications – Application Guidelines

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

2G: Common protocol on the academic component of training

This section includes Version 3 of the Common Protocol between the Bar Standards Board and the Solicitors Regulation Authority on academic legal training. Version 3 supersedes the first and second versions of the Protocol which were published in Spring 2018 and November 2018, respectively.

1) Scope

This protocol concerns the Bar Standards Board's (BSB) and the Solicitors Regulation Authority's (SRA) Joint Statement on the academic stage of training. It concerns both regulators' new training regulations that will impact on the current Qualifying Law Degree (QLD) and Common Professional Examination (CPE) courses, eg Graduate Diploma in Law (GDL). It is the policy position for both the BSB and the SRA.

2) Transitional arrangements

Following the introduction of the BSB's new rules in 2019 and the introduction of the SRA's Solicitors Qualifying Examination (SQE) in autumn 2021, the Joint Statement requirements will be as follows:

For those wishing to qualify as a barrister: the requirements will remain in force for QLD/CPEs that start in or before the academic year 2018/19 and last until students on those courses complete their studies, in accordance with the requirements of the Academic Stage Handbook.

For those wishing to qualify as a solicitor: the requirements will remain in force for QLD/CPEs that start up to and including 31 December 2021. Students must have accepted their offers on such courses up to and including 31 August 2021 and the requirements last until students on those courses complete their studies, in accordance with the requirements of the Academic Stage Handbook.

3) Administering the academic stage of training

The SRA will continue to administer the academic stage of education and training for solicitors and barristers on behalf of both regulators. Since 2014, providers of QLD and CPE courses have been required to self-certify compliance with the Joint Statement to the SRA in the event of:

validation of new programmes;

re-validation of existing programmes; and

major modification to existing programmes.

These arrangements will continue to apply for all approved programmes beginning up to and including 31 December 2021, until students have completed their courses in accordance with the requirements of the SRA's Academic Stage Handbook. Students must have accepted their offers on these courses up to and including 31 August 2021. In the case of new courses starting in academic year 2020/21, the SRA will be operating on its own behalf only, and not on behalf of the BSB.

4) Extension of approvals

The BSB extended approvals for QLD/GDL courses up to and including the 2018/19 academic year. After this, the BSB reduced its regulatory involvement in legal academic learning to a minimum.

The SRA is now extending approvals for QLD/CPE courses that start up to and including 31 December 2021, as long as the offer to start the course has been accepted by the student up to and including 31 August 2021. The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start after 31 December 2021.

Course providers may make student offers for courses under the existing Joint Statement on that basis.

5) The BSB's future training arrangements

For undergraduate law degree courses which started in or after 2019/20, current Joint Statement requirements will no longer apply.

Subject to approval, the BSB's only regulatory involvement in undergraduate law degrees or CPE courses (ie Graduate Diploma in Law) which will start in or after academic year 2019/20 will be the continuing requirements that law degrees are compliant with the QAA subject benchmark statement for law and that degree courses contain the seven "Foundations of Legal Knowledge" subjects as well as the skills associated with graduate legal work such as legal research.

Please be aware that the seven "foundations of legal knowledge" subjects are not always a compulsory element of pure law or mixed law degree programmes. However, the foundations of legal knowledge subjects remain compulsory for all students who wish to be called to the Bar and practise as a barrister in England and Wales. It will be the responsibility of Authorised Education and Training Organisations (AETOs) to ensure compliance with these arrangements.

6) The SRA's future training arrangements

For undergraduate law degree courses that start after the introduction of the SQE (1 September 2021), the current Joint Statement requirements will only apply to courses that start up to and including 31 December 2021 (as long as the offer to start the course has been accpeted by the student up to and including 31 August 2021).

Under the proposed SQE, students will need to hold a degree or equivalent qualification or experience, but they will no longer need to study for a QLD or CPE recognised or approved by the SRA. The SRA will no longer specify the academic content of law degrees. However, the SQE will ask students to demonstrate the knowledge set out in the Statement of Legal Knowledge. This includes the seven foundations of legal knowledge subjects currently specified in the Joint Statement (in addition to other areas of law and practice)

The seven foundations of legal knowledge are:

Criminal Law

Equity and Trusts

Law of the European Union

Obligations 1 (Contract)

Obligations 2 (Tort)

Property/Land Law

Public Law (Constitutional Law, Administrative Law and Human Rights Law).

European Law will continue as one of the foundation subjects for the foreseeable future. However, this will be subject to the future developments in relation to the UK's withdrawal from the European Union and/or any future agreement made on European Law in the future.

2H: Oversight of the academic component

This section includes information on arrangements for joint oversight of the academic component of legal training by the Bar Standards Board and the Solicitors Regulation Authority, and the Joint Statement.

Overview

1 Formerly, the Bar Standards Board (BSB) and the Solicitors Regulation Authority (SRA) jointly approved course providers of qualifying law degrees (QLDs) and conversion courses (eg the Graduate Diploma in Law (GDL) or the Common Professional Examination (CPE)).

2 For the purpose of Bar training, the concept of a QLD does not apply to law degree courses which started in (or after) the 2019/20 academic year and vocational component courses which started in (or after) the 2020/21 academic year. If you started a QLD/GDL course in (or before) the 2018/19 academic year, you will remain subject to the requirements set out in our 2018-19 Academic Stage Book until you complete your course. If you require a copy of 2018-19 Academic Stage Book, please contact the Authorisations Team (authorisations@barstandardsboard.org.uk).

3 In order to have programmes validated and revalidated for the purpose of solicitor training, course providers are required to self-certify their compliance with the Joint Statement and with QAA standards and quality assurance requirements.

4 The SRA acts as administrator of this validation process, and monitors the supporting documentation submitted.

5 A copy of the self-declaration form for course providers is available on the SRA website.

The Joint Statement

6 The Joint Statement was issued in 1999 by the Law Society and the General Council of the Bar.

7 The Joint Statement set out the minimum requirements which must be complied with for an undergraduate degree to be recognised as satisfying the academic component of training for entry into the legal profession.

Determination of Learning Resources for recognised law programmes

8 This document can be used by validation and review panels to help identify whether or not the resources provided for an academic law programme are adequate to satisfy the requirements of the Joint Statement. The guidance document covers a range of areas, including human resources, staff development, physical resources and student support.

Implementation of Future Bar Training

The Joint Statement no longer applies to either profession as the BSB and the SRA are now taking divergent approaches to qualification as barristers and solicitors. There is more information about these approaches - and what they mean if you want to become either a barrister or a solicitor - in the **Common Protocol on the Academic Component of training** (see **Part 2G** of this Bar Qualification Manual), which we have published jointly with the SRA.

The requirement to complete the academic component of Bar training in order to become a barrister has not changed. Depending on which of the approved pathways is offered by an Authorised Education and Training Organisation (AETO), this component may be integrated with the vocational component, rather than taken sequentially, or may continue to be completed as a stand-alone component that is completed before the vocational component of Bar training.

The SRA will cease to be involved in the approval or recognition of new QLD/CPE courses that start on (or after) **31 December 2021** , following the introduction of the **Solicitors Qualifying Examination** (SQE).

Subject to further detail from the SRA in due course, we intend to allow some equivalence for part-qualified solicitors. For example, we expect that passing the SQE Stage One (which incorporates knowledge of the foundations of legal knowledge subjects) should be sufficient as an equivalent to the academic component of Bar training. This, we think, should aid students in deciding what law programme to attend, meaning that they could postpone decisions on their eventual career intentions.

Part 3 - Vocational Component of Bar Training

3A: The Bar Training Course

This section includes information on the Bar Training Course, including entry requirements, an overview of the application process, the course providers, and key statistics.

Overview - entry requirements

1 Applicants for a place on a Bar Training Course must:

a. have completed the academic component of Bar training (see **Part 2** of this Bar Qualification Manual);

b. be a member of one of the **Inns of Court** (see **Part 5A** of this Bar Qualification Manual); and

c. be fluent in English.

2 Please note that AETOs may impose additional selection criteria over and above the minimum requirements specified above. Please check the website of individual AETOs for more information about their entry requirements.

English language requirement

3 The Professional Statement describes the following Competence regarding English language, which should be demonstrated by students before they enrol on a Bar Training Course.

The Professional Statement

Practical knowledge, skills and attributes

Barristers will:

1.8 Exercise good English language skills.

They will have an effective command of the language and be able to use it appropriately, accurately and fluently so as to handle complex and detailed argumentation. They will use correct English grammar, spelling and punctuation.

Barristers should:

- Use correct and appropriate vocabulary, English grammar, spelling and punctuation in all communications.
- Speak fluent English.

4 You must be able to demonstrate that your English language ability is at least equivalent to:

a minimum score of **7.5** in each section of the IELTS academic test, or

a minimum score of **73** in each part of the Pearson Test of English (academic).

5 On entry to a Bar Training Course, your AETO will require you to sign a statement that you are aware of the standard of English Language required, and that you consider that you have met it. If the AETO considers that any aspect of your language ability is not at the required level after you have commenced the course, your AETO must (as soon as the issue is identified) require you to:

take one of the language tests above; and

provide a test certificate certifying that you have achieved the required scores within 28 days.

6 Certificates issued by an English language test provider verifying the score achieved by a candidate in one of the above tests must be current and valid by reference to the rules of that English language test provider.

7 If you fail to provide evidence that you have achieved the required scores within **28 days** of being asked to do so, your AETO must require you to:

withdraw from the course; or

intermit and improve your score prior to being admitted to the Bar Training Course (subject to meeting any additional entry requirements) in a subsequent year.

Making an application

8 Information on how to apply for courses has been published on our website. For information about Authorised Education and Training Organisations who deliver the vocational component of the Bar Training Course, see our page on AETOs from 2020 .

Authorised Education and Training Organisation (AETO)

9 The following organisations have been authorised to deliver vocational Bar Training.

BPP University – to deliver:
the vocational component (in one part) of the three-step pathway;

the vocational component (in two parts) of the four-step pathway, and

the integrated academic and vocational components of the integrated pathway.

You can read more about BPP's authorisation **here** .

Cardiff University - to deliver the vocational component of Bar training.

You can read more about Cardiff's authorisation **here** .

Manchester Metropolitan University – to deliver:
the vocational component (in one part) of the three-step pathway.

You can read more about Manchester Metropolitan's authorisation **here** .

Northumbria University – to deliver:
the vocational component (in one part) of the three-step pathway;

the vocational component (in two parts) of the four-step pathway, and

the integrated academic and vocational components of the integrated pathway.

You can read more about Northumbria University's authorisation **here** .

Nottingham Trent University – to deliver:
the vocational component (in one part) of the three-step pathway.

You can read more about Nottingham Trent University's authorisation **here** .

City St George's, University of London – to deliver:
the vocational component (in one part) of the three-step pathway; and

the vocational component (in two parts) of the four-step pathway.

You can read more about City St George's authorisation **here** .

The Inns of Court College of Advocacy - to deliver:
the vocational component (in two parts) of the four-step pathway.

You can read more about the Inns of Court College of Advocacy's authorisation **here** .

The University of Law – to deliver:
the vocational component (in one part) of the three-step pathway.

You can read more about The University of Law's authorisation **here** .

The University of the West of England (UWE) – to deliver:
the vocational component (in one part) of the three-step pathway; and

the vocational component (in two parts) of the four-step pathway.

You can read more about UWE's authorisation **here** .

The **University of Hertfordshire** has been authorised to deliver:
the vocational component (in one part) of the three-step pathway; and

the vocational component (in two parts) of the four-step pathway.

12 December 2023 - Please read our announcement about the University of Hertfordshire's authorisation here .

More details about the courses offered by these organisations, including how to apply, can be found on their websites.

Monitoring visit reports

10 As part of the annual monitoring programme of the BPTC, we carried out visits to BPTC providers.

11 The overall aim of the review process was to secure a high quality of educational and academic experience for students. Its most important function was to assess the quality and standards of provision of the BPTC, by considering the academic management, content, teaching, learning, assessment and support for the BPTC.

12 This was based on a risk management approach, with a lighter touch where there was confidence in a provider, but there were mechanisms for 'triggered' visits if and when causes for concern arose. The review process also provided a mechanism for quality enhancement and the identification and exchange of good practice.

Key statistics

13 The BPTC Key Statistics documen **t** contains data on the make-up and performance of BPTC students across all providers.

14 Previous key statistics reports are available on our website .

The syllabi

15 For the syllabi for the Bar Training Course, please see **Part 3B** of this Bar Qualification Manual.

3B: Bar Training Syllabi

This section includes links to download the course syllabi for the Bar Training Course.

1 The Bar Training syllabi documents are for use by Bar Training students and AETOs, and Bar Transfer Test candidates.

2026 syllabus:

Bar Training Criminal Litigation Syllabus 2026 (December 2025 - Blackstone's 2026 References Version) and **Tracked Changes version**

Bar Training Criminal Litigation Syllabus 2026 (10 December 2025) Summary of changes

(It should be noted that amendments to the examinable material set out in this syllabus may, where necessary, be issued at a later date to take account of implementation of the changes to the criminal justice system which were announced by the Ministry of Justice in December 2025. There will be no amendments before the April 2026 exam.)

2025-2026 syllabus:

Bar Training Civil Litigation Syllabus 2025 (June 2025 - White Book 2025 Version) and **Tracked Changes version**

Bar Training Civil Litigation Syllabus 2025 (30 June 2025) Summary of Changes

(Valid for December 2025, April 2026, and August 2026 assessments.)

2026-2027 syllabus:

Bar Training Civil Litigation Updated Syllabus 2026-2027 and **Updated Tracked Changes version**

Bar Training Civil Litigation Syllabus (24 June 2026) Summary of Changes

(Valid for December 2026, April 2027, and August 2027 assessments.)

2 If you have any questions about the syllabi documents, you should contact your AETO.

3C: Centralised assessments

This section includes information on the vocational component centralised assessments including what subjects are covered by the exams, what to do before the exams and on the day of sitting, marking and results, and the results review process.

Contact: Exams@barstandardsboard.org.uk

Overview

1 Vocational component centralised examinations are set on our behalf by the **Central Examination Board** (CEB). The CEB consists of a group of senior examiners, including experienced legal practitioners and academics. Psychometric and examination experts support the work of the CEB.

2 Centralised examinations were introduced to ensure consistency across course providers, and closer regulatory oversight of standards in knowledge subjects.

The following Bar Training subjects are centrally examined:

Civil Litigation and Evidence; and

Criminal Litigation, Evidence and Sentencing.

Exam	Duration	No of questions	Marking
Civil Litigation (paper 1)	2 hours	50 Multiple Choice questions (MCQs)	Electronically – by the BSB
Civil Litigation (paper 2)	2.5 hours	40 Multiple Choice questions (MCQs) including rolling case scenarios	Electronically – by the BSB
Criminal Litigation	3 hours	75 Multiple Choice questions (MCQs)	Electronically – by the BSB

About the Civil Litigation exam

The Civil Litigation exam is assessed in two parts and you are required to attempt both parts of the exam and meet the pass standard in order to be considered Competent. You cannot bank your result for part of the attempt.

The Civil Litigation (paper 1) examination is a closed book exam.

Bar Training Civil Litigation Paper Two is an open book examination. The materials you are permitted to use are:

A copy of the White Book, which can be highlighted and annotated

Sticky page markers, which can be used to mark sections of the White Book

Sticky notes with annotations in the White Book but may not interleave the pages with loose sheets or other material.

You are not permitted to use any additional loose material.

About the Criminal Litigation exam

The Criminal Litigation examination is a closed book exam. You are not permitted any material other than a writing utensil, if applicable.

Standard Setting

3 The standard for success is determined at each sitting based on the difficulty of the questions presented on the paper, using a criterion-referenced standard setting technique. The pass standard may differ between sittings, but the pass marks are translated and reported as 60% to AETO's.

Examination dates

4 All students attempting a centralised assessment, are expected to sit the exam on the same day and at the same time. AETOs may approach the BSB to request alternative start times in relation to candidates needing adjustments or other arrangements or those sitting their exams overseas (offered at AETO discretion).

2026 - Summer	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Monday 17 August 2026

Who to contact

5 Results will be sent to AETOs by the end of September 2026. Students should contact their AETO to find out the specific date on which the results will be released to them. The BSB cannot correspond with individual candidates about their results; all queries must be directed to the AETO.

6 Your AETO should be contacted about any queries relating to the following examination queries:

Reasonable Adjustments

Mitigating circumstances

Overseas examinations

Fit to sit queries

Exam deferrals

Mock examinations and revision materials

Results release dates

Clerical error checks

Institutional policies and procedures relating to examinations

Please consult your AETO's website or your student advice centre for the relevant contact at your provider.

7 We are responsible for, and should be contacted about, the following examination queries:

Enhanced clerical error checks

Requests for review

Further information on Bar Training and contact points is available from our website on https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/bar-training-who-does-what.html

Quality assurance of exam papers

8 Centralised examination questions are written by experienced legal practitioners and academics contracted by us. The examining team meets to scrutinise and approve each question. These comprise an agreed exam paper, which is then tested under exam conditions, and is further reviewed to assess the validity and currency of any referenced law. Exam papers also undergo scrutiny by our syllabus team to ensure all questions comply with the current curriculum. Any recommendations made during these processes are then passed on to the Chief Examiner responsible for the relevant subject who will advise of the changes to be implemented in the paper. Our staff implement any required changes before the paper is proof-read by a professional proof-reader.

9 Pass marks of the centralised examination papers are determined by the standard setting processing.

10 After completion of the quality assurance processes, the paper is ready to be printed and delivered to the AETOs for uploaded on their computer-based testing platform where appropriate.

Sitting exams overseas

11 Some, but not all, AETOs allow candidates to sit written exams at overseas venues. This is offered at the AETO's discretion. It is the responsibility of the AETO to make the relevant arrangements with the venue, pending BSB approval. You should contact your AETO for further information.

Reasonable adjustments

12 If you require additional arrangements to sit the centralised examinations, you must contact your AETO. The AETO will raise with us on your behalf if required.

Mock examination paper

13 We provide a centrally set mock exam paper for each of the centralised examinations. Mock exams are administered by AETOs and they will advise when the mock exam paper will be available.

Fit to sit

14 AETOs may operate a "fit to sit" policy. Some AETOs require candidates to complete a "fit to sit" form at the time of an exam. Other AETOs will complete this process at time of enrolment where candidates will declare that if they are present at the time of the exam, they are fit to sit the exam.

On the day

15 You are responsible for managing your time in a way that allows you to complete the exam within the time available.

2026 - Winter	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Wednesday 19 August 2026 Thursday 10 December 2026
2027 - Spring	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Friday 21 August 2026 Monday 26 April 2027 Tuesday 15 December 2026
2027 - Summer	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Wednesday 28 April 2027 Monday 16 August 2027 Thursday 17 December 2026
2027 - Winter	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Friday 30 April 2027 Wednesday 18 August 2027 Monday 29 November 2027
2028 - Spring	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Friday 20 August 2027 Wednesday 1 December 2027 Thursday 20 April 2028
2028 - Summer	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Friday 3 December 2027 Monday 14 August 2028 Tuesday 25 April 2028
2028 - Winter	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Thursday 27 April 2028 Wednesday 16 August 2028 Tuesday 05 December 2028
2029 - Spring	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Friday 18 August 2028 Monday 16 April 2029 Wednesday 07 December 2028
2029 - Summer	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Wednesday 18 April 2029 Monday 20 August 2029 Monday 11 December 2028

Results will be sent to AETOs by the end of September 2029. Students should contact their AETO to find out the specific date on which the results will be released to them. The BSB cannot correspond with individual candidates about their results, all queries must be directed to the AETO.

17 For examinations being delivered in pen and paper format, candidates will be given:

an exam paper

an optical mark read (OMR) sheet on which to record answers.

Only answers given in the OMR sheet will be accepted and marked. It is essential that the instructions on completing the OMR sheet are followed correctly. It is your responsibility to ensure that the OMR sheet is correctly filled in and each answer choice is clearly marked.

18 All documents must be returned to the invigilator at the end of the exam.

Extenuating circumstances

19 Sometimes, extenuating circumstances may prevent you from sitting an exam or, if you do sit the exam, significantly impact your performance. AETOs handle extenuating circumstance applications. You should familiarise yourself with your AETO's policies and procedures so that you know what to do. The BSB cannot correspond with individual students about their extenuating circumstances.

Quality assurance of marking

20 Centralised examinations are marked by us. To ensure consistency and quality, a number of control processes are in place to ensure all materials are marked correctly.

Pen and paper delivery

After the exam, MCQ answer sheets are returned to us and scanned by an Optical Mark Recognition (OMR) machine which captures the answers selected by the candidate. This process removes the risk of errors associated with human input and enables accurate production of statistics and results analysis. Like with CBT delivery, we conduct the following checks when scanning:

Candidates' answers are cross checked against the attendance list and vice-versa to ensure we have received all the expected candidates' answers and identify unexpected candidates that were not included in the examination's attendance list.

Any queries are raised with the AETO and resolved prior the subject's exam board.

Quality assurance of results

21 Once the marking is completed, statistical data is generated and presented at examination boards.

22 There is one **Subject Exam Board** (Subject Board) per examination. The purpose of each Subject Board is to review and moderate the overall cohort results of the paper and to make recommendations to the **Final Exam Board** (Final Board). A Psychometrician attends all Boards; he reassures the Board of the accuracy of the statistical data presented and the examination's performance. An Independent Observer also attends all Boards; he provides assurance to the Board that due process was applied when considering the centralised assessments' results.

23 The Subject Board uses a number of information sources, including statistical data both past and present, Chief Examiners' and invigilators' reports, and feedback from AETOs.

24 The Subject Board considers the performance of questions and recommends either accepting the results or intervening. For details of previous interventions, please read the relevant **Chair's report** .

25 The Final Board considers the recommendations made by the Subject Boards and either agrees or amends them. We apply any agreed interventions and generate results per AETO. The process involves a series of manual and electronic checks to ensure that AETOs receive accurate results.

Results review process

26 Examination answers are not re-marked but you may request:

a clerical error check;

an enhanced clerical error check; and/or

a request for review

27 You may request a **clerical error check** if you believe that your marks have been captured incorrectly.

How to apply	Contact your AETO
Deadline	Applications must be received within **10** days of results release (date of despatch, not receipt).

2029 - Winter	Bar Training Criminal Litigation Bar Training Civil Litigation (paper 1) Bar Training Civil Litigation (paper 2)	Monday 10 December 2029 Friday 24 August 2029 Wednesday 12 December 2029 Friday 14 December 2029

Outcomes	The Candidate Review Process policy details possible outcomes of reviews.
Fee	Contact your AETO.

28 You may request an **enhanced clerical error check** if you believe there has been any error in the computation, scaling or transcription of marks by us that may have affected the outcome of an examination.

How to apply	Enhanced clerical checks may only be requested following an initial clerical error check. **Bar Training** candidates should apply through MyBar , by navigating to “My Bar Training” and then “Student Review”. If you are a continuing BPTC candidate (pre 2020) or a BTT candidate, you should email exams@barstandardsboard.org.uk and we will send you an Enhanced clerical error check application form.
Deadline	Applications must be received within **10** days of the result of the clerical error check.
Outcomes	An outcome will be communicated to you within **20** working days of receipt of the request or payment, whichever is later.
Fee	**£75** for the Criminal Litigation exam **£100** for the Civil Litigation exam The Fee is payable on submission of the application on MyBar . If you are a continuing **BPTC candidate (pre 2020)** or a **BTT candidate** submitting a paper application, the fee is payable on submission of application by telephoning the Exams team on **020 7611 1444** between 9am and 5pm, Monday to Friday.

29 The request for review challenges the decisions of the CEB. There is only one ground on which a request for review can be considered: breach of natural justice by the CEB. You should carefully consider whether you have the required evidence to challenge on this ground. You must consult the **Chair's report** to assist in the preparation of a submission. There is no further appeal process in place.

How to apply	Bar Training candidates should apply through MyBar by navigating to “My Bar Training” and then “Student Review.” If you are a continuing BPTC candidate or a BTT candidate: download, complete and return a request for review form to us.
Deadline	Applications must be received within **20** days of the Chair's Report being published.
Outcomes	The Results Review Process policy details possible outcomes of reviews.
Fee	**£250** per subject, paid on submission of application on MyBar . If you are a continuing BPTC candidate or a BTT candidate submitting a paper application, you can pay by telephoning our Exams Team on **020 7611 1444** between 9am and 5pm, Monday to Friday.

30 Payment for the review processes undertaken by us must be submitted at the same time as your request. If your payment is declined, we will contact you to rectify the matter and a second payment attempt will be made. Should the second attempt be declined, your review application will be deemed void and therefore rejected.

Chair’s report

31 To ensure the transparency of the centralised examinations, the Chair of the Centralised Examinations Board publishes a report for each examination cycle, detailing statistical data for each sit and interventions applied. Reports are published for examinations in Civil Litigation and Criminal Litigation (taken during the vocational component of Bar training) and for the Professional Ethics examination (taken during pupillage). The reports are one element of a range of qualitative and quantitative data that we use to oversee the provision of Bar training. The Chair’s reports are factual. We will take an annual report on the operation of Bar training to the Board in December of each year which will include a more reflective overview by the Chair and where we will further reflect beyond the centralised assessments on the wider operation of Bar training during the year.

32 Request for Review applicants are advised to carefully read the data contained in the Chair's Report before making an application. Current reports are available below. Previous Chair's reports are available on request from our Exams Team.

Chair's Report part 1 (to be read in conjunction with part 2 for the specific sit)

April 2026 Chair's Report part 2

33 Previous Chair's reports are available on request to our Exams Team.

Future requirements

If you have not yet completed the BPTC, you will have the opportunity to complete the course as normal, with three attempts at each assessment.

Spring 2021

If, after Spring 2021, you have extenuating circumstances which means you have to defer sitting one of the centralised assessments, then you may be affected by the **transitional arrangements** which we have put in place for centralised assessments.

We have published a statement which sets out what the transitional arrangements will be for centralised assessments on our website. If you are a current BPTC student, you should read this statement to find out how you may be affected.

BPTC Candidates - Future requirements

If you have not yet completed the BPTC, please consult the transitional arrangements for centralised assessments on our website.

3D: Exemptions and waivers (vocational)

This section includes information on exemptions and waivers from the vocational component of Bar training.

Overview

1 Bar Training Courses under a number of different titles were introduced from September 2020. Details of these courses may be found on our website.

2 Bar Training Courses must be undertaken in their entirety. There are no partial waivers of these courses for prior learning or experience gained before starting the vocational component. However, you may be granted exemption from a Bar Training Course if you have qualified in another jurisdiction, or as a solicitor in England and Wales. This type of exemption will usually be conditional on passing sections of the Bar Transfer Test (see **Part 7D** of this Bar Qualification Manual).

3 The rules regarding exemption from any of the individual components of Bar training are set out in the BSB Handbook at **Rules Q7-Q12** .

4 More information for qualified lawyers who wish to transfer to the Bar of England and Wales can be found in **Part 7** of this Bar Qualification Manual.

5 More information on exemptions relating to the academic component of Bar training can be found in **Part 2E** of this Bar Qualification Manual.

Part 4 - Work-based Learning/Pupillage Component of Bar Training

See also our new Pupillage Guide produced in conjunction with Advocate , the Bar Council , the Free Representation Unit and the Council of the Inns of Court .

4A: Overview and structure of pupillage

This section includes information on the overall content, structure and duration of the work-based learning component of Bar training (pupillage), on third six pupillages, and on mini pupillages.

Index of contents in this section:

1) What is pupillage or work-based learning?

2) Structure and duration of pupillage

3) Mini pupillages.

1. What is pupillage or work-based learning?

This section explains what pupillage or work-based learning is and where it fits into the authorised pathways to becoming a practising barrister.

Overview

1.1 Pupillage provides work-based training in legal work under supervision. As a pupil, you will build on prior learning and experience, as set out in our Curriculum and Assessment Strategy , in order to demonstrate (as a minimum) the competences to the threshold standard in the Professional Statement .

1.2 Pupillage is an essential component of training for the Bar. You must complete this component of training in order to be authorised to practise as a barrister.

BSB Handbook

The routes to qualification are set out in Part 4, section B2 of the BSB Handbook:

Rule Q3 To be called to the Bar by an Inn an individual must have successfully completed the following:

.1 academic legal training;

.2 vocational training;

.3 the number of qualifying sessions as a student member of an Inn as prescribed from time to time by the BSB; and

.4 pay such fee or fees as may be prescribed.

Rule Q4 To obtain a provisional practising certificate a barrister must:

.1 have successfully completed a period of pupillage satisfactory to the BSB;

.2 pay such fee or fees as may be prescribed.

Rule Q5 To obtain a full practising certificate a barrister must:

.1 have successfully completed a further period of pupillage satisfactory to the BSB;

.2 pay such fee or fees as may be prescribed.

1.3 While we expect that the vast majority of barristers will obtain this component of learning via a traditional "pupillage", this component may also be called “work-based learning” with a view to encouraging a wider range of AETOs to offer this component of training. "Work-based learning" might, for example, be offered by employers offering training to future members of the employed Bar (as is currently the case).

1.4 The work-based learning (pupillage) component can be attained via one of four approved training pathways:

the academic component, followed by the vocational component, followed by the work-based learning/pupillage component;

the academic component followed by the vocational component split into two parts, followed by the work-based learning/pupillage component;

a combined academic and vocational component, followed by the work-based learning/pupillage component; or

a modular or apprenticeship model encompassing the academic, vocational and work-based learning/pupillage components.

1.5 Further information about the four approved pathways for Bar training can be found in the Authorisation Framework .

1.6 More information about the distinction between a **practising barrister** and an **unregistered barrister** can be found in **Part 4K** of this Bar Qualification Manual.

2. Structure and duration of pupillage

This section explains the two periods of pupillage, the non-practising period and the practising period. It also explains what is sometimes referred to as the “third six”, which has no regulatory status.

Overview

2.1 The primary purpose of pupillage is for you, as a pupil, to develop and build on the knowledge, skills and experience previously acquired and to gain first-hand experience in a work-based environment.

2.2 Pupillage is divided into a non-practising period and a practising period.

2.3 The normal duration of pupillage is 12 months (or part-time equivalent). This is the minimum, so AETOs should not advertise non-practising-only/practising-only pupillages where pupils do not have a waiver from the BSB from completing the full duration of pupillage. (AETOs must advertise all pupillages , but can indicate in their advertisement that they are willing to recruit pupils who have received a waiver from the BSB for a reduced duration of pupillage as a result of prior experience).

Authorisation Framework

23 Only those offering all parts of a component will be considered for authorisation as an AETO

2.4 The duration of pupillage may be extended to up to 24 months if an application is made to, and approved by, us under the Authorisation Framework. The AETO will need to demonstrate, when seeking authorisation, why the proposed arrangement is appropriate.

2.5 The normal duration of the non-practising period of pupillage is six months for full-time 12-month pupillages. A Provisional Practising Certificate can be applied for after this time. An AETO may exceptionally apply for a variation to this norm as part of the authorisation process.

Some examples of where alternative arrangements may be appropriate include:

In the employed Bar, where additional time may be needed to enable pupils to attain certain competences to the threshold standard, for example through secondment arrangements.

In certain areas of practice where pupils do not routinely have exposure to advocacy experience at an early stage of their training.

To align training programmes where AETOs provide training to both barristers and solicitors.

2.6 Any change in the duration of the training programme or change in timing for applying for the Provisional Practising Certificate that was previously authorised by us must be notified to our Authorisations Team (pupillageadministration@barstandardsboard.org.uk) as a material change.

2.7 We no longer issue Provisional Qualification Certificates for the practising period of pupillage.

The non-practising period

Curriculum and Assessment Strategy

A person may not start pupillage more than five years after completing the vocational component of training except with our permission.

Authorisation Framework

Pupils will normally have been Called to the Bar before commencing the non-practising period of pupillage.

2.8 As a pupil, you will normally have been Called to the Bar before commencing the non-practising period of pupillage. If you have not been Called, you may use the term "pupil" but will not be permitted to use the title "Pupil Barrister" until you have been Called to the Bar. Until you are Called, your conduct remains a matter for the relevant Inn.

2.9 Since the purpose of pupillage is to enable you, as a pupil, to gain the skills and experience to meet the requirements of the Professional Statement, you may not accept any client instructions in the non-practising period, except for noting briefs where you have the permission of your pupil supervisor or Head of Chambers, or equivalent.

2.10 At the end of the non-practising period, you must submit a certificate from your pupil supervisor to us certifying that the non-practising period has been satisfactorily completed.

2.11 Provided that you have completed the compulsory training specified by us, we will then grant a **Provisional Practising Certificate** . The compulsory training during pupillage is set out in **Part 4J** of this Bar Qualification Manual. The process of applying for a Provisional Practising Certificate is explained further in **Part 4K** of this Bar Qualification Manual.

BSB Handbook

Rule Q4 To obtain a provisional practising certificate a barrister must:

.1 have successfully completed a period of pupillage satisfactory to the BSB;

.2 pay such fee or fees as may be prescribed.

The practising period

2.12 As a pupil, you must be Called to the Bar before you can undertake the practising period of pupillage.

2.13 As a pupil barrister, you are entitled to supply legal services and exercise rights of audience during the practising period, provided that you have the permission of your AETO and have been issued with a **Provisional Practising Certificate** by us.

2.14 Provided that you have satisfactorily completed pupillage, which includes completing the compulsory training specified by us, we will confirm your eligibility for a full Practising Certificate. The compulsory training during pupillage is set out in **Part 4J** of this Bar Qualification Manual.

BSB Handbook

Rule Q4 To obtain a provisional practising certificate a barrister must:

.1 have successfully completed a period of pupillage satisfactory to the BSB;

.2 pay such fee or fees as may be prescribed.

2.15 Upon completion of pupillage, you must apply for a Full Practising Certificate to commence practice as a barrister. The process of applying for a Full Practising Certificate is explained further in **Part 4K** of this Bar Qualification Manual. There is no regulatory obligation for an AETO to provide tenancy or employment following pupillage.

"Third six" pupillages

2.16 Some AETOs offer, or indeed require barristers to complete, so-called "Third six pupillages" prior to tenancy. These are not part of the regulated period of pupillage and the term "Third six" has no status in our regulations. For this reason, we discourage use of the term. The term is commonly used to cover various arrangements that are effectively probationary periods prior to tenancy.

AETOs should be clear when advertising and offering pupillage whether they expect pupils to complete an additional period of training, assessment or probation on completion of pupillage before tenancy or employment is decided.

Arrangements should be set out in a written agreement or policy detailing what is expected of both parties after pupillage, and during and after the additional probationary period, including:

Training requirements during the period.

Assessment criteria for tenancy/employment.

Supervision or mentoring arrangements.

Whether or not there are guaranteed earnings.

Whether or not the individual has voting rights in chambers.

Reference to any other relevant policies.

To avoid confusion with the regulated status of pupillage, the term “Third six pupillage” should not be used.

2.17 The Bar Council’s Ethics & Practice Hub offers Best Practice Guidelines on “Third six” arrangements

2.18 The duration of pupillage may be extended to up to 24 months if an application is made to, and approved by, us under the Authorisation Framework. AETOs will need to consider whether their “Third six” arrangements amount to a probationary period of tenancy/employment or whether they form part of the regulated period of training, for which they need to apply for authorisation.

Is it a probationary period of tenancy/employment or an 18 to 24-month pupillage – what is the difference?

Pupillage must enable you, as a pupil, to meet the regulatory requirements of pupillage.

From **1 September 2019** , this means meeting the competences in the Professional Statement to the threshold standard, so that you are ready to apply for a Full Practising Certificate.

The rules provide flexibility, recognising that there may be some areas of practice where it may take longer to do that. Examples are provided above.

It is important to distinguish this from a probationary period for tenancy. Eg:

An AETO may need new barristers to acquire some of the specialist skills relevant to chambers’ practice area. That would be addressed through CPD.

An AETO may want time to determine whether the applicant is going be suitable as a tenant, ie a probationary period during which they will be assessed on certain criteria.

If in doubt, AETOs can speak to the Authorisations Team about their particular scenario.

3. Mini pupillages

Mini pupillage is the term commonly used for a short period of work experience (usually one to five days) in a set of chambers, a BSB authorised body or another type of AETO.

Mini pupillages are not regulated by us but “assessed” mini pupillages that form part of the recruitment process are regulated for the purposes of the Equality and Diversity Rules.

Overview

3.1 Undertaking at least one mini pupillage can provide you with an invaluable insight into life at the Bar. They may also prove a useful source of advice to assist in finding pupillage.

3.2 As a mini pupillage is often the first experience you will have of the Bar, we encourage AETOs to ensure that opportunities to undertake a mini pupillage are made available as widely as possible to support equality of opportunity.

Good practice: We encourage AETOs to consider taking positive action to make mini pupillage opportunities available to groups that are under-represented at the Bar.

Assessed mini pupillages

3.3 Some AETOs may require you to undertake an “assessed” mini pupillage as part of the recruitment process and use it as one of their selection criteria. Assessed mini pupillages are subject to the Equality and Diversity Rules in the Handbook because they fall within the definition of “workforce” in the Handbook.

BSB Handbook

Mini pupillages are not regulated by the BSB, but **Rule C110.3** of the BSB Handbook requires:

b. & c. fair recruitment training for selection panels responsible for recruitment

d. recruitment and selection processes must use objective and fair criteria

e. to h. equality monitoring of assessed mini-pupillages (which fall within the definition of "workforce")

3.4 To ensure that recruitment and selection processes use objective and fair criteria, if the completion of an assessed mini pupillage is made a condition for obtaining pupillage itself (effectively the first part of the selection and recruitment process), AETOs must advertise mini-pupillages on the website designated by us in the Bar Qualification Manual (currently the Pupillage Gateway). AETOs must comply with the Equality & Diversity Rules of the Code of Conduct in the BSB Handbook (Rule C110) when selecting individuals for a mini pupillage. A list of mini pupillages offered, and details of the recruitment process should be maintained and made available to us on request.

4B: Pupil Supervisors

This section sets out the requirements that AETOs must have in place for supervising pupils. It is also of interest to individuals who wish to become pupil supervisors. It covers the eligibility criteria, training requirements, and registration of pupil supervisors with us.

Registered pupil supervisors

1 The role of the pupil supervisor is to provide you, as a pupil with:

a suitable training programme that enables you to meet the competences in the **Professional Statement** to the threshold standard, in accordance with the **Curriculum and Assessment Strategy** ; and

all necessary assistance in complying with your regulatory obligations eg registering your pupillage with us, applying for any necessary waivers and obtaining a provisional practising certificate.

2 Pupil supervisor contact time with pupils will vary, depending on the way that pupillage training is structured at the AETO. It will be for the AETO to determine how contact time with the pupil supervisor is structured and the AETO must be able to demonstrate to us how a high standard of supervision is maintained.

Ratio of pupils to pupil supervisor

3 Supervisors at the self-employed Bar can supervise up to two pupils at the same time, one non-practising and one practising. Specific authorisation does not need to be obtained to do so.

4 Greater flexibility is permitted in the structure of pupillage supervision for the employed Bar. It is for the AETO to propose an alternative organisational structure of pupil supervision as part of its authorisation application, if it chooses to do so. Each case will be assessed on its merits, recognising that larger employers might have the organisational resources to support bespoke arrangements. A change in pupil supervision arrangements previously authorised must be reported to and authorised by us.

Case study: alternative supervision arrangements in Employed Bar

We piloted alternative arrangements for pupil supervision with the Government Legal Department (GLD) for the autumn 2017 intake of pupils.

The GLD is a very large organisation with approximately 1,500 lawyers.

In the pilot, three experienced pupil supervisors each had responsibility to oversee the training of three pupils.

The pupils also had seat supervisors, so they could get specialist training in specific areas of law that their pupil supervisor was not an expert in. The seat supervisors are trained in-house on management skills and on the regulatory aspects of the Bar. Seat supervisors supervise and support the pupils day-to-day. They are overseen by the pupil supervisors, who are usually senior lawyers working in a different part of the business. The pupil supervisor takes a close interest in how the pupil is getting on, discusses progress with them and their seat supervisor, and considers work diaries.

The GLD found that this arrangement worked well.

The pupil gets the benefit of training with subject specialists and experiences life in a busy litigation team, which helps in gaining case management and other core skills.

At the same time, they get the benefit of discussing progress and expectations with a suitably experienced pupil supervisor.

The pupil supervisors report to the Training Principal at intervals to advise whether pupils have satisfactorily completed periods of pupillage.

This approach also enables feedback to be captured and discussed at Steering Group level.

From a business perspective, the GLD finds it more efficient than allocating a single pupil supervisor to each pupil:

There is greater efficiency for the individual pupil supervisor. Having three pupils means heightened familiarity with the regulatory and GLD frameworks. It also means less time is spent per pupil on completion of forms and dealing with common issues.

The Training Principal gets better assurance about quality and consistency of training. Organisationally, it is more efficient liaising with three and not nine pupil supervisors.

GLD like this flexibility and consider it is consistent with the overall emphasis on an employer being able to work out for themselves what sort of training programme enables barristers to demonstrate the competences in the Professional Statement, subject to demonstrating this to the BSB through the Authorisation and Supervision processes. They think that this structure, for them, leads to a better experience and training for each pupil.

Eligibility and suitability to act as a pupil supervisor

Authorisation Framework

The Authorisation Framework requires AETOs to maintain high standards. The following indicators are relevant:

46.4 Sufficient and appropriate human…resources to provide every pupil…with an equal and effective opportunity to develop and demonstrate the Competences as set out in the Professional Statement and implemented in the BSB's Curriculum and Assessment Strategy .

49.1 Compliance with appropriate standards, requirements and quality assurance processes as relevant and proportionate to the nature of the organisation and prescribed by the BSB.

The following are conditions of authorisation that the applicant must confirm:

I agree that while the AETO will be responsible for appointing pupil supervisors the BSB may, in its absolute discretion, designate an individual as unsuitable to be a pupil supervisor.

I confirm that all pupil supervisors will be trained in accordance with the outcomes and frequency specified by the Bar Standards Board in the Bar Qualification Manual.

In addition, as a condition of authorisation, the AETO must maintain training records for pupil supervisors.

5 Our rules were very prescriptive about who could be a pupil supervisor. We no longer prescribe the eligibility criteria for pupil supervisors except that a pupil supervisor must normally be a practising barrister. If alternative supervision is proposed, the AETO needs to set this out in an application for authorisation to us.

6 It is for the AETO to decide who is suitable to be a pupil supervisor and to ensure that they have received (and continue to receive) appropriate training that meets the outcomes specified by us.

7 In considering the suitability and competence of a barrister to act as a pupil supervisor, AETOs should check the disciplinary record of the barrister with reference to the Barristers' Register on our website and seek a declaration from the barrister that no other disciplinary action is in progress. Other considerations are likely to include:

professional experience;

nature of their practice and whether it offers appropriate learning opportunities;

the time they can devote to a pupil;

aptitude to create an appropriate learning environment; and

competence to provide effective feedback.

While seniority may be among the factors considered by AETOs because of the experience that brings, it can also be helpful for pupils to spend time (whether as a pupil supervisor or simply another member of chambers) with a more recently qualified barrister prior to starting their practising period, since they may be better placed to give practical guidance on the type of work that pupils are likely to be instructed on.

8 While pupil supervisors no longer have to apply to their Inn for approval, AETOs may, if they choose, seek references from the relevant Inn or others. AETOs should be clear what information, relevant to being an effective pupil supervisor, they are seeking to obtain from any references sought.

9 AETOs are required to demonstrate (through the authorisation process under the Authorisation Framework and through ongoing supervision by us) how they ensure high standards in their pupil supervisors.

10 If any matter which appears to affect the suitability of a barrister to act as a pupil supervisor comes to our notice, we will assess the matter in accordance with our risk-based approach to regulation and take appropriate action. We may designate an individual as unsuitable to be a pupil supervisor.

Training of pupil supervisors

11 AETOs must ensure that their pupil supervisors have received appropriate training before supervising a pupil and continue to receive appropriate training in accordance with the outcomes and frequency specified by us. This must be confirmed by the AETO when the pupillage is registered. Training records should be maintained by the AETO for the purpose of supervision by us.

12 Pupil supervisors play a critical role in Bar training during the work-based learning (pupillage) component. We seek, on the one hand, to ensure that all pupils receive the necessary training and guidance in meeting the requirements to successfully complete this final component of training and, on the other hand, to provide organisations that deliver pupil supervisor training with enough information to design and deliver training which meets the outcomes that we specify here.

13 The outcomes that we prescribe provide a broad framework of what the training should achieve. AETOs must ensure that their supervisors' training meets these outcomes. Together with guidance, they have been developed to help AETOs ensure that they and their pupil supervisors maintain high standards of pupillage training. They will also assist those who deliver pupil supervisor training courses or events to structure their training programmes.

14 Attendance at formal training events can only cover a certain amount of ground in one session; in practice, the outcomes are likely to be met by a combination of self-study (reading the relevant documentation issued by us), briefing by the AETO (AETOs will need to ensure that their pupil supervisors are familiar with, and can apply, their own policies and procedures that are relevant to pupillage in their AETO) and attendance at training provided by third parties (where not available in-house).

15 We do not prescribe who can deliver training. Supervisor training is open to any provider and can be delivered in-house. Providers are not accredited by us and can include:

a. Training provided by the AETO. This might be delivered by those who have responsibility for appointing pupil supervisors, managing the pupillage training programme, developing materials and the training programme for pupils. Or it might be delivered by in-house support functions or others with relevant skills and experience.

b. Attendance at courses delivered by others with particular expertise in pupillage and the Bar, such as the Inns, the Circuits, the Bar Council or others that train pupils and barristers. For example, the Bar Council's wider training programme for barristers and chambers includes topics that are relevant, eg Managers Harassment Training.

c. Attendance at courses delivered by other trainers specialising in particular fields such as equality, diversity and inclusion, bullying and harassment, learning styles, coaching skills, giving effective feedback and wellbeing.

16 The training that an individual pupil supervisor needs may vary according to their prior experience. Pupil supervisors who do not have prior experience may need additional support to ensure that they are able to deliver effective feedback to pupils. In contrast, barristers who have come to the profession after a career elsewhere and barristers in the employed Bar may have had experience in a managerial capacity where they have received appraisal and feedback training and applied it in practice. Barristers in the employed Bar and larger chambers may have had access to internal training on managing others or equality and diversity in the workplace.

17 Refresher training for pupil supervisors is mandatory every five years, or after three years if the individual has not been a pupil supervisor during that time. The transitionary timetable for achieving this is as follows:

All relevant pupil supervisors must have met the requirement to undertake refresher training no later than **31 December 2022** . This means that from 1 January 2023:

Anyone intending to continue supervising pupils must have undertaken pupil supervisor refresher training within the last 5 years.

Anyone intending to continue supervising pupils who has not supervised a pupil within the last 3 years must have undertaken refresher training within the last 3 years

This transitionary period does not apply to new pupil supervisors, who must undertake pupil supervisor training before taking on a pupil for the first time.

18 There are no separate requirements for the content of pupil supervisor refresher training.

19 Barristers also have an obligation under the Continuing Professional Development rules to reflect annually on their training needs and should, when considering practice management, reflect on their competence as a pupil supervisor or as a member of the pupillage committee, or equivalent.

Outcomes for training pupil supervisors

20 From 1 September 2020, it is a requirement that all pupil supervisor training courses meet the following outcomes. Further guidance is provided below. As a minimum, we would expect the outcomes marked * to be met by attending a training course or courses.

1. The regulatory requirements

The pupil supervisor will:

Be familiar with the current version of the following BSB documents and the relevant regulatory requirements:
The BSB Handbook

The Bar Qualification Manual

The Authorisation Framework and supporting guidance for pupillage

The Professional Statement, Threshold Standard and Competences

The Curriculum and Assessment Strategy

Be familiar with and able to apply the Equality and Diversity Rules of the Code of Conduct and the Equality Act. *

Understand the BSB's administrative procedures for registering pupillage, applying for the Provisional Practising Certificate and Full Practising Certificate.

Understand the role of the pupil supervisor. *

2. The AETO's training programme, policies and processes

The pupil supervisor will:

Be familiar with their AETO's training plan for pupils and able to apply it, such that pupils are able to meet the competences in the Professional Statement to the threshold standard.

Be familiar with their AETO's policies, procedures and standard documentation in relation to pupillage, and able to apply them.

3. Effectiveness as a pupil supervisor

The pupil supervisor will:

Understand what makes an effective supervisor, including understanding how pupils learn effectively and being able to assess the learning needs/learning styles of their individual pupils. *

Understand the time commitment that is required to be effective as a pupil supervisor. *

Understand the behaviours which constitute unacceptable supervision practices.*

Be competent to conduct assessment of their pupils' progress in meeting the required competences and to conduct effective one-to-one appraisal and feedback, and continuing feedback to pupils throughout the duration of the pupillage. *

Be able to identify and act on their own development needs as an effective pupil supervisor. *

4. Pupil wellbeing

The pupil supervisor will:

Be familiar with the AETO's policies and support mechanisms that enable all pupils to complete their training and support those who experience difficulties.

Be able to signpost pupils to where they can find help externally if needed. *

Be able to apply appropriate policies and support mechanisms that enable all pupils to complete their training and support those who experience difficulties. *

Be able to create a positive relationship with pupils, such they feel comfortable to speak up without fear of reprisal. *

Guidance on the outcomes for pupil supervisor training

21 The following information is designed to provide AETOs with guidance on areas that training should, as a minimum, cover in order to ensure that training for their pupil supervisors meets the outcomes that we specify.

1. The regulatory requirements

The pupil supervisor will:

Be familiar with the current version of the following BSB documents and the relevant regulatory requirements:

Be familiar with and able to apply the Equality and Diversity Rules of the Code of Conduct and the Equality Act.

Understand the BSB's administrative procedures for registering pupillage, applying for the Provisional Practising Certificate and Full Practising Certificate.

Understand the role of the pupil supervisor.

BSB Document	Relevant content that pupil supervisors need to know
The BSB Handbook	Pupil Supervisors should have an up-to-date knowledge of: Part 2, The Code of Conduct: Core Duties and Rules that barristers, including pupils, are required to adhere to. This will be relevant to day-to-day practice and the Ethics exam that pupils will take in pupillage. It also includes Equality & Diversity requirements. Part 4, The Qualification Rules. This sets out the regulatory framework for qualification as a barrister, including pupillage.
The Bar Qualification Manual	This sets out how the Bar Training Rules must be applied. Supervisors must know the contents of **Parts 4** and **6** . **Part 4H** sets out the administrative procedures for registering pupillage, applying for the Provisional Practising Certificate and Full Practising Certificate. **Part 4B** sets out the role of the pupil supervisor, which is to provide the pupil with: a suitable training programme that enables them to meet the competences in the Professional Statement to the threshold standard, in accordance with the Curriculum and Assessment Strategy; and all necessary assistance in complying with their regulatory obligations eg registering their pupillage with the BSB, applying for any necessary waivers and obtaining a provisional practising certificate.
The Authorisation Framework and supporting guidance for pupillage	Supervisors should have a broad understanding of the four key principles: Flexibility, Accessibility, Affordability and High Standards.
The Professional Statement, Threshold Standard and Competences	The Professional Statement describes the knowledge, skills and attributes that all barristers will have on “day one” of practice. Pupils must meet the competences in order to complete their training and apply for a practising certificate. Pupil supervisors must be fully familiar with the competences in order to assess whether pupils are ready to apply for the provisional practising certificate at the end of the non-practising period, and successfully complete pupillage at the end of the practising period.
The Curriculum and Assessment Strategy	This describes the curriculum for pupillage, including the compulsory courses that pupils must attend and exams they must pass. The competences in the Professional Statement are mapped to the components of training, including pupillage, and describe which competences must be demonstrated in order to apply for the provisional practising certificate and to complete pupillage successfully.
Equality and Diversity	The key requirements relevant to pupillage are found in: The BSB Handbook, Part 2. **Part 4C** of this Bar Qualification Manual. The accessibility criteria in the Authorisation Framework and supporting guidance for pupillage. In addition to a knowledge of the rules and relevant aspects of the legislation, pupil supervisors must understand how to apply considerations of equality, diversity and inclusion as a pupil supervisor, with particular reference to the following: Their role in creating an appropriate learning environment. Understanding unconscious bias.

Pupil supervisors must understand their role as it applies to their particular AETO. In practice, the role of the pupil supervisor will vary between AETOs. For example, in a small AETO or in an Employed Bar setting, there may be only one pupil supervisor that is also responsible for all aspects of pupillage. In contrast, in a large chambers that offers a number of pupillages each year, there may be a pupillage committee that has responsibility for managing all aspects of pupillage from recruitment, to development of policies, processes and the pupillage training programme, and training of supervisors; in this setting, there may be many pupil supervisors who each have responsibility for a pupil during a “seat” rotation that is limited to three months. In a larger Employed setting, there may be a bespoke arrangement for pupil supervision that has been approved by us as part of the authorisation process.

2. The AETO’s training programme, policies and processes

The pupil supervisor will:

Be familiar with their AETO's training programme or plan for pupils and able to implement it, such that pupils are able to meet the competences in the Professional Statement to the threshold standard.

Be familiar with their AETO's policies, procedures and standard documentation in relation to pupillage, and able to apply them.

The pupil supervisor must be familiar with the Professional Statement and satisfied that the AETO has a training programme in place, supported by appropriate policies, procedures and documentation, that provide the pupil with the necessary opportunities to develop the knowledge, skills and attributes to enable them to meet the competences to the threshold standard by the end of pupillage. The pupil supervisor should be able to provide constructive challenge to the AETO in these areas where appropriate.

3. Effectiveness as a pupil supervisor

The pupil supervisor will:

Understand what makes an effective supervisor, including understanding how pupils learn effectively and being able to assess the learning needs/learning styles of their individual pupils.

Every pupil is different and will have had different experiences before pupillage. Each pupil brings their own combination of knowledge, skills and attributes to day 1 of pupillage. The pupil supervisor will need to be able to recognise those differences at an early stage of the pupillage and adapt to the individual their own supervision style, their way of communicating with the pupil and the training plan.

For example:

Some will have received a waiver from the BSB for a reduced pupillage because of their prior experience, and the pupil supervisor will need to identify which of the competences in the Professional Statement remain areas of focus for the pupillage period.

Some will come with a great deal of knowledge about the way that the Bar works, because of their connections or prior experience. Others will not.

People learn in different ways. A pupillage training plan is likely to involve a combination of observing the pupil supervisor and other barristers, practising written work, scenario-based exercises, attending classroom-based courses and practising as a pupil barrister.

People respond differently to the style in which feedback is given – what works for one pupil may not work for another. Pupil supervisors must be prepared to adapt their style to the pupil.

Some individuals will require specific reasonable adjustments under the Equality Act and may not yet have had the courage to ask for them.

Understand the time commitment that is required to be effective as a pupil supervisor

The pupil supervisor will need to understand that effective pupillage supervision requires them to commit sufficient time to the role, including in the practising period of pupillage.

Be able to understand the behaviours which constitute unacceptable supervision practices.

It is expected that pupillage will be a demanding experience for pupils and can be somewhat stressful. Pupil supervisors must ensure that their actions do not unnecessarily or unreasonably increase that stress. Rigorous but constructive feedback is appropriate; bullying is strictly prohibited. Pupil supervisors need to be able to clearly differentiate the two. Unacceptable behaviours would include:

Personal comments and/or jokes about pupils' appearance, race, religion, sex, marital status, background, education, age, weight, etc.

Exclusion of certain pupils from social events, social media groups, etc.

Unjustified exclusion of pupils from certain types of work or experience.

Unjustified threats to withdraw, extend or not sign off the pupillage.

Unreasonable expectations of work volume and/or working hours.

The way in which feedback is given (see below).

Case scenarios and role play to encourage discussions and ensure understanding in this area is likely to be the most effective way of training in this area.

Be competent to conduct assessment of their pupils' progress in meeting the required competences and to conduct effective one-to-one appraisal and feedback, and continuing feedback to pupils throughout the duration of the pupillage.

It is for the AETO to ensure that the necessary documentation is in place to evidence the monitoring of the pupil's progress against the competences in the Professional Statement, in a way that is transparent to the pupil. The pupil supervisor will need to be familiar with, and able to apply, the AETO's policies and processes about the manner in which feedback will be provided and the frequency with which formal feedback and appraisals will be conducted. The pupil supervisor will need to be able to explain them to the pupil.

The skills required to deliver effective, regular and consistent feedback, and the impact on pupils of poorly delivered or insufficient feedback are critical to the success of pupillage. Those in the Employed Bar, or those who have come to the Bar after a change of career, may have had the opportunity for training in this area as part of an employee management training programme and have developed these skills as managers themselves. However, this is a skill that may not have been acquired as a practising self-employed barrister and should therefore be an important area of focus for training.

Be able to identify and act on their own development needs as an effective pupil supervisor.

Pupil supervisors should be confident in identifying and acting on their own development needs for the role. For example, this could be achieved by seeking feedback from pupils and reflecting on their competence as part of creating and implementing their annual CPD plan.

4. Pupil wellbeing

The pupil supervisor will:

Be familiar with the AETO's policies and support mechanisms that enable all pupils to complete their training and support those who experience difficulties.

Pupil supervisors should read the contents of **Part 4M** of this Bar Qualification Manual. They should also be familiar with the AETO's formal policies and processes, including the grievance policy, and able to advise pupils of the process by which they can raise any issues either formally or informally. The pupil supervisor is often identified as the first point of contact in the grievance process and so they will need to be ready to act in line with the policy.

Many AETOs have a system in place whereby the pupil is assigned a buddy or junior tenant for the duration of their training. The aim is for the pupil to have someone within the AETO to speak to informally about matters which they may not feel comfortable to raise with their supervisors or more senior members. The pupil supervisor should be aware of who this person is and ensure that this means of support is operating.

Be able to signpost pupils to where they can find help externally if needed.

Pupil supervisors should read the contents **Part 4M** of this Bar Qualification Manual and be aware of the range of external support mechanisms that are available to pupils in cases where they do not feel confident to raise their problems internally or where issues have not been resolved internally.

Be able to apply appropriate policies and support mechanisms that enable all pupils to complete their training and support those who experience difficulties. Be able to create a positive relationship with pupils, such they feel comfortable to speak up without fear of reprisal.

The pupil supervisor should understand the importance of their role within the AETO in helping to foster a culture in which pupils feel that if they have any concerns, these can be raised formally or informally with either their pupil supervisor or other appropriate individuals within the AETO.

Pupil supervisors should have an understanding of the impact that pupillage can have on the wellbeing of their pupils. They need to know how issues relating to wellbeing manifest themselves and they need to know how to have conversations about stressful or distressing situations, and other wellbeing issues.

Registration of pupil supervisors

22 Pupils must have a named pupil supervisor who is responsible for confirming that the non-practising and the practising periods of pupillage have each been satisfactorily completed in accordance with the Curriculum and Assessment Strategy . The supervisor responsible for signing off each period of pupillage must be registered in relation to that pupillage when the pupillage is registered (or notified promptly if there is a change in circumstances).

23 We are no longer maintaining a "register" of approved pupil supervisors, as such. But we are maintaining a record of which pupil supervisor is responsible for signing off each particular pupil, when that pupillage is registered.

24 Although pupillage is arranged as two distinct periods for the purposes of regulation by the BSB (non-practising and practising periods – see **Part 4A** of this Bar Qualification Manual) AETOs may rotate pupils through two or more placements or "seats". Such rotations can be within the AETO or with external

organisations. This approach exposes pupils to a wider range of experience and offers opportunities for a more rounded assessment of their pupillage. It is for the AETO to ensure that all supervisors are appropriately trained and to determine how pupils are supervised during such seat rotations or external secondments, including how the consistency of supervision and the quality of training is maintained, and how effective handover between supervisors is ensured.

25 Supervisors that have responsibility for signing off a period of pupillage must be registered and trained. Where more than one supervisor has this responsibility during a pupillage, each must register as a supervisor for the pupillage with us, either when the pupillage is first registered or subsequently.

26 There is no specified maximum amount of time that a supervisor may be absent or unavailable before an alternative supervisor must be registered. It is the responsibility of the AETO to ensure that we are contacted when a material change occurs and alternative arrangements are made where necessary. See **Part 4H** of this Bar Qualification Manual for requirements to notify us of changes in pupillage arrangements.

4C: Fair recruitment and equality and diversity

All AETOs are required to abide by the Equality Act 2010 , which includes some specific provisions in relation to recruitment of pupils. In addition, our Handbook and the Authorisation Framework have a number of requirements relating to recruitment in relation to equality and the principles of flexibility, accessibility and affordability. These are outlined in this section.

Concerns raised during our consultations about Bar training and from research conducted (covering diversity , barriers to training and differential attainment in outcomes on the BPTC and in gaining pupillage , race equality and experience of women at the Bar) highlight that access to pupillage is one of the biggest barriers to increasing diversity at the Bar. Research conducted into Pupillage Advertising and Selection Criteria contributes to our understanding of which stages of the advertising and recruitment process for pupils give rise to potential barriers of entry to the Bar, particularly for those from underrepresented groups at the Bar.

The Equality Act 2010

1 The Equality Act 2010 ("the Act") consolidates and replaces the numerous Acts and Regulations which previously dealt with equalities law. It recognises the following as ' protected characteristics' :

age

disability

gender reassignment

marriage and civil partnership

pregnancy and maternity

race

religion or belief

sex

sexual orientation.

2 Barristers and clerks are bound by specific provisions relating to the Bar in Section 47 of the Act that prohibits discrimination against pupils, tenants and would-be pupils and tenants, and requires barristers to make reasonable adjustments.

3 Section 60 of the Act prohibits pre-selection questions of applicants (including for pupillage or tenancy) about their health or disability save in very narrow circumstances.

4 Positive action in recruitment is permitted in certain circumstances under Section 159 of the Act specifically in relation to pupillage and tenancy recruitment.

5 As employers, AETOs are subject to the provisions in Part 5 Chapter 1 of the Act, which prohibits direct and indirect discrimination, harassment and victimisation, and provides the duty to make reasonable adjustments.

6 As service providers, AETOs are covered by Part 3 (3) of the Act.

BSB Handbook

7 Our Handbook has a number of requirements in relation to equality. In particular, the following are relevant to pupillage:

BSB Handbook

Core Duty 8 says that BSB regulated persons and unregistered barristers must not discriminate unlawfully against any person.

Rule C12 , which applies to all BSB regulated persons apart from unregistered barristers, says that a barrister must not, in his professional practice, discriminate unlawfully against, victimise, or harass, any other person on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, disability, age, religion or belief, or pregnancy and maternity.

Training for those involved in recruitment

BSB Handbook

Rule C110 of the BSB Handbook says that chambers and BSB authorised bodies must take reasonable steps to ensure that:

save in exceptional circumstances, every member of all selection panels must be trained in fair recruitment and selection processes;

recruitment and selection processes use objective and fair criteria.

The BSB Handbook provides the following guidance:

Guidance C142 : training means any course of study covering all the following areas:

a) Fair and effective selection & avoiding unconscious bias

b) Attraction and advertising

c) Application processes

d) Shortlisting skills

e) Interviewing skills

f) Assessment and making a selection decision

g) Monitoring and evaluation

Guidance C143 : Training should ideally be undertaken via classroom sessions. However, it is also permissible in the following ways:

Online sessions
Private study of relevant materials such as the Bar Council's Fair Recruitment Guide
Completion of CPD covering fair recruitment and selection processes

Guidance C144 : The purpose of Rule C110 is to ensure that applicants with relevant characteristics are not refused employment because of such characteristics. In order to ensure compliance with this rule, therefore, it is anticipated that the Equality and Diversity Officer will compile and retain data about the relevant characteristics of all applicants for the purposes of reviewing the data in order to see whether there are any apparent disparities in recruitment.

The Bar Council's **Fair Recruitment Guide** has been significantly revised and the new version was published in June 2021. Everyone involved in recruitment and selection processes should familiarise themselves with the updated guidance.

8 Feedback from those that have attended face-to-face training in fair recruitment practice indicates that this is the most effective way to engage in training, particularly in aspects such as unconscious bias. For this reason, guidance in gC143 was amended in 2019 to say that training should ideally be undertaken via classroom sessions. This is because reading the Fair Recruitment Guide is an insufficient substitute for the interactive discussions that take place during such training.

9 In practice, we recognise that the recruitment process for pupillage, and subsequently into tenancy or employment, can include a large proportion of people in an AETO. It can therefore be challenging to require everyone to attend face-to-face training that is tailored to the Bar. In considering training needs, AETOs should (as a minimum) consider the role that individuals play in recruitment. For example, those that are involved in determining policies and selection criteria may have different training needs to those involved in interviewing or voting on tenancy decisions. Equally, barristers should, as part of planning and reflecting on their Continuing Professional Development (CPD) , consider their role in recruitment and their training needs.

Advertising pupillages and the mandatory recruitment timetable

10 All AETOs should recruit pupils through a fair and transparent process. All vacancies for pupillage (including assessed mini pupillages) must be advertised on the Pupillage Gateway , in line with the mandatory timetable, to ensure equality of opportunity. The requirement to advertise forms a condition of authorisation.

Authorisation Framework

It is a condition of authorisation that an AETO will advertise all vacancies for pupillage/work-based learning on a website specified by the Bar Standards Board in the Bar Qualification Manual . This includes assessed mini pupillages that form part of the selection criteria, and pupillages offered to transferring qualified lawyers and others who have been granted waivers from completing the full period of pupillage.

11 Waivers from the pupillage advertising requirements will only be granted by us in exceptional circumstances. Each case will be considered on its own merits.

12 AETOs can choose to use the Pupillage Gateway to administer the application process. Alternatively, applications can be made directly to AETOs.

13 As a condition of AETO authorisation, all pupillage recruitment must adhere to the mandatory timetable specified by us. AETOs must ensure that each stage of the advertising and recruitment process takes place in accordance with the published timetable (whether they administer their recruitment process on or off the Gateway website).

For 2026/27

For AETOs recruiting on the Gateway

Monday, 7 September 2026: Applicant account set up

Aspiring barristers can start setting up their accounts on the Pupillage Gateway and upload their academic and work experience history, and referees

Monday, 12 October 2026: AETO advertisement and account set-up on the Gateway

AETOs must start registering their accounts and submitting applications for approval.

By 12:00pm midday, Friday, 20 November 2026: Publication of advertisements on the Gateway

AETOs must register their accounts and submit applications for approval. All approved vacancy advertisements will be published for prospective applications to browse.

Monday, 23 November 2026, 12:01 (am): Advertisements

Applicants may access the Pupillage Gateway to browse vacancies.

Monday, 4 January 2027, 11:00 (am) – Applications open:

The submissions window for applications opens and applicants can start, edit and submit their applications.

For AETOs recruiting off the Gateway

Monday, 7 September 2026: Applicant account set up

Aspiring barristers can start setting up their accounts on the Pupillage Gateway and upload their academic and work experience history, and referees

Monday, 12 October 2026: AETO advertisement and account set-on the Gateway

AETOs must start registering their accounts and submitting applicatio for approval.

Applications should include details on how applications are to be mad (eg by post or email).

By 12:00pm midday, Friday, 20 November 2026: Publication of advertisements on the Gateway

AETOs must register their accounts and submit applications for appro All approved vacancy advertisements will be published for prospectiv applications to browse.

Monday, 23 November 2026, 12:01 (am): Advertisements

Applicants may access the Pupillage Gateway to browse vacancies.

Monday, 4 January 2027, 11:00 (am) – Applications open:

The submissions window for applications opens and applicants can s their applications to the AETO.

AETOs will not have access to the applications until the submissions window closes.

Thursday, 28 January 2027, 11:59 (pm): Applications close

The submissions window for applications closes and no further applications or amendments to applications are allowed.

AETOs can begin to download and assess applications and acknowledge receipt of applications. They can also begin to sift through applications, shortlist applicants and conduct interviews.

Between Friday, 29 January and Monday, 1 February 2027: Publication of Gateway applications to AETOs

AETOs using the Pupillage Gateway to administer their recruitment process will be able to download candidate applications and begin the shortlisting and interview process from **Monday, 1 February 2027** at the latest.

They may be able to access their applications on **Friday, 29 January 2027** , pending the approval of the Bar Council's Director of Services.

Friday, 7 May 2027, 09:30 (am): Offers made

AETOs will make offers through the Gateway system. All offers will be made on the same day at the same time.

AETOs are not able to make offers to applicants in advance of this date. **They must not make informal or indicative offers in advance.**

Friday, 14 May 2027, 09:30 (am): Deadline for accepting initial offers

All applicants have a 7-day deadline to communicate acceptance of an offer (if any). Applicants will be able to accept an offer anytime up to the deadline.

If an AETO's offer is declined by an applicant within the 7-day deadline, then they may immediately make a second-round offer.

If the 7-day deadline passes without the applicant accepting the offer, AETOs should send out second-round offers within a reasonable time period.

Thursday, 28 January 2027, 11:59 (pm): Applications close

The submissions window for applications closes and no further applications are allowed.

Monday, 1 February 2027: Shortlisting of applications made outs of the Gateway

AETOs not using the Pupillage Gateway can begin the shortlisting an interview process.

Friday, 7 May 2027, 09:30 (am): Offers made

AETOs will make offers by phone or by email. All offers will be made the same day at the same time.

AETOs are not able to make offers to applicants in advance of this da **They must not make informal or indicative offers in advance.**

Friday, 14 May 2027, 09:30 (am): Deadline for accepting initial off

All applicants have a 7-day deadline to communicate acceptance of a offer (if any). Applicants will be able to accept an offer anytime up to t deadline.

If an AETO's offer is declined by an applicant within the 7-day deadlin then they may immediately make a second-round offer.

If the 7-day deadline passes without the applicant accepting the offer AETOs should send out second-round offers within a reasonable time period.

The Bar Council presents their suggested timetable to the BSB annually, together with an equality impact assessment and a written statement of the factors they have taken into account. We then consider whether to approve the timetable in accordance with the Legal Services Board's Internal Governance Rules and the protocol on regulatory independence between the BSB and the Bar Council. Waivers from the timetable (or from specific stages of the timetable) will only be considered in exceptional circumstances. Any waivers granted will be listed on our website for transparency so that candidates are aware of all opportunities.

Information provided to applicants

14 The principles that underpin the Authorisation Framework include the principles of Flexibility, Accessibility and Affordability. A number of the criteria for authorisation as an AETO relate to the approach to recruitment and the information that is provided to potential applicants.

Authorisation Framework

AETOs must provide evidence of the following:

35.1. Flexibility that takes into account pupils' personal circumstances, promotes a more diverse legal profession, and supports the pupil to develop and demonstrate the Professional Statement Competences.

37.1. Commitment to equality and diversity at organisational level, including a specific strategic commitment to:

increasing diversity at the Bar;

taking active steps to improve accessibility – so that the best candidates are able to train as barristers and that the Bar as a whole better reflects the communities it serves; and

compliance with obligations arising under relevant legislation including the Equality Act 2010 and the BSB Handbook.

37.2. A clear strategy for making pupillage/work-based learning accessible and enabling pupils and students to achieve the best outcomes they are capable of in their education and training, as well as to demonstrating the Professional Statement Competences to at least the Threshold Standard.

37.3. Policies and procedures demonstrating an AETO's commitment to promoting open and fair recruitment (including where appropriate flexible approaches to prior learning and experience).

37.4. Timely provision of clear, accessible information for pupils and students indicating what Professional Statement Competences they will have achieved during and on completion of their training, enabling them to navigate their own route to qualification, and the next steps available to them.

45.1. The communication of clear, accessible and meaningful information and data as to the affordability of pupillage or work-based learning, the likelihood of being retained post-qualification, and earnings potential.

15 AETOs should provide sufficient information in the advertisement and other supporting materials (for example on the AETO's website) to enable prospective pupils to understand:

the AETO itself, eg the type of work that its barristers do, its size, location and culture;

the number of pupillages available;

the application process and deadlines, timing of interviews and the criteria that the AETO uses to assess applicants and decision dates;

when (on their path to qualification) candidates can apply;

the pupillage training programme and what to expect from a pupillage at the AETO;

the pupillage award, including expenses and other costs of training that the AETO covers (and what it doesn't cover);

prospects at the end of pupillage and the process for applying for tenancy/employment; and

the practical impact of the AETO's equality and diversity policies.

Outreach activity

Authorisation Framework

We expect AETOs, as a minimum, to demonstrate that they have carefully considered how they could contribute to the following:

Indicator 38.1. Engagement with the wider community to encourage those who are currently under-represented at the Bar to consider it as a career.

16 We recognise that the outreach activities that AETOs engage in will vary according to their size and resources. However, research shows that access to pupillage is one of the biggest barriers to diversity at the Bar. Therefore, if your AETO does not currently engage with the wider community in support of the principle of Accessibility, we expect you to give serious consideration to what you might be able to do.

Examples of outreach activity that AETOs engage in are:

Barristers mentor individual students from deprived backgrounds or work with charities that do so.

Provision of support or information to local careers services.

Outreach programmes with local schools or charities.

Joint working through the Specialist Bar Associations.

Joint working with the Inns, eg providing practice with applications and interview techniques.

Mini pupillages are advertised so as to reach under-represented groups.

Mini pupillages are reserved for those who meet certain criteria (eg. neither parent went to university, in receipt of free school meals, raised in care, caring responsibilities) and they are subsequently guaranteed an interview for pupillage.

Mini pupillages are paid.

The Bar Council has produced a **guide on Corporate Social Responsibility** which may help you to think about what your barristers and staff may already be doing, and what more you could do.

Selection

17 Selection for pupillage is subject to the Equality Act 2010 . AETOs must not unlawfully discriminate against any applicants. Advertising, selection for interviews, the interviews themselves, the selection for pupillage, the offers made, and written agreements given to pupils are all covered by this Act.

18 In addition, our Handbook sets out requirements in relation to recruitment and selection processes, which apply to pupillage:

Authorisation Framework

We expect AETOs, as a minimum, to demonstrate that they have carefully considered how they could contribute to the following:

Indicator 38.1. Engagement with the wider community to encourage those who are currently under-represented at the Bar to consider it as a career.

19 While the above applies specifically to chambers and BSB authorised bodies, all AETOs must have recruitment and selection processes that use objective and fair criteria.

20 Given that access to pupillage is one of the biggest barriers to increasing diversity at the Bar, AETOs should carefully review their advertising and selection processes and criteria and challenge themselves to think about where they may be creating barriers to equality and diversity. Some examples are provided below which may help to reduce unconscious bias, level the playing field for those who do not have connections inside the profession and increase opportunities for social mobility for those who have the potential to succeed.

Reducing barriers to equality and diversity in pupillage recruitment – what AETOs can do

Review the information and pictures on the AETO's website to check if they convey inclusiveness.

The pupillage committee could take each of the selection criteria, at each stage of the selection process in turn and challenge themselves to (a) consider whether each criterion might give risk to any inherent bias and (b) robustly demonstrate how each criterion helps to objectively demonstrate potential.

Before recruitment starts, publish the selection process and criteria so that they are transparent to potential applicants. Consider how you ensure that they are applied consistently to all candidates.

Base your selection criteria and questions at each stage of the process on potential to meet the competences in the **Professional Statement** and ensure that applicants are given every opportunity at each stage of the selection process to demonstrate their potential.

Use "blind" applications (so that the applicants' name, school and university are not visible to the selection panel).

Consider if the weighting of your selection criteria could create a barrier to diversity.

Consider introducing flexibility to your academic selection criteria Eg. do not limit applications only to those with first class or upper second class degrees; use a "contextual recruitment" approach to boost social mobility and ensure you do not overlook promising talent.

Do not limit applications only to those who have completed unpaid mini pupillages; consider other ways that applicants can demonstrate interest in, or aptitude for a career at the Bar.

Provide equal opportunity (through criteria and selection processes) to those who have not undertaken a law degree.

Give sufficient notice of the date and time of interviews, to enable candidates to make arrangements necessary for their attendance at the interview. Do not hold interviews at times when potential applicants are likely to be preparing for and sitting exams.

Offer and make reasonable adjustments, where appropriate.

Consider offering to cover travel expenses through a clear written policy.

Form a panel to take decisions on applications, instead of one person alone.

Keep a record of decisions taken, with reasons given, that your equality officer can review.

Offer practical feedback to unsuccessful candidates.

Do not request or rely on references from third parties until the last stage of recruitment.

Collect, analyse and act on equality and diversity data from the selection process.

Case study examples:

A report on themes arising from the selection process each year

5 Essex Court provides a wealth of information on its website that gives prospective applicants an insight into a pupillage at the chambers and helps them to understand the application process. This includes an annual "pupillage selection report" that provides applicants (past and future) with insight into the criteria that are used for selection, how these are applied in practice and how applicants performed.

Individual feedback to unsuccessful candidates

Our Supervision team visited a chambers that provides individual feedback to unsuccessful candidates, when requested. One such candidate acted on the feedback he was given and was recruited the following year.

Nepotism in pupillage

We sometimes receive complaints about nepotism in pupillage recruitment, since the practice perpetuates barriers to diversity and inclusion in pupillage and the perception that the Bar is elitist. It is very unlikely that recruiting a close family member (or someone with close social connections) could be justified by an AETO as being compatible with the principles of fair recruitment that are outlined here.

AETOs are therefore encouraged to establish appropriate policies and procedures to identify whether pupillage applicants have connections to any barristers or staff within the AETO.

Checking credentials

Authorisation Framework

All AETOs must provide evidence of the following:

Indicator 46.6. How credentials checking is carried out and policies and procedures for reporting fraudulent and/or dishonest activity to the BSB and the Inns of Court as appropriate.

21 AETOs must have policies and procedures for carrying out credential checks to ensure that applicants meet the mandatory and other requirements, and for reporting dishonesty to us and to the Inns of Court. For pupillage, AETOs must exercise appropriate due diligence in relation to the following:

That academic and vocational training components have been satisfactorily completed within the 5 year limit. In accordance with the **Curriculum and Assessment Strategy** , a person may not start pupillage more than five years after completing the vocational component.

That the pupil is a member of an Inn.

That the pupil has been Called to the Bar.

Immigration visas have been obtained, where relevant.

Waivers have been granted by us, where relevant.

Any other requirements that the AETO has specified as a condition.

Vocational Bar training course grade boundaries

22 Pupillage Authorised Education and Training Organisations (AETOs) should be aware when recruiting pupils that we no longer prescribe grade boundaries for the new vocational Bar courses that commenced in 2020. The following information has been written to assist those involved in pupillage recruitment in understanding how to interpret the results that your applicants share with you.

The old system of grade boundaries

23 On the old Bar Professional Training Course (BPTC), we prescribed grade boundaries so that passing candidates could be consistently described as having a pass that was classified as Outstanding (85-100%), Very Competent (70-84%) or Competent (60-69%). The classification depended not just on marks obtained, but whether the candidate passed particular elements on their first attempt.

What changed in 2020

24 As part of our review of Bar training, we removed the system of classifications for the new vocational Bar training courses that commenced in 2020. The Professional Statement describes the threshold for competence and that is now the only threshold that we prescribe; we consider that competence has either been demonstrated or it has not. We no longer prescribe the number of attempts available for each element of Bar training other than to say that we permit unlimited attempts over a period of 5 years, although individual providers of Bar training may have different regulations prescribing the number of resits for their own academic awards.

25 You can read more about our current requirements in the Curriculum and Assessment Strategy . More information about the assurance mechanisms that are in place for Centralised Assessments and assessments that are set and marked by the AETOs is available on our website .

What information your pupillage applicants may show you

26 Exam results are uploaded to students' Bar Training Record on MyBar. Students can provide an access code to their chambers or employer to view the results. You will be able to see a copy of their Bar Training Record, ie a breakdown of each subject and the mark obtained (where a mark is awarded - some elements are simply pass/fail), as well as an overall "competent" rating. All the results that are necessary in order to be Called are displayed consistently, wherever a student has undertaken their Bar training. No other classification is provided.

27 The institutions that deliver the vocational Bar training courses also offer their own academic awards, such as an LLM, of which the Bar course forms a part. **As the BSB does not regulate these academic awards, it does not prescribe how institutions describe their own classifications and grade boundaries. Pupillage AETOs should be aware that the way academic awards are described will vary between different institutions.**

28 These awards are subject to the respective institutions' own academic regulations and validation processes and are governed by other regulations, particularly those of the Office for Students , and they are subject to oversight by the Quality Assurance Agency . Each have their own regulations for their academic awards. Applicants will therefore also have an academic transcript from their university that describes their academic award in terms appropriate to their particular institution.

4D: Written agreements

This section sets out the requirement to have a written agreement in place upon commencement of pupillage. In addition, certain information must be provided when an offer of pupillage is made.

1 From 1 May 2020, it has been a mandatory requirement for written agreements to be in place between AETOs and pupils. Written agreements must be signed by the AETO and pupil upon commencement of pupillage. This is a condition of AETO authorisation.

2 The offer of a pupillage and its acceptance by the person to whom it is made will give rise to a legally binding contract for education and training (Edmonds v Lawson 2000 [QB 501] (CA)).

3 Offers of pupillage may be made by AETOs through the Bar Council's Pupillage Gateway if the AETO uses the Gateway to administer their recruitment process, or directly if not. No offers may be made before the date/time indicated in the mandatory timetable specified by us.

4 Offers of pupillage must also be made by AETOs to prospective pupils in writing. Upon acceptance of the offer, this must be signed by the AETO and prospective pupil. In addition, offers must incorporate the AETO's standard pupillage terms which must also be available to the prospective pupil on the AETO's website or on request. These requirements are conditions of AETO authorisation. Full details of what offers are required to state can be found below.

5 Where an AETO is not a legal entity, a pupillage agreement must either be between the pupil and an associated legal entity of the AETO (eg a service company incorporated by members of chambers) or between the pupil and a person/body of appropriate seniority at the AETO (eg a Head of Chambers /Management or Pupillage Committee). The intended means of entering into an agreement must be made clear at the stage of applying to become an AETO and approved by us as part of the authorisation process. As a condition of AETO authorisation, any change in the intended means of entering into an agreement must be notified to and approved by us in advance.

6 The outcomes which AETOs will be required to meet in their written agreements can be found below. The outcomes are split into three sections: the duties of the AETO, the duties of the pupil, and details of the pupillage (there is also an appendix which details the written policies which AETOs must provide pupils with copies of or otherwise make available). It will be for the AETO to draft the specific wording of terms, provided the following outcomes are met.

7 The Bar Council has provided a suggested template agreement .

8 In addition:

AETOs can to add further terms if they wish, provided they are not unfair, not unduly onerous and do not unlawfully discriminate;

Written agreements must reflect any relevant legislation, such as the obligations of both the AETO and the pupil under the General Data Protection Regulation and the Data Protection Act 2018;

If the pupillage is at the self-employed Bar, then the written agreement should not create an employment relationship between the pupil and the AETO, nor be a contract for services or of apprenticeship; and

If the pupillage is at the employed Bar, then the written agreement should not affect the employed status of the pupil, or the obligations of either the AETO or the pupil in relation to employment and related law.

9 In the event of a breach of a written agreement, we could take appropriate action on the basis that either BSB Handbook requirements or conditions of AETO authorisation have been breached.

Agreement outcomes: duties of the AETO

General terms

The pupillage is conducted in a manner which is fair and equitable, including the fair distribution of training opportunities to the pupil (Rule C110.3.i of the BSB Handbook):

Pupil supervisors are appropriately trained and registered with the BSB by the AETO (Authorisation Framework and Bar Qualification Manual Part 4B);

The pupil is covered by insurance (either that of the AETO or a pupil supervisor) for all legal services supplied to the public (Rules C76-77 of the BSB Handbook). If the pupil is covered by the insurance of a pupil supervisor, and there is more than one pupil supervisor at any one time, there must be clarity as to which pupil supervisor's insurance covers the pupil;

The AETO and pupil supervisors promptly provide the pupil with all necessary assistance in complying with their regulatory obligations eg registering their pupillage with the BSB, applying for any necessary waivers and obtaining a provisional practising certificate (Bar Qualification Manual Part 4H);

Throughout the pupillage, the BSB is promptly notified of any material changes to the pupillage eg change in the date of commencement or expected completion, or change of pupil supervisor (Authorisation Framework);

Where a pupil ceases to be a pupil at the AETO for whatever reason, to provide the pupil on request with copies of their training records which apply to the period of pupillage completed at the AETO (Bar Qualification Manual Part 4J); and

The pupil is provided with copies of, or made aware of how to access, the written policies set out in the appendix below (Authorisation Framework).

Training programme

The AETO and pupil supervisors provide the pupil with a written description of the training programme which enables the pupil to meet the competences in the BSB's Professional Statement and is included as a Schedule to the agreement (Authorisation Framework). In particular, the written description of the training programme must provide details of:

What training the pupil will undertake in the non-practising and practising periods (Authorisation Framework);

The supervision arrangements that the pupil can normally expect in the non-practising and practising periods (Authorisation Framework);

How frequently appraisals/performance reviews will be conducted (Authorisation Framework);

The compulsory advocacy course, which the pupil must complete prior to starting the practising period (and, when mandated, the compulsory negotiation course) (Curriculum and Assessment Strategy);

(From the academic year 2021/22) the compulsory professional ethics examination which the pupil must pass prior to completing pupillage. The training programme must state whether the AETO will pay for second or subsequent resits (the examination and first resit will be funded from the practising certificate fee. Subsequent resits will be charged to the AETO or pupil), and the course of action to be taken if the pupil has not passed the examination/compulsory courses before the pupillage is due to be completed (Curriculum and Assessment Strategy);

Where a pupil will be doing a period of pupillage at another AETO, details of the other AETO, the length of the period of pupillage at the other AETO, what training the pupil will undertake, how the pupil will be supervised and assessed and arrangements for the pupil supervisor to certify that the period of pupillage at the other AETO has been satisfactorily completed (Authorisation Framework);

The course of action to be taken if, for an extended period of time, the pupil takes sickness or other absence from training or there is no appropriate pupil supervisor, and there is a risk the competences in the BSB's Professional Statement will not be met (including notifying the BSB so that special provision can be made where necessary).The rationale for this term is to ensure that pupils who need to take sickness or special absence from training are treated fairly in relation to completion of pupillage. In deciding whether an extension to pupillage is required, the key focus for AETOs should not be to look at the number of days or weeks a pupil has been absent from training, but whether the pupil has met the competences set out in the BSB's Professional Statement by their date of completion. (Bar Qualification Manual Part 4H);

How assessment against the competences in the BSB's Professional Statement will be conducted at the end of the non-practising period (Curriculum and Assessment Strategy and Authorisation Framework); and

How final assessment against the competences in the BSB's Professional Statement will be conducted at the end of the practising period (Curriculum and Assessment Strategy and Authorisation Framework).

Assessments and certification of completion

The course of action to be taken if the pupil does not pass a) an assessment against the competences in the BSB's Professional Statement at the end of the non-practising period, or b) a final assessment against the competences in the BSB's Professional Statement at the end of the practising period must be set out in writing.

Pupil supervisors give the required notification to the BSB on satisfactory completion of a final assessment against the competences in the BSB's Professional Statement (Bar Qualification Manual Part 4J).

Pupillage funding

The Pupillage Funding Rules (Rules C113-118 of the BSB Handbook) are complied with. In particular, the agreement must:

Provide details of the minimum amount to be paid each month, whether this will be paid in advance or in arrears, when/how this payment will be made and who in the AETO is responsible for ensuring that this is done;

Provide details of the AETO's policy on reimbursing expenses for travel and compulsory courses;

If the AETO is a chambers, provide that either the AETO/self-employed barristers in chambers will pay the pupil for anything which because of its value warrants payment in addition to their pupillage award, or that the pupil is receiving a pupillage award or remuneration in lieu of payment for any individual item (Rule C116 of the BSB Handbook);

Provide that the agreed funding arrangements do not apply where a pupil (i) is doing a period of pupillage at another AETO, or (ii) ceases to be a pupil at the AETO for whatever reason; and

State who is responsible for any tax/National Insurance/VAT payments.

Agreement terms: duties of the pupil

Pupils must ensure that:

Prior to starting the non-practising period, they provide clear documentary evidence to their AETO that they have satisfactorily completed academic and vocational training components, are a member of an Inn, have obtained immigration visas (where relevant) and registered their pupillage with the BSB (Authorisation Framework);

Throughout pupillage, they keep adequate training records (particularly to assist their final assessment against the competences in the BSB's Professional Statement) (Authorisation Framework);

Throughout pupillage, any necessary waivers from the BSB Handbook have been granted by the BSB, and that the BSB is promptly notified of any material changes to the pupillage eg change in the date of commencement or expected completion, or change of pupil supervisor (Authorisation Framework);

During the non-practising period, they do not provide legal services as a barrister. The exception is doing a noting brief (taking notes in a trial) with the permission of their pupil supervisor, Head of Chambers or Head of Legal Practice (Rule S11 of the BSB Handbook);

Prior to starting the practising period, they have registered with the Information Commissioner's Office (if the pupil is at a chambers; a pupil at a chambers will be required to register with the Information Commissioner's Office (ICO) if they process personal data on behalf of their clients. A fee must be paid to the ICO to register. A pupil at another organisation – for example, a law firm – will not be required to register with the ICO, as the organisation will be responsible for processing personal data and already registered with the ICO. Please refer to the ICO's website here for further information), been called to the Bar (pupils will normally have been called to the Bar before commencing the non-practising period of pupillage - Bar Qualification Manual Part 4H) and obtained a provisional practising certificate from the BSB; and

During the practising period, they do not provide legal services as a barrister without the permission of their pupil supervisor, Head of Chambers or Head of Legal Practice (Rule S19 of the BSB Handbook).

Agreement terms: details of the pupillage

The agreement must state:

The required notice period for the pupil to withdraw from the pupillage prior to the pupil starting the non-practising period;

Any conditions which must be fulfilled prior to the pupil starting the non-practising period eg required achievement in vocational training;

The date of commencement, length of the non-practising and practising periods and the date of expected completin (Authorisation Framework and Bar Qualification Manual Part 4H);

Which pupil supervisor will supervise the pupil at the commencement of the non-practising period (Bar Qualification Manual Part 4B and 4H), and contact details for the pupil supervisor and others in the AETO with responsibility for pupillage. This information must be provided to the pupil prior to commencement of pupillage;

The minimum hours which may be required of a pupil in relation to their education and training, and whether a pupil may be expected to do additional hours in relation to their education and training; for example, this would cover a typical day for a pupil and any expectation of weekend or evening commitments; and

The required notice period for the AETO or the pupil to withdraw during pupillage. If the AETO withdraws during pupillage, or no longer wishes to be authorised to take pupils, or is no longer authorised to take pupils, the AETO must promptly notify the BSB and use their best endeavours to identify another AETO where the pupil(s) can complete their training (Authorisation Framework and Bar Qualification Manual Part 4H).

Appendix

The written policies which AETOs must provide pupils with copies of or otherwise make available are as follows:

A **written absence from training policy** which (i) states as a minimum that pupils are entitled to four weeks' absence from training per annum ie 20 days in addition to Bank Holidays and (ii) includes provisions on sickness and other absence from training (Bar Qualification Manual Part 4H);

A **written complaints and grievances policy** which (i) states that pupils have a right to complain and (ii) sets out the procedure for dealing with complaints and grievances (Authorisation Framework);

A **written anti-harassment policy** which (i) states harassment will not be tolerated or condoned, and that pupils have a right to complain if it occurs (Rule C110.3.j of the BSB Handbook) and (ii) sets out the procedure for dealing with complaints of harassment;

A **written reasonable adjustments policy** aimed at supporting pupils among others (Rule C110.3.m of the BSB Handbook) which sets out the procedure for requesting reasonable adjustments;

A **written disciplinary policy** which states (i) the conditions under which the AETO may suspend or terminate the pupillage for disciplinary reasons, (ii) the required notice period (if any), (iii) the method for the pupil to appeal the decision of the AETO and (iv) whether the AETO may seek repayment from a pupil in the case of misconduct (in accordance with Rule C115 of the BSB Handbook). This written policy must set out what the AETO regards as disciplinary action and misconduct for the purposes of the policy eg breaches of the AETO's policies or rules, breaches of the written agreement for pupillage and/or BSB disciplinary findings; and

A **written recruitment policy** which provides details of any recruitment process for tenancy or employment following the completion of pupillage, including any additional period of training, assessment or probation. This written policy should clearly set out the process which pupils should expect to follow if they wish to apply for tenancy or employed position at the AETO once pupillage has ended. The AETO is under no obligation to offer a tenancy or employed position; however, a written policy will ensure pupils have a clear understanding of what their likely options will be once the pupillage is complete. (Authorisation Framework).

Offers

Offers must state:

That the AETO and pupil supervisors will promptly provide the pupil with all necessary assistance in complying with their regulatory obligations eg registering their pupillage with the BSB, applying for any necessary waivers, etc. (outcome 4 above);

Pupillage funding arrangements (outcome 11);

That pupils must provide, prior to starting the non-practising period, clear documentary evidence to the AETO that they have satisfactorily completed academic and vocational training components, are a member of an Inn, have obtained immigration visas (where relevant) and registered their pupillage with the BSB (outcome 12);

The notice period for the pupil to withdraw prior to the starting the non-practising period (outcome 18);

Any conditions which must be fulfilled prior to the pupil starting the non-practising period eg required achievement in vocational training (outcome 19); and

The date of commencement, length of the non-practising and practising periods and the date of expected completion (outcome 20).

4E: Pupillage funding

All pupillages of self-employed barristers, chambers and BSB entities must be funded in accordance with the Pupillage Funding Rules in the BSB Handbook. The responsibility to fund pupils lies with the AETO. The purpose of these rules is to ensure that pupils receive a regular, minimum income throughout pupillage and it supports equality of opportunity.

Other types of AETOs must abide by the National Living Wage legislation.

Minimum pupillage funding requirements

1 All pupils must be paid no less than a minimum amount, specified by us.

2 The minimum pupillage award is set annually, having regard to the Living Wage Foundation's hourly rate recommendations, which are announced in November each year. The annual increase applies from January each year to all pupils, regardless of when they started pupillage. Monthly payments to pupils must be adjusted accordingly.

3 The rate we have set is as follows:

For the period 1 January 2025 to 31 December 2025

£24,203 for 12-month pupillages in London

£22,019 for 12-month pupillages outside London

For the period 1 January 2026 to 31 December 2026

£25,863 for 12-month pupillages in London

£23,504 for 12-month pupillages outside London

4 The London rate applies to all pupillages that are based in boroughs in the Greater London area as defined in the London Directory . This will normally be the address of the AETO where the pupil is based. Where the AETO has more than one office, AETOs should set out in writing to any pupil being offered pupillage, at the time an offer is made, where the pupillage is based and whether or not the London rate applies.

5 Minimum monthly payments to pupils are mandatory (ie the total divided by 12) but flexibility is permitted to allow upfront payments. In the practising period, AETOs must cover the difference between a pupil's earnings and the minimum monthly amount. The purpose of these rules is to ensure that pupils receive a regular, minimum income throughout pupillage.

6 You should ensure that you are familiar with the full rules, which also cover payment of expenses. The BSB Handbook sets out the specific requirements:

BSB Handbook

Rule C113 The members of a set of chambers or the BSB entity must pay to each non-practising pupil (as appropriate), by the end of each month of the non-practising period of their pupillage no less than:

the specified amount; and

such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:

travel for the purposes of their pupillage during that month; and

attendance during that month at courses which they are required to attend as part of their pupillage.

Rule C114 The members of a set of chambers, or the BSB entity, must pay to each practising pupil by the end of each month of the practising period of their pupillage no less than:

the specified amount; plus:

such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:

travel for the purposes of their pupillage during that month; and

attendance during that month at courses which they are required to attend as part of their pupillage; less

such amount, if any, as the pupil may receive during that month from their practice as a barrister; and less

such amounts, if any, as the pupil may have received during the preceding months of their practising pupillage from their practice as a barrister, save to the extent that the amount paid to the pupil in respect of any such month was less than the total of the sums provided for in sub-paragraphs Rule C114.2. a and b above.

Rule C115 The members of a set of chambers, or the BSB entity, may not seek or accept repayment from a chambers pupil or an entity pupil of any of the sums required to be paid under Rules C113 and C114 above, whether before or after they cease to be a chambers pupil or an entity pupil, save in the case of misconduct on their part.

Rule C116 If you are a self-employed barrister, you must pay any chambers pupil for any work done for you which because of its value to you warrants payment, unless the pupil is receiving an award or remuneration which is paid on terms that it is in lieu of payment for any individual item of work.

7 In the practising period of pupillage, the monthly minimum amount may be made up by payments from the AETO (in accordance with rules C113 and C114) or earnings received from practising as a pupil barrister, or a mixture of the two.

8 Rules C114.2(c) and (d) allow AETOs to recoup some or all of the payments made to pupils in their practising period of pupillage, from earnings the pupil receives over that minimum amount, up to the amount that they have funded. For example, if an AETO had to top-up the pupil's earnings by an amount of £500 to reach the monthly minimum, the AETO could recover that in a subsequent month, provided the pupil earns at least the monthly minimum amount.

9 AETOs should not, however, profit from any pupillage. In other words, they should not recoup more than they have paid to top up to the minimum funding level. Rules C113 to 115 combine, in effect, to prohibit an AETO from attempting to profit from pupillage.

10 AETOs may, of course, choose not to recoup such payments or choose to guarantee a higher level of income that the minimum that we specify.

11 AETOs are required to pay travel expenses for pupils travelling for the purposes of their pupillage, in addition to the minimum funding requirement. AETOs are not required to pay expenses for pupils for travel for the purposes of practice as a barrister, ie for work for which they will receive fees.

12 AETOs must make clear, in writing, the funding arrangements at the time an offer for pupillage is made so that there are no surprises. AETOs can do this by providing the prospective pupil with a copy of their pupillage policy. This is an area where lack of clarity leads to complaints by pupils to us.

Transferring lawyers

13 Transferring lawyers no longer have an automatic exemption from the pupillage funding rules. AETOs will have to apply for waivers in individual cases.

Waivers from pupillage funding requirements

14 Waivers from the funding requirements will only be granted in exceptional circumstances. Each case will be considered individually on its own merits. The responsibility to fund pupils lies with the AETO. The AETO must apply for a waiver from the pupillage funding requirements if it does not, or cannot, fund a particular pupil.

Pupillage Funding Waiver – Application Form

Pupillage Funding Waiver – Application Guidelines

15 Pupils themselves cannot enter into agreements to undertake unfunded pupillages, nor apply for waivers from the pupillage funding requirements.

Inns Awards

16 The Inns have some awards for the pupillage year. For information, contact each Inn of Court (see **Part 5A** of this Bar Qualification Manual).

17 In addition, The Council of the Inns of Court has a matched funding scheme for AETOs predominantly engaged in legally aided work to provide additional pupillages.

The Legal Education Foundation

18 The Justice First Fellowship Scheme supports students and pupils committed to public interest and social justice issues who want to pursue a career in social welfare law.

4F: Record keeping

This section includes information on requirements relating to record keeping during pupillage.

Authorisation Framework

As a condition of authorisation, AETOs must maintain the following data and records for at least 5 years and may be required to provide them to the BSB for supervision purposes or research:

Training records for pupils.

Training outcomes for pupils.

Training records for pupil supervisors.

Training records for recruitment panel members.

Recruitment records (advertisements, application process, selection criteria, assessor records).

Pupillage agreements.

Diversity data for pupils (this might compare applications, interviews offered, pupillage offers made, places taken up and progression to tenancy/employment) and the action that you have taken following review of data.

Complaints/grievances with the AETO's analysis and action taken.

Pupil feedback, analysis and action taken.

Policies related to pupillage.

AETOs may be asked to provide practical examples to illustrate how their policies and strategies have been implemented and the impact they have had.

4G: After pupillage

This section explains the information that we require Authorised Education and Training Organisations to make available to pupils and applicants for pupillage/work-based learning about what happens when they have completed their training.

Overview

1 The Authorisation Framework requires Authorised Education and Training Organisations (AETOs) to provide clear information that assists applicants for pupillage/work-based learning in assessing the affordability of their training, in relation to the prospects they will have when their training is complete.

Authorisation Framework

45.1 AETOs must communicate clear, accessible and meaningful information and data as to the likelihood of being retained post-qualification, and earnings potential.

2 Applicants and pupils should be given information about the process and timing for applying for tenancy/employment; the retention rate or other destination post-qualification; earnings potential when fully qualified and support given to pupils to enable them to find alternative work if they are unsuccessful in their tenancy/employment application.

4H: Responsibilities of pupils

This section includes information on pupils' responsibilities for registering their pupillage, other practice requirements, and complaints against pupils.

Index for this section:

1) Pupils' responsibilities for registering pupillage

2) Other practice requirements for pupils

3) Complaints against pupils

4) Summary of the responsibilities of pupils.

1. Pupils' responsibilities for registering pupillage

This section is of special interest to pupils, who are responsible for registering their pupillage with us on the relevant forms.

Registering pupillage

1.1 Before starting any period of pupillage, as a pupil you must apply to us for registration of the pupillage by submitting an application on the form we have prescribed.

1.2 If you apply to us for registration of a pupillage after the pupillage has started, the pupillage will be treated as having started on the date the application is received, unless we permit otherwise.

Important guidance for pupils

You must register your pupillage with us on the appropriate registration form before pupillage commences. We will only approve an application for retrospective registration of pupillage where there are good reasons for failure to register on time. Otherwise, periods of pupillage undertaken prior to registration will not be recognised.

Registration forms should be submitted at least **two weeks** prior to commencement of pupillage, if possible. You must provide the name of your designated pupil supervisor(s) and the commencement date of your pupillage; it is therefore advisable that such arrangements are made in advance. Registration will be confirmed by us, via email.

Changes in pupillage

1.3 If any of the information provided in an application for registration of a pupillage changes before the pupillage has been completed, as a pupil you must promptly notify us in writing of the change using the prescribed form . The periods of time involved must be noted.

1.4 The declaration must be signed by the Head of Chambers or other person authorised by the Head of Chambers in the case of a pupillage in chambers. For a pupillage in employment, it should be signed by a person authorised by the employer.

1.5 There is no specified maximum amount of time that a supervisor may be absent or unavailable (eg overseas or ill) before an alternative supervisor must be appointed. However, it is the duty of the supervisor to ensure that we are contacted for advice when a material change occurs so that special provision can be made where necessary.

2. Other practice requirements for pupils

Pupils must understand their responsibilities to be insured, comply with the Data Protection Act and manage their personal tax obligations.

Insurance

BSB Handbook

Rule rC76 of the BSB Handbook requires barristers to:

.1 ensure that you have adequate insurance (taking into account the nature of your practice) which covers all the legal services you supply to the public; and

.2 if you are a BSB authorised person or a manager of a BSB authorised body, then in the event that the Bar Standards Board, by any notice it may from time to time issue under this Rule C76, stipulates a minimum level of insurance and/or minimum terms for the insurance which must be taken out by BSB authorised persons, you must ensure that you have or put in place within the time specified in such notice, insurance meeting such requirements as apply to you.

Rule C77 Where you are acting as a self-employed barrister, you must be a member of BMIF, unless:

.1 you are a pupil who is covered by your pupil supervisor's insurance; or

.2 you were called to the Bar under Rule Q98, in which case you must either be insured with BMIF or be covered by insurance against claims for professional negligence arising out of the supply of your services in England and Wales in such amount and on such terms as are currently required by the Bar Standards Board, and have delivered to the Bar Standards Board a copy of the current insurance policy, or the current certificate of insurance, issued by the insurer.

Rule C78 If you are a member of BMIF, you must:

.1 pay promptly the insurance premium required by BMIF; and

.2 supply promptly such information as BMIF may from time to time require pursuant to its rules.

2.1 As a pupil, you will be covered by your pupil supervisor's Bar Mutual Indemnity Fund (BMIF) insurance, or your employer's insurance, for work performed during pupillage.

2.2 Once pupillage ceases, as a pupil you must apply immediately to the BMIF for your own cover for legal services offered in self-employed practice. As a practising barrister, if you are entering into a so-called "third six" arrangement, you should also contact BMIF to agree your own insurance cover.

2.3 As an employed barrister, you should ensure that your employer has appropriate professional indemnity insurance in place for you.

2.4 The Government Legal Service does not have specific insurance because it bears its own risk.

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018

Competence 4.5 in the Professional Statement is to "Maintain the confidentiality of clients' affairs, adopting secure technology where appropriate". This includes complying with relevant data protection requirements.

2.5 Every individual self-employed practising barrister is a data controller. All self-employed barristers, including practising pupils, and chambers are required to comply with the GDPR and the Act if they process personal data.

2.6 The Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO , unless they are exempt.

2.7 Please refer to the Bar Council Guidance on GDPR, which provides support to barristers and chambers in meeting their data protection requirements.

Taxation

2.8 As a pupil, you should become familiar with the tax requirements, including VAT and National Insurance, for self-employed practice.

2.9 The Bar Council provides a taxation guide on its Ethics website.

3. Reporting a concern about a pupil

This section is relevant to anyone who wishes to report a concern about the conduct of a pupil, and to pupils who are facing an allegation against them.

Overview

BSB Handbook

We regulate barristers and BSB entities operating in England and Wales and are responsible for making sure that the high standards of the profession are maintained.

We will consider taking action where there is evidence that the BSB Handbook has been breached, under our Enforcement Regulations (Part 5 of the BSB Handbook) and our Enforcement Strategy .

3.1 Anyone who has a concern about the conduct of a pupil who has been Called to the Bar can make a report to us.

3.2 If they have been Called to the Bar, the pupil's Inn of Court plays no formal part in the disciplinary system, except via the **Council of the Inns of Court** (COIC) which arranges tribunals. An individual Inn would have a role in pronouncing any findings of a Disciplinary Tribunal.

3.3 A concern about a pupil who has not been Called to the Bar should be reported to the pupil's **Inn of Court** .

3.4 Information for pupils facing an investigation into a concern reported about them to the BSB is available on our website.

4. Summary of the responsibilities of pupils

This section is of particular importance to pupils to help ensure that they do not breach the BSB Handbook or break the law. It summarises the responsibilities of pupils during the various stages of pupillage, and after completion of pupillage, that are explained elsewhere in this Bar Qualification Manual.

Beginning pupillage

Pupils must:	Be a member of an Inn of Court normally before starting pupillage (see **Part 5A** of this Bar Qualification Manual).
	Register their pupillage with the BSB (see **Part 4H (1)** of this Bar Qualification Manual).

General requirements in pupillage

Barristers, including pupils, are required to adhere to the Core Duties and Conduct Rules, as set out in the BSB Handbook.

Pupils must:	Ensure that the required standards are met, maintaining appropriate training records (see **Part 4J** of this Bar Qualification Manual).
	Undertake compulsory courses that are required by the AETO and the BSB (see **Part 4J** of this Bar Qualification Manual).
	Behave at all times in accordance with professional ethics and conduct as stated in the BSB Handbook .
	Preserve the confidentiality of every client's affairs in accordance with the BSB Handbook .
	Notify the BSB of any material changes in pupillage arrangements, eg change in pupil supervisor, change in start or end dates of pupillage.

In the non-practising period of pupillage

Pupils must:	Not exercise any reserved legal activities, including rights of audience. A noting brief may be undertaken with permission of the pupil supervisor or Head of Chambers.
	Ensure their pupil supervisor signs the form declaring satisfactory completion of the non-practising period, submit it promptly to the BSB and apply for a Provisional Practising Certificate (see **Part 4K** of this Bar Qualification Manual).

In the practising period of pupillage

Pupils must:	Exercise rights of audience only with permission of their pupil supervisor or Head of Chambers or equivalent, having obtained a Provisional Practising Certificate from the BSB (see **Part 4H (2)** of this Bar Qualification Manual).
	Register with the Information Commissioner (see **Part 4H (2)** of this Bar Qualification Manual).

Ensure compliance with taxation requirements. If relevant, register as self-employed with HMRC upon commencing the practising period of pupillage.

At the end of the practising period of pupillage

Pupils must:

Ensure their pupil supervisor signs the form declaring satisfactory completion of the practising period, submit it promptly to the BSB and apply for a full Practising Certificate. A Provisional Practising Certificate is only valid for 30 days after pupillage (see **Part 4H (2)** of this Bar Qualification Manual).

An AETO may support a pupil in the process of obtaining an annual Practising Certificate, but it is the responsibility of the pupil to ensure that they have a valid Practising Certificate when holding themselves out as a barrister and undertaking reserved legal activities.

Apply to the BMIF for their own insurance cover for legal services offered in self-employed practice (see **Part 4H (2)** of this Bar Qualification Manual).

Notify the BSB of changes in status (eg self-employed, employed or not in practice) and contact details (see **Part 4K** of this Bar Qualification Manual).

4I: The role of the circuits and Specialist Bar Associations (SBAs)

This section includes information on the role of the Circuits and the Specialist Bar Associations (SBAs) in the work-based learning component of Bar training (pupillage).

The Circuits

1 Practising barristers work from chambers and other organisations in one of the six Circuits (Northern , North Eastern , Wales and Chester , Midlands , South Eastern , Western) into which the administration and organisation of the court system of England and Wales is divided.

2 In some locations, the Circuits share or replace some of the services of the **Inns of Court** (see **Part 5** of this Bar Qualification Manual) including services in relation to pupillage training and other educational and social opportunities.

The Specialist Bar Associations (SBAs)

3 A number of Specialist Bar Associations (“SBAs”) have been formed to provide support, training and representation for their members. Many SBAs provide guidance on training for pupils who are doing their training in specific areas of law.

4 We no longer require pupils to complete specialist checklists from the SBAs and for this reason they will no longer be specified as part of the Bar Qualification Manual. However, AETOs may find it useful to continue to use the specialist checklists that are available from relevant SBAs, or work with their SBAs to update them. For example, specialist checklists might be used to support pupils to develop competences in the Professional Statement , such as 1.3 – “ Have knowledge and understanding of the law and procedure relevant to their area(s) of practice ”.

4J: Assessment of pupils and compulsory courses

This section includes information on the assessment of pupils throughout the work-based learning component (pupillage), secondments, and the compulsory courses to be completed during pupillage.

1. Using the Professional Statement to assess the competence of pupils

This section should be understood by AETOs, pupil supervisors and pupils. It covers the competences and standards that the BSB requires pupils to achieve and how they are assessed.

AETOs are required to assess pupils in line with the threshold standard and competences specified in the **Professional Statement** .

1.1 The Professional Statement describes the knowledge skills and attributes that all barristers should have on “day one” of practice. The components of Bar training are designed to ensure that prospective barristers meet the threshold standards in the Professional Statement. It helps prospective barristers to understand the standards they need to meet, and it helps AETOs to understand what the outcomes of Bar training must be.

1.2 AETOs must assess their pupils in line with the threshold standard and competences specified in the Professional Statement. This is a change to the previous requirement to complete the pupillage checklists.

1.3 AETOs must develop their own training plan and records in place of the old checklists, to provide evidence to us that their pupils have met the competences, have successfully completed each period of pupillage, and are eligible to apply to us for a Provisional Practising Certificate and a Full Practising Certificate. We do not prescribe templates for training records.

1.4 Since September 2017, it has been a requirement for vocational training providers to ensure that their students understand how their learning relates to the Professional Statement, so pupils will be familiar with it.

Guidance on implementing the Professional Statement

1.5 The Professional Statement was rolled out with a group of early adopters for the 2017 and 2018 intakes of pupils in order to learn and share lessons before implementation to the Bar as a whole. The pilot group included 8 chambers and 4 organisations from the employed Bar (not otherwise regulated by us). They provided a good cross-section of the Bar in terms of size, location and practice area.

1.6 The feedback from the early adopters about transitioning from the checklists to the Professional Statement was consistently very positive.

Feedback from the early adopters group about transitioning to the Professional Statement

They found that they did not have to make significant changes to the content of their training programme; they felt that an AETO providing a high quality of training will already be addressing the range of competences covered by the Professional Statement. However, they found that they were more robust in documenting the training programme and providing transparency about how each competency is covered in the training programme, how it is assessed and how feedback is given to pupils.

AETOs found that the Professional Statement better reflects the training they were already delivering because it provides a more rounded framework of the competences needed to become a barrister.

AETOs in the employed Bar found good alignment with competence frameworks already in use in their own organisation.

In contrast, the checklists (previously mandated) focus on tasks to be completed and not on the competence of pupils. Some felt that the checklists are overly-long, providing a list of everything that might be seen in a particular area of practice, rather than focusing on what is important for a pupil and a newly qualified junior barrister. The documentation referred to in some checklists is out of date.

Using the Professional Statement competences was a trigger to develop more robust and transparent documentation of the assessment of pupils.

Some of the competences relating to expected behaviours provide a useful framework to tackle difficult conversations about development needs that were not addressed by the checklists.

Pupils bring with them different levels of experience and different strengths. Our flexible approach allows pupil supervisors to focus time on areas for development, rather than ticking off a list of activities to be completed. This is particularly useful where we have authorised reduced pupillages, based on prior experience.

Use of the Professional Statement helped to create a more balanced relationship between pupil and pupil supervisor. Whereas the onus before was on the pupil to tick off items on the checklists, AETOs found that it put a much clearer onus on the pupil supervisor (to actively assess competency), and the pupil (to reflect on their own development).

It helps pupils to get used to self-reflection, consistent with the CPD requirements, and QC and judicial appointments processes.

1.7 They also welcomed flexibility to develop their own documentation to suit their circumstances. However, they felt that guidance in the following areas would assist others. The feedback from the participants has helped to inform the guidance below for AETOs, pupil supervisors and pupils.

Training programme

1.8 Before pupillages start, AETOs should plan ahead to consider how their training programme will enable pupils to meet the competences to the threshold standard in the Professional Statement and how their pupil supervisors will assess competences.

1.9 The early adopters found that they did not have to make significant changes to the content of their training programme; they felt that an AETO providing a high quality of training will already be addressing the range of competences covered by the Professional Statement. However, they found that they were more robust in documenting the training programme and providing transparency about how each competency is covered in the training programme, and how it is assessed.

Case study

An AETO maps each competence in the Professional Statement to identify:

the learning opportunities that are relevant, for example:

Sitting with the pupil supervisor

Interactions with the clerks

Interactions with solicitors

Observation in Court

In-house training course

Practising drafting

Completing work for the pupil supervisor and other barristers in the AETO

Practising as a pupil

Secondment

how they are assessed, for example:

oral and written feedback (solicitors, clients, clerks, pupil supervisors, other barristers)

assessment of in-house advocacy exercises attendance at internal training

1.10 This process can help to identify where it may be difficult to support a pupil in meeting certain competences, eg where pupils are not on their feet in the practising period, due to the complexity of practice area.

Competences that need to be met in order to apply for a Provisional Practising Certificate (PPC)

1.11 We have not previously specified, in relation to the checklists, what threshold pupils need to have met in order to apply for a Provisional Practising Certificate, other than to specify which of the compulsory courses during pupillage needs to be completed during the non-practising period of pupillage.

1.12 The competences that need to be met to the threshold standard during each component of Bar training, including those that need to be met to the threshold standard before you can apply for a Provisional Practising Certificate, are now set out in the Curriculum and Assessment Strategy .

Ensure that all pupil supervisors are familiar with the Professional Statement

1.13 Where an AETO has a number of pupil supervisors, the AETO must ensure that they are all familiar with the training programme and the Professional Statement before their pupils start. This could be achieved by:

Holding a briefing session

Preparing a briefing pack for supervisors

Ensure that pupils understand how they will be assessed and when

1.14 Some pupils in the pilot were uncertain how they knew when they had done enough to meet the threshold standard. Your pupil supervisor should discuss the training plan with you as early as possible and agree how they are going to measure whether the competences are being met and what methods will be used to assess them, so that you are clear what is expected of you and how your supervisor is expecting you to demonstrate the competences.

Case study: formal review meetings

An AETO requires its pupil supervisors to hold formal appraisal meetings with their pupils every three months. A template is used to document progress in each of the four areas covered by the Professional Statement (barristers' distinctive characteristics; personal values and standards; working with others and management of practice) and areas to focus on before the next review. The formal process reflects the discussions that are held, and the feedback given, on an ongoing basis during the quarter.

The record is reviewed by the Head of Pupillage, who is also available to meet pupils in the event of problems.

This approach:

provides transparency about whether the pupil is on track to meet the threshold standard in order to apply for a Provisional Practising Certificate or complete pupillage;

provides structure to focus on development needs and the plan to address them on a timely basis;

provides consistency between pupil supervisors;

alerts the Head of Pupillage to any problems;

enables effective handover between seat supervisors.

Self-reflection by pupils

1.15 The early adopters found that pupillage diaries continue to provide a useful record of training but wanted to ensure that it provided a clear link to the competences in the Professional Statement. Some pupils felt that they were spending too much time cross-referencing each case to the competences in the Professional Statement and wanted clearer guidance about the level of detail that their supervisors needed. On discussion, it was felt that an appropriate balance needed to be struck to enable pupils to self-reflect on their progress effectively.

Case study: encouraging self-reflection by pupils

An AETO devised a pro-forma pupillage diary that includes a column for self-reflection on the learning from the case and the key competences that were engaged.

Feedback from pupils and pupil supervisors

1.16 The larger early adopters in the pilot brought together their pupils and pupil supervisors, to discuss their experience of using the Professional Statement. This was helpful in reflecting on the first year of implementation, what worked well and what lessons were learnt.

Ensuring consistency of assessment

1.17 AETOs need to ensure that all those involved in assessing pupils take a consistent approach to assessment of the competences in the Professional Statement. This particularly applies to the following circumstances:

Where you have more than one pupil supervisor over the course of your pupillage.

Good quality record keeping will ensure that supervisors take a consistent approach to monitoring progress in meeting the required competences.

Where you will be completing work for other barristers or others in the AETO.

Structured feedback in relation to competences in the Professional Statement (perhaps focussing on those identified for development) provides a consistent and transparent framework for feedback.

Where you will be undertaking a secondment outside of the organisation as part of your pupillage (see Section 2, below).

Specialist Bar Association checklists

1.18 We no longer mandate the use of the checklists for pupillage and they are no longer maintained on our website. However, opinions amongst the pilot group varied about their continuing value. Some of the early adopters found that the specialist checklists provided a useful reference point when planning the training programme and working with the clerks' room to ensure that pupils were exposed to an appropriate range of work. Others thought that the checklists were too out of date and attempted to cover every possible type of document or procedure that a barrister might encounter, at the expense of focussing on those most often encountered at that stage of a barrister's career.

1.19 It is for AETOs to decide with their Specialist Bar Associations (SBAs) whether there continues to be a demand for the checklists. A list of SBAs is available on the Bar Council website.

Monitoring, evaluation of progress and feedback

1.20 Monitoring, evaluation of progress, and regular feedback during pupillage are crucial. This enables you to understand your progress and what difficulties, if any, you face in successfully completing pupillage and tenancy selection. The form that this takes is a matter for the AETO and pupil supervisors to define.

1.21 The Authorisation Framework places specific requirements on AETOs in relation to evaluation, assessment and appraisal.

Authorisation Framework

Indicator 46.9. All AETOs must provide evidence of a variety of fair and objective evaluation, assessment and appraisal methods that support the development and demonstration of the Professional Statement Competences and are appropriately timed.

Indicator 46.11. All AETOs must provide evidence of the promotion of self-reflection that fosters the profession's approach to Continuing Professional Development from an early stage

1.22 Giving constructive feedback and conducting an effective appraisal requires pupil supervisors to develop the necessary skills and experience. AETOs should consider how they ensure that their pupil supervisors are equipped to do this, and pupil supervisors should reflect on this when planning their CPD for the year.

1.23 Formal appraisals, scheduled periodically, in addition to regular feedback and informal monitoring of progress, help to ensure that appropriate progress is made and that you understand the progress you are making and the areas for development. They give you the opportunity to address areas for development during the remaining period of your pupillage. Your pupil supervisor should ensure that they have regular meetings with you throughout the year to discuss progress and follow up any action that is agreed.

1.24 The appraisal process should provide a structured means of reviewing your performance, providing objective feedback, identifying strengths and areas for development, and setting objectives to develop skills and competences. Appropriate documentation and forms should be developed by the AETO.

1.25 It is also an opportunity for you to provide feedback on your progress, the work you have done and the way you are being supervised. To enable the appraisal to be productive, both you and your supervisor should take time to reflect before the appraisal takes place. You may be encouraged to do this by completing an appraisal preparation form.

1.26 It is important that you begin a habit of self-reflection on your own progress that should continue throughout practice, with a view to shaping your Continuing Professional Development (CPD) . During the first three full years as a practising barrister, you must comply with the CPD rules within the New Practitioners Programme (NPP). Once you have practised for more than three full years, you must comply with the CPD rules within the Established Practitioners Programme (EPP).

1.27 People other than your pupil supervisor may also contribute to the evaluation of your performance, eg clerks, solicitors, members of the judiciary or clients. AETOs should establish appropriate mechanisms to do so, with transparent assessment criteria that are based on the competences in the Professional Statement.

1.28 Some AETOs develop their own structured written and oral assessment exercises. Again, these should reflect the competences in the Professional Statement

1.29 The Head of Pupillage, or equivalent, should monitor the appraisals so that the AETO is aware of the progress of all the pupils and can identify where there may be emerging issues.

Remedial work and extension of pupillage

1.30 Where it is not considered that the defined standards and competences have been met, your pupil supervisor must not sign you off as having completed the non-practising or practising period of pupillage. This should not come as a surprise to you. A transparent, effective and documented appraisal process should identify problems at an early stage, and you should be clear what action is required to address them. The Head of Pupillage, or equivalent, should be kept informed.

1.31 Where you are not signed off by your supervisor, opportunities may be provided for additional or remedial work to enable you to attain the required level of competency, but there is no obligation for this to be provided by your AETO.

1.32 If you are not signed off, we should be informed by emailing pupillageadministration@barstandardsboard.org.uk .

Plagiarism and cheating

BSB Handbook

Core Duty 3 requires that you (including pupils) must behave with honesty and integrity.

Rule C8 says that you must not do anything which could reasonably be seen by the public to undermine your honesty, integrity and independence.

Rule C65.7 says that you must report promptly to the BSB if you have committed serious misconduct.

Rule C66 says that other barristers, if they have reasonable grounds to believe that there has been serous misconduct by a barrister, must report it to the BSB.

1.33 Plagiarism or cheating (eg plagiarism of another pupil's work, submitted for an assessment) must be properly reported and investigated. If you have been Called to the Bar, acts of plagiarism and/or cheating must be reported to the BSB by you or somebody else in the AETO. If you have not yet been Called to the Bar, acts of plagiarism and/or cheating must be reported to your Inn and may be a reason for disciplinary action by the Inn.

Transferring pupillage

1.34 If the need arises for you to transfer from one AETO to another during any stage of your pupillage, it is likely that the new AETO will need to apply for a waiver of the pupillage advertising requirements. If the funding for the remainder of the pupillage is not to be provided by the new AETO, the new AETO will also need to apply for a waiver of the pupillage funding requirements.

Pupillage Funding and/or Advertising Requirements – Application Form

Pupillage Funding and/or Advertising Requirements – Application Guidelines

1.35 The former AETO must make available copies of their training records to date to you and the new AETO. The pupil supervisor at the new AETO will need to be able to access these records in order to ascertain what skills and experience you have gained so far, allowing them to plan the remainder of your pupillage accordingly.

2. Secondments and training delivered by another organisation

This section should be understood by AETOs who intend to second their pupils to another organisation for part of their pupillage. AETOs must ensure that appropriate governance arrangements are in place and that we have been informed.

Authorisation Framework

Indicator 47.1 requires AETOs to provide evidence (where applicable) for the governance arrangements reflecting their responsibility for any components of training delivered in collaboration or association with other organisations

2.1 We encourage flexibility in the delivery of pupillage, in order to ensure that pupils can get the range of experience that is necessary to demonstrate the requirements of the Professional Statement. Secondments may be arranged to help you meet specific competences for which your AETO cannot provide the necessary experience or to give a broad range of experience that may assist the development of your chosen field of practice.

2.2 All secondment arrangements should be reported to us for authorisation. Recurring arrangements should be approved through the AETO authorisation process. One-off secondments should be reported to the Authorisations Team by emailing pupillageadministration@barstandardsboard.org.uk to consider whether this constitutes a variation in the terms of authorisation as an AETO.

Governance arrangements

2.3 When you are seconded, as a pupil, the AETO will ultimately be responsible for your training while on secondment. AETOs should consider and document respective responsibilities in an agreement with the host organisation. Considerations include:

what the objectives of the secondment are and specifically what training will be delivered to meet those objectives;

what arrangements are in place to monitor the quality of training received by pupils whilst on secondment or where training is delivered by another organisation;

opportunities for pupils to provide the AETO with feedback about the standard of training;

how pupils will be assessed while on secondment, particularly in relation to the competences in the Professional Statement, and how that will be communicated to the pupil and the AETO;

funding arrangements;

insurance arrangements; and

what clients of the host organisation will be told about the pupil's status.

Conflicts of interest

2.4 If there is any risk of conflicts of interest between the AETO and the host organisation (for example secondments between chambers and the Crown Prosecution Service), the agreement should ensure that:

Whilst seconded, the pupil barrister owes all relevant duties to the host organisation and the client;

Responsibility for assessing performance during the secondment lies solely with the host supervisor;

Information that the host organisation has that might create a conflict of interest within the originating AETO is not shared; and

Whilst seconded, the pupil barrister will not be able to access the originating AETO's digital systems or confidential information.

2.5 Such arrangements are intended to mitigate the risk (or the perception) that you, as a seconded pupil, might act otherwise than in accordance with your regulatory obligations – in particular that you act independently and in your clients' best interests. The existence of such secondments, appropriately arranged, will not be viewed by us as a breach of any BSB Handbook requirements. However, you should ensure that you comply with Handbook rules in the normal way in relation to each client.

2.6 We must consider any complaint, if one were made, on a case by case basis; we take a risk-based approach, taking into account the level of harm caused and the extent to which a pupil has taken all reasonable steps to ensure compliance with the BSB Handbook. If we were to receive a report that a secondment constitutes a breach of Core Duty 5 , we would not consider the existence of a secondment alone to be a breach of the core duty. We would only seek to take enforcement action if we were satisfied that there had been a substantive breach of some other rule or core duty (for example, if the pupil barrister had acted in

circumstances where there had been a breach of rules regarding conflicts, acting in the client's best interests or acting independently). We believe it is possible for such risks to be overcome by ensuring appropriate protocols are in place and ensuring that the instructing solicitor is satisfied that the arrangements are in the client's best interests.

3. Compulsory courses and assessments during pupillage

During pupillage, all pupils must attend certain compulsory courses and pass certain assessments to build on training received during the vocational component and to supplement work-based learning in an AETO during pupillage, so that pupils can meet the Competences in the Professional Statement .

The compulsory courses and assessments during the pupillage component are changing. This section summarises the current requirements and when the new requirements will take effect, as set out in the **Curriculum and Assessment Strategy** . Pupils must ensure that they sign up for courses and assessments that they are required to take.

Summary of requirements and changes

3.1 The Curriculum and Assessment Strategy sets out information relating to all three components of training to be a barrister. It includes a mapping document which outlines which competences in the Professional Statement should be covered at each stage of a prospective barrister's training journey. All AETOs must adhere to the relevant parts of the Curriculum and Assessment Strategy for the components they deliver.

Recent and future changes

Following a transition period, passing the Professional Ethics assessment during pupillage is now a requirement for **all** pupils unless they have a specific exemption authorised by the BSB. Further information about the exam, including when and how to register and how to prepare for it, is available on our **website** .

For pupillages starting from 1 September 2024, pupils must attend an advocacy course delivered by a provider approved by the BSB. This course must be successfully completed in order to complete the non-practising period of pupillage. Details of the course can be found in the **Curriculum and Assessment Strategy .**

A new course in negotiation skills will be introduced, the requirements for which are currently in development. More information about the negotiation skills course will be confirmed in due course. The requirement will not come in before September 2025.

Advocacy

3.2 A fundamental objective of pupillage is that the pupil should develop and practise the skills necessary to be an effective advocate. Pupils must attend a course which provides training on core aspects of advocacy.

3.3 The advocacy course must be satisfactorily completed in the non-practising period of pupillage. If the course is not satisfactorily completed, the non-practising period of pupillage can be extended. The final decision on whether a pupil has satisfactorily demonstrated the required competences to the appropriate level to apply for a Provisional Practising Certificate lies with the pupil supervisor.

3.4 For pupillages starting from 1 September 2024, pupils must undertake a pupillage advocacy course delivered by a trainer approved for delivery of the course. A list of approved providers will be provided here in due course.

3.5 Potential providers of the advocacy course must apply to the BSB for approval using the Advocacy Course Provider Application form . Annex 1 to this form sets out the requirements for delivery of the course and the information expected for the application form. This includes how potential providers will allow students to achieve the outcomes for the course as outlined in the Curriculum and Assessment Strategy .

Guidance

Pupils must be given adequate time to prepare for compulsory advocacy training. Concerns have been raised in the past about the preparation time made available for pupils. It is recommended that pupils are given at least a day for preparation.

Professional Ethics

3.10 Professional Ethics will be assessed via an open book examination during pupillage that is centrally set and marked by us.

3.11 As a candidate, you must have been in pupillage for a minimum period of three months to sit the assessment in Professional Ethics, to ensure you have the benefit of context from your experience. It will not be a mandatory requirement to attend a course in order to prepare for the exam but it will be open to anyone to provide a course.

3.12 You will have three opportunities per year to sit the centralised Professional Ethics assessment.

3.13 AETOs will not be able to sign off the practising period of pupillage unless the examination has been passed.

3.14 More details about the arrangements for sitting the exam are available on our website .

Negotiation Skills

3.15 Competences 1.7 of the Professional Statement relates to negotiation. This course and assessment, together with the negotiation training and practice that occurs during pupillage, will be designed to enable pupils to meet competence 1.7 – " Negotiate effectively " to the threshold standard in order to complete the non-practising period of pupillage, at which point they can apply for their Provisional Practising Certificate.

3.16 It will be a requirement that the Negotiation Skills course and assessment must be satisfactorily completed in the non-practising period of pupillage. If the course is not satisfactorily completed, the non-practising period of pupillage can be extended.

3.17 More information about the course and assessment, including who will provide it, will be available in due course. For the present, as the course is not yet available, it remains the responsibility of the pupil supervisor to determine whether the requirements of the Professional Statement relating to Negotiation Skills have been met.

Extension of training in the event that a pupil fails to pass required assessments

3.18 If you fail to satisfactorily complete a compulsory course or to pass an exam, it will be for the AETO to decide whether your funded pupillage will be extended. This must be set out in a written agreement at the commencement of pupillage (see **Part 4D** of this Bar Qualification Manual).

Additional requirements set by AETOs

3.19 Some AETOs provide additional compulsory training courses as part of their training programme for their pupils. The provision of supplementary in-house training is not required by us. It is for the AETO to decide how to enable pupils to meet and demonstrate the competences in the Professional Statement to the threshold standard.

Public Access Training - Good Practice

3.20 Pupils who intend to provide public access once qualified should have this supported during their pupillage. Some AETOs fund their pupils to attend public access training so that they can apply for accreditation for public access work promptly upon full qualification.

4K: Authorisation to practise

This section includes information on: when the term 'barrister' can be used; completion of the two periods of pupillage; and authorisation to practise during each period.

Index for this section:

1. When can the term "barrister" be used?

2. The non-practising period of pupillage

3. The practising period of pupillage

1. When can the term "barrister" be used?

This section explains the important distinction between **unregistered barristers** and **practising barristers** .

Unregistered barristers

1.1 You may become, and remain, an unregistered barrister without undertaking pupillage. The **Qualification Rules** allow you to be Called to the Bar after completing the vocational component of training, without having commenced pupillage. As an unregistered barrister, you can provide any legal services that are not reserved legal activities. However, there are some important rules in the BSB Handbook which you need to follow in doing so.

1.2 Further guidance about unregistered barristers is available on our website.

Practising barristers

BSB Handbook

Rule s6 in the BSB Handbook determines that you must not carry on any reserved legal activity unless you are entitled to do so under the Legal Services Act.

Under the **Legal Services Act** certain legal services are reserved to those who are authorised to provide them. For barristers, only those who have practising certificates are authorised persons. Such services are known as 'reserved legal activities' which are as follows:

the exercise of a right of audience;

the conduct of litigation;

reserved instrument activities;

probate activities; notarial activities;

the administration of oaths.

A person who intends to practise as a barrister is required to train as a pupil for a period of not less than twelve months and complete such further training as may be required by the BSB.

Rule s8 provides that if you are an individual and do not have a practising certificate, you may not practise as a barrister and you are not authorised by the BSB to carry on any reserved legal activity. It is a criminal offence to carry out a reserved legal activity without being authorised to do so.

Rule s9 defines practising as a barrister as including holding yourself out as a barrister while providing legal services. The restriction on 'holding out' prevents barristers who do not have a practising certificate but who are supplying or offering to supply legal services from using the title 'barrister' or otherwise conveying the impression that they are practising as barristers.

1.3 You will be practising as a barrister if either you hold yourself out as a barrister or exercise a right that you have by reason of being a barrister, in connection with the supply of legal services.

1.4 A practising certificate is required to practise as a barrister. To become qualified to take up a practising certificate, and so become a practising barrister, you must complete (or be exempted from) pupillage and satisfy such further requirements as are set out in the BSB Handbook .

2. The non-practising period of pupillage

This section should be understood by both pupils and pupil supervisors. It is crucial for both to understand:

what pupils are permitted to do during the non-practising period; and

the processes that must be followed to ensure that the completion of this period of pupillage is properly notified to the BSB and that Authorisation to Practise is obtained for the practising period that follows.

It is a breach of the BSB Handbook to practise as a barrister without a practising certificate. It is also a criminal offence to undertake any reserved legal activities when not authorised to do so.

Accepting instructions in the non-practising period of pupillage

2.1 As a pupil in the non-practising period, you will not hold a practising certificate. Therefore, you may not accept client instructions or supply legal services as a practising barrister. However, you may, in addition to your normal training, draft a noting brief, provided that you have the permission of your pupil supervisor or (in their absence) the Head of Chambers or equivalent, in line with Rule C116 of the BSB Handbook . As a pupil undertaking a noting brief, you may describe yourself as a pupil barrister in this instance.

Undertaking work outside of pupillage in the non-practising period of pupillage

2.2 As a pupil in the non-practising period, you may provide unreserved legal services in any other capacity. You may provide pro bono advice or undertake voluntary work for organisations such as Justice , Liberty , the Free Representation Unit , Citizens Advice or in Law Centres . However, in this instance, you should not describe yourself as a barrister or a pupil barrister and should follow the rules and guidance for unregistered barristers, as set out above.

2.3 As a pupil, you may take part time work with the permission of your pupil supervisor, provided it does not materially interfere with your training. Such experience may usefully form part of your training programme, enabling you to meet the competences in the Professional Statement that may otherwise be difficult to achieve in your AETO.

Completion of the non-practising period of pupillage and applying for the Provisional Practising Certificate

2.4 It is a breach of the BSB Handbook to practise as a barrister without a practising certificate. It is also a criminal offence to undertake any reserved legal activities when not authorised to do so (in accordance with the **Legal Services Act 2007**). For these reasons, practising pupils are issued with Provisional Practising Certificates.

BSB Handbook

Rule Q4 To obtain a provisional practising certificate a barrister must:

.1 have successfully completed a period of pupillage satisfactory to the BSB

What pupil supervisors must do at the conclusion of the non-practising period of pupillage

2.5 At the successful conclusion of the non-practising period of pupillage, your pupil supervisor must complete the Non-practising period completion form . Your pupil supervisor must not confirm that requirements have been met if you have not reached the required standards.

2.6 If your pupil supervisor is unavailable to sign the form, the Head of Pupillage or the Head of Chambers, or equivalent, may sign the form confirming completion, provided that they provide reasons why your pupil supervisor was unable to sign and are satisfied the requirements have been met.

2.7 It is your responsibility to submit the form to us.

What pupils must do at the conclusion of the non-practising period of pupillage

2.8 You should submit the completed form promptly by email to pupillageadministration@barstandardsboard.org.uk .

2.9 There is likely to be a short delay between completion of the non-practising period and when you will be able to exercise a right of audience as part of the practising period of your pupillage. In order to reduce the delay, you are urged to submit the form to us, signed by your pupil supervisor, as soon as possible on successful completion of your non-practising period.

2.10 If your pupil supervisor is prepared to sign the form in advance, we will accept the signed form one week in advance . The form will still need to indicate the full dates of the non-practising period.

2.11 The relevant compulsory course(s) must be satisfactorily completed by the end of the non-practising period of pupillage - see **Part 4J** of this Bar Qualification Manual. If these courses have not been completed during this period, the non-practising period of pupillage will need to be extended accordingly.

What we do at the conclusion of the non-practising period of pupillage

2.12 If we are satisfied that you have satisfactorily completed the non-practising period and registered a practising period of pupillage, we will issue a Provisional Practising Certificate electronically. This allows you to practise in the practising period of pupillage.

2.13 We no longer issue a Provisional Qualification Certificate for the practising period of pupillage.

3. The practising period of pupillage

This section should be understood by both pupils and pupil supervisors. It is crucial for both to understand:

what pupils are permitted to do during the practising period; and

the processes that must be followed to ensure that the completion of this period of pupillage is properly notified to the BSB and that Authorisation to Practise is obtained for the practising period that follows.

It is a breach of the BSB Handbook to practise as a barrister without a practising certificate. It is also a criminal offence to undertake any reserved legal activities when not authorised to do so. Pupils regularly fail to apply for practising certificates on time and this leads to disciplinary action, which is not a good start to a professional career.

Accepting instructions in the practising period of pupillage

3.1 As a pupil barrister in the practising period of pupillage, you may accept client instructions once you hold a valid Provisional Practising Certificate.

Undertaking work outside of pupillage in the practising period of pupillage

3.2 As a pupil in the practising period, you may provide unreserved legal services in any other capacity. You may provide pro bono advice or undertake voluntary work for organisations such as Justice , Liberty , the Free Representation Unit , Citizens Advice or in Law Centres . However, in this instance, you should not describe yourself as a barrister or a pupil barrister and should follow the rules and guidance for unregistered barristers, as set out above.

3.3 You may take part time work with the permission of your pupil supervisor, provided it does not materially interfere with your training.

3.4 Such experience may usefully form part of your training programme, enabling you to meet the competences in the Professional Statement that may otherwise be difficult to achieve in your AETO.

Legal Advice Centres

3.5 In the practising period of pupillage, you may supply legal services at a designated Legal Advice Centre on a voluntary basis, provided you do not receive any fee or reward for your services and you do not have any financial interest.

BSB Handbook

Rule S41 You may supply legal services at a Legal Advice Centre on a voluntary or part time basis and, if you do so, you will be treated for the purposes of this Handbook as if you were employed by the Legal Advice Centre.

Rule S42 If you supply legal services at a Legal Advice Centre to clients of a Legal Advice Centre in accordance with Rule S41:

.1 you must not in any circumstances receive either directly or indirectly any fee or reward for the supply of any legal services to any client of the Legal Advice Centre other than a salary paid by the Legal Advice Centre;

.2 you must ensure that any fees in respect of legal services supplied by you to any client of the Legal Advice Centre accrue and are paid to the Legal Advice Centre, or to the Access to Justice Foundation or other such charity as prescribed by order made by the Lord Chancellor under s.194(8) of the Legal Services Act 2007; and

.3 you must not have any financial interest in the Legal Advice Centre.

Registering Youth Court advocacy work in the practising period of pupillage

3.6 If, as pupil in the practising period of pupillage, you intend to accept instructions in Youth Courts, you must register this activity with us. All barristers, including pupil barristers, must declare that they have the specialist skills, knowledge and attributes necessary to work effectively with young people, as set out in the Youth proceedings competences and guidance .

BSB Handbook

rS59.6 of the BSB Handbook says that barristers and practising pupils working in the Youth Court must declare that they do so.

The BSB may refuse to issue a practising certificate if a barrister has not made the declarations required by the BSB in relation to Youth Court work.

3.7 This registration forms part of the process for pupils when registering for a Provisional Practising Certificate. You can also register later in pupillage if your circumstances change and you undertake Youth Court work when you did not expect to. To do so, you can email pupillageadministration@barstandardsboard.org.uk .

3.8 The introduction of these requirements followed our Youth Proceedings Advocacy Review in 2015. This Review found that standards of advocacy in the Youth Court were variable and as a result the interests of some of the most vulnerable people within the criminal justice system were not being adequately represented.

3.9 If you are going to be doing work in the Youth Courts, your AETO will need to ensure that you understand the competences and guidance and build this into pupillage training.

3.10 It is important to remember that by declaring yourself as intending to do the work, you are declaring that you meet the requirements set out within the competences. This does not mean that you are competent to undertake any case in the Youth Court, simply that you meet the competences as they apply to the cases in which you are likely to be instructed.

Completion of the practising period of pupillage and applying for a Practising Certificate

BSB Handbook

rQ5 To obtain a full practising certificate a barrister must:

.1 have successfully completed a further period of pupillage satisfactory to the BSB;

.2 pay such fee or fees as may be prescribed.

What pupil supervisors must do at the conclusion of the practising period of pupillage

3.11 At the successful conclusion of the practising period of pupillage, your pupil supervisor must complete the Practising period completion form to confirm that you have met the competences in the Professional Statement . Your pupil supervisor must not confirm that requirements have been met if you have not reached the required standards.

3.12 If your pupil supervisor is unavailable to sign the form, the Head of Pupillage or the Head of Chambers, or equivalent, may sign the form confirming completion, provided that they provide reasons why your pupil supervisor was unable to sign and are satisfied the requirements have been met.

3.13 It is your responsibility to submit the form to us.

What pupils must do at the conclusion of the practising period of pupillage

3.14 The relevant compulsory courses and assessments must be satisfactorily completed by the end of the practising period of pupillage - see **Part 4J** of this Bar Qualification Manual. If these courses and assessments have not been completed during this period, the practising period of pupillage will need to be extended accordingly.

3.15 You should submit the completed form promptly by email to pupillageadministration@barstandardsboard.org.uk .

3.16 Pupil training records should be kept by both you and your AETO for a minimum of five years, as these may be required for Supervision by us.

3.17 If we are satisfied that you have satisfactorily completed the practising period, we will confirm eligibility for a full Practising Certificate. You may apply for a full Practising Certificate in order to continue practising.

3.18 A Provisional Practising Certificate is valid for **30 days** after the end date of your pupillage to give you time to apply for a full Practising Certificate.

3.19 Please refer to the appropriate guidance on our website if you are commencing self-employed or employed practice. If you are commencing practice after pupillage, you will need to make an application for a Practising Certificate through MyBar . If you have not yet set up your MyBar account, you will need to complete the First Time Login process. Please see the First Time Login Guide for details.

3.20 If you are not commencing practice following pupillage, you must email the Records Office (records@barcouncil.org.uk) advising them the date that you ceased practising following the completion of your pupillage.

4L: Exemptions and waivers (pupillage/work-based learning)

This section includes information on exemptions and waivers that may be granted from part (or all) of the work-based learning component of Bar training (pupillage).

Overview

1 The rules regarding exemption from any of the individual components of Bar training are set out in the BSB Handbook at **Rules Q7-Q12** .

2 In addition, **Rules Q13** to **Q28** cover exemptions relating to:

Qualified Foreign Lawyers (QFLs)

Qualified European Lawyers (QELs)

Registered European Lawyers (RELs)

Transferring Solicitors

Teachers of the law of England and Wales

Individuals who have been granted rights of audience by another Approved Regulator.

3 The types of exemptions available and the application processes are explained in **Parts 7B** and **7C** of this Bar Qualification Manual.

Other variations and reductions in pupillage

Pupillage Reduction

Application for a reduction in the total duration of pupillage based on experience gained outside the usual pupillage structure.

Application Form

Application Guidelines

Pupillage Reduction (Barrister also qualified as a Solicitor)

Application for a reduction in the total duration of pupillage by an individual who has both been Called to the Bar and enrolled as a solicitor.

Application Form

Application Guidelines

Pupillage Dispensation

Application for dispensation from the normal pupillage requirements (including acceptance of breaks in pupillage and commencement more than five years after completion of the vocational component of Bar training).

Application Form

Application Guidelines

Retrospective Registration

Application for permission to have a relevant period of pupillage treated as having commenced on a date other than the date of receipt of the registration form.

Application Form

Application Guidelines

4 In deciding whether to grant an exemption from part (or all) of any component of training, we will determine whether your relevant knowledge and experience make it unnecessary for you to complete further training. We will have regard to the competences in the Professional Statement and when they are assessed, as set out in the Curriculum and Assessment Strategy .

4M: Support and advice for pupils

This section includes information on support and advice for pupils who are facing difficulties (including bullying and harassment) and examples of good practice for AETOs to implement.

We are aware that it can be very difficult for pupils to blow the whistle when things go wrong. They are in a very vulnerable position because of the competition for pupillages and do not want to jeopardise their chances of completing theirs. Many are going through pupillage as the only pupil in the AETO, which can be isolating. We know that some pupils face difficulties with behaviour of barristers and others in the AETO, quality of their training, fair distribution of work, bullying and harassment. AETOs, pupillage committees and pupil supervisors must ensure that pupils are able to raise any concerns without fear of retribution.

Before pupillage starts

1 Pupils are often recruited a long time before the start date of the pupillage. Our Supervision team has observed that, where the communication between the pupil and AETO breaks down, lack of communication during this period can be an important factor. In particular, lack of timely information about the start date of the pupillage can create significant stress for pupils who are in employment and depend on the salary that it brings. It can also create logistical problems for pupils who are relocating and need to give notice on current accommodation and find somewhere new to live.

Induction

2 A structured induction process, with supporting information (key organisational policies and procedures) helps pupils to settle in to the AETO quickly and build effective working relationships. It should be designed to introduce pupils to key people in the organisation, explain the way that the organisation operates, the type of work that it does, how the training is organised and how pupils are assessed.

3 As a pupil, you should discuss in advance with your supervisor what is expected from you, whether you are in the AETO, in a conference, in court or carrying out legal research.

Understanding how chambers function

4 The way that chambers are administered varies according to size, area of practice and the extent to which information technology is used. In smaller chambers, members carry out administrative functions themselves. As a pupil, you should learn as much as possible about chambers administration, both to build effective working relationships during pupillage and to provide insight into life as a tenant.

5 It is particularly important that as a pupil you understand the role and function of barristers' clerks. A clerk usually maintains diaries of work, liaises with courts, solicitors and other chambers, negotiates and recovers fees and promotes barristers.

6 Many clerks are members of the Institute of Barristers' Clerks and have a variety of qualifications and experience. The most senior clerks will have significant responsibilities, including a strategic role in the management and development of chambers as a whole. Some chambers have practice managers or chief executives, who take on a strategic role in the management and development of chambers. Many of these are members of the Legal Practice Managers Association .

7 In the non-practising period, as a pupil, you should aim to develop a good working relationship with the clerks in preparation for when you are working on your own account. The clerks may also be able to let you know if other members of chambers, particularly the junior tenants, are appearing in any cases that your pupil supervisor thinks would be useful for you to attend. The clerks should be kept informed of pupils' movements if they need to leave chambers and be provided with contact numbers in case they need to get in touch with pupils outside office hours. As a pupil, you must also let the clerks, as well as your supervisor, know if you are not able to come into chambers for any reason.

8 During the practising period, as a pupil, you will need to establish whether you are required to pay clerks' fees. Chambers vary in their requirements, but pupils must be clearly informed whether or not clerks' fees are payable and, if so, on what basis, before they receive any instructions on their own account. You may also be required to contribute towards photocopying and other administrative costs, but you should not be asked to pay any rent.

9 The Equality and Diversity Rules of the Code of Conduct require that the allocation of unassigned work is monitored and that pupils are given fair and equal access to the opportunities available in chambers.

10 It is vital during this period of pupillage that, as a pupil, you keep clerks informed of your whereabouts and also warn them of any commitments that may affect your availability.

Understanding the organisation in the Employed Bar

11 The way AETOs in the employed bar operate will vary enormously, according to size, organisation structure and area of practice. As a pupil, you should learn as much as possible about the organisation, both to build effective working relationships during pupillage and to provide insight into life as an employee after pupillage.

Good practice

It can be helpful for pupils at the employed Bar to have a period of secondment to a chambers where they can learn how chambers operate. Appropriate arrangements should be agreed in advance, as set out in **Part 4J** of this Bar Qualification Manual.

Gaining adequate experience during pupillage

12 The purpose of pupillage is to provide work-based training in legal work under supervision, as set out in the Curriculum and Assessment Strategy , in order to demonstrate (as a minimum) the competences to the threshold standard in the Professional Statement. The imposition of unskilled work on pupils is inappropriate (eg excessive photocopying, running shopping errands). Requiring pupils to carry out work as a paralegal where there is insufficient focus on meeting the competences in the Professional Statement undermines the purpose of pupillage.

The role of the pupil supervisor during the practising period of pupillage

13 Although pupils will do work of their own during the practising period, this is still part of pupillage training.

14 Before doing a case of your own, as a pupil, you should consult your pupil supervisor for advice and guidance and your pupil supervisor should provide an opportunity for discussion afterwards. Supervisors should make time available to observe their pupils' performance in court. This will assist both supervisor and pupil to identify strengths and weaknesses in their competences.

15 When not undertaking your own work, as a pupil, you will be expected to attend court or conferences with your pupil supervisor and continue to assist with their paperwork as part of training.

Advocacy competences

16 If you are undertaking pupillage in an AETO with limited opportunities to take on advocacy work of your own, the AETO should ensure that the pupillage training programme is designed to enable you to meet the relevant competences in the Professional Statement . AETOs should be clear how sufficient practical experience of advocacy can be otherwise obtained, eg through a placement at a chambers or other organisation, or undertaking pro bono work.

Appraisal and feedback

17 Appraisal and feedback mechanisms (see **Part 4J** of this Bar Qualification Manual) should be a two-way process that provide you with the opportunity to flag any difficulties or concerns with your progress, your work, the supervision you are getting or relationships with others in the AETO. They should provide the opportunity for you and your pupil supervisor to work together to address them.

Policies and sources of help and information within AETOs

18 While the pupil supervisor should provide appropriate advice, support and guidance, and do all that they can to ensure that, as a pupil, you feel comfortable to reflect openly about your progress or any issues that are worrying you, the reality is that, for a range of reasons, you may not always feel comfortable doing so. This may be because you are worried that it could jeopardise your supervisor signing off your pupillage, or it may be that you have concerns about the quality of your training.

19 AETOs should establish policies and processes that enable you, as a pupil, to approach others in the event that you feel unable to deal with problems by raising them with your supervisor. This might include:

Providing routine opportunities to speak to nominated officers such as the Head of Pupillage, the Head of Chambers, the Equality and Diversity Officer, the Human Resources department or others in the AETO.

Enabling you to provide feedback about your training to the AETO in a safe environment.

Mentoring or buddy arrangements with a recently qualified barrister with whom you may feel more comfortable discussing your day-to-day concerns.

Organisation-wide acceptable behaviour policies that extend to social events.

Grievances and harassment

20 The BSB requires AETOs to have a number of key policies and processes in place to ensure transparency and fair treatment of pupils, and to provide mechanisms to resolve problems promptly. The policies and procedures should be provided to you with the written agreement (see **Part 4D** of this Bar Qualification Manual) and explained to you at the beginning of your pupillage. The grievance procedure should set out clearly what needs to be done in order to invoke the procedure and how the procedure operates. The method of final appeal should be identified in the grievance procedure. The overarching aim should be to resolve grievances both fairly and on a timely basis, through discussion, at the point at which they occur.

Authorisation Framework

Indicator 46.8 requires all AETOs to have in place grievance policies and procedures.

BSB Handbook

Rule C110j says that chambers and BSB entities must have a written anti-harassment policy which, as a minimum:

i states that harassment will not be tolerated or condoned and that managers, employees, members of chambers, pupils and others temporarily in your chambers or BSB authorised body such as mini-pupils have a right to complain if it occurs;

ii sets out how the policy will be communicated;

iii sets out the procedure for dealing with complaints of harassment.

Rule C110m says that chambers or BSB entity must have a reasonable adjustments policy aimed at supporting its workforce (including pupils).

Guidance C151 says that these rules are supplemented by the BSB's Supporting Information on the BSB Handbook Equality Rules ("the Supporting Information"):

This webpage describe the legal and regulatory requirements relating to equality and diversity and provide guidance on how they should be applied in chambers and BSB authorised bodies.

Guidance C151 says that the Supporting Information is also relevant to all pupil supervisors and AETOs. These will be expected to show how they comply with the Supporting Information as a condition of authorisation.

Changing pupil supervisor

21 It is important that, if a pupil/supervisor relationship is not working well, the AETO recognises this and puts alternative arrangements in place.

Moving to another AETO

22 An AETO should do all that they can to enable you to complete your pupillage at that AETO. However, there are circumstances when the relationship between you, as a pupil, and the AETO breaks down irretrievably or an AETO closes unexpectedly or is otherwise unable to complete your pupillage.

23 If the relationship between you, as a pupil, and the AETO breaks down to the extent that you decide to leave, both you and the AETO should contact our Supervision team by email to supervision@barstandardsboard.org.uk . The Supervision team will, in most cases, carry out a review of the standards of training at the AETO.

24 If the AETO closes unexpectedly, the AETO should contact our Supervision team by email to supervision@barstandardsboard.org.uk . In these circumstances, we expect that the AETO will do all it can to find another AETO where their pupil(s) can complete their training. If pupils have any concerns, they can also contact the Supervision team.

25 Our Authorisations Team will usually support pupils who want (as a last resort) or need (due to AETO closure) to move to another AETO to complete their pupillage, by agreeing a waiver (for the AETO taking on the pupil) from the requirement to advertise the pupillage.

26 Pupils and AETOs should report the change in circumstances to us by email to pupillageadministration@barstandardsboard.org.uk .

Working hours, holidays, and sick leave

27 The European Working Time Directive applies to pupils at the employed Bar. It has not been established that it applies to the self-employed Bar, but it may be taken as a guide to good practice, at least in relation to holidays (eg pupils should normally be entitled to a minimum of four weeks' leave per annum, ie 20 working days not including Bank Holidays).

28 It is for the AETO and your pupil supervisor to determine the impact of longer periods of leave (for example due to illness or bereavement) on your training programme and whether the period of pupillage should be extended to enable you to meet the competences in the Professional Statement.

29 If your pupillage is to be extended, the AETO must notify us of the new date that you will be completing pupillage by completing the Notification of material change in pupillage form .

30 Where your pupillage is extended, your pupil supervisor must set clear and measurable objectives as to what is expected of you during the extended period.

31 As a pupil, you must apply to us for dispensation if you need to take a substantial break from pupillage and extending the pupillage would not be appropriate in the circumstances.

32 Maternity/paternity leave arrangements should follow the AETO's parental leave policy and individual parental leave arrangements should be discussed with the AETO.

Other sources of help for pupils

33 We expect all AETOs to have grievance procedures in place for their pupils so that problems can be resolved quickly and fairly in-house. But we recognise that pupils are in a vulnerable position and there are occasions when you, as a pupil, may prefer to discuss your concerns with someone who is unconnected with your AETO. If problems are so serious that they cannot be resolved internally, the following sources of help and advice are available:

Pupils' Helpline at the Bar Council

The Pupils' Helpline provides confidential advice and support to pupils. The Bar Council has established a panel of advisers to offer pupils a confidential and objective advice service. All of the advisers are barristers of at least five years' call who have received training from the Bar Council. Contact can be made, anonymously if wished, by email or telephone.

The Bar Council Equality & Diversity Helpline

The Bar Council offers a confidential equality and diversity helpline to all pupils and members of the Bar about any equality and diversity, parental leave or bullying and harassment issue.

The Inns of Court

As a pupil, you can also approach the Education Officer in your Inn of Court.

LawCare Helpline

LawCare is a free and completely confidential advisory service to help lawyers, their immediate families and their staff to deal with the health issues and related emotional difficulties that can result from a stressful career in the law.

LawCare offer the opportunity for you to discuss problems which are interfering with, or have the potential to interfere with, your work performance and/or your family life and to seek help in resolving these problems.

Contact LawCare on 0800 279 6888.

Wellbeing at the Bar Website

The Bar's Wellbeing website offers advice, guidance and a range of contacts on a range of specific issues relating to mental health and wellbeing at the Bar, including support for students and pupils.

The BSB

Where internal discussion and mediation is not successful, you can report your concern to us.

a. Pupils who want to report a concern about their training to us should use the online reporting form . However, we recognise pupils do not always feel comfortable doing this and prefer to speak to someone first. If so, they can call us . Either way, the report will be taken by a member of the Contact and Assessment Team who will talk through the concern and explain what will happen next.

b. In most cases, the report will be referred to our Supervision Team, but if the concern involves serious harassment or bullying, it is likely to be referred to our Investigations and Enforcement Team (I&E). If that happens, you will have a named person in the I&E Team who will keep you informed about what is happening and when. It is likely that a referral will be made to our Supervision Team at the same time, so that a review of policies and processes in the AETO and the suitability of the AETO to continue to take pupils can proceed, as appropriate, alongside or after any enforcement action. The two teams communicate with each other when this happens so that respective roles and responsibilities are clear.

c. In most cases, pupils' concerns are referred to the Supervision Team. We take all concerns very seriously and will always follow up with you to get more information and to decide what steps to take and when. We might speak with you over the phone, via video conference or meet you in person. This will depend on the nature of the report, where you are based and what would be most convenient for you. The first reason for contacting you is to discuss in more detail what you have reported, for us to gain a more thorough understanding of the issues. The second is to ascertain your current position in the AETO and whether you have any concerns about us contacting the AETO.

d. If, exceptionally, you are transferring your pupillage to another AETO, we will usually wait until that has happened before contacting the original AETO because we recognise that this can be a very stressful time. We will always try to ensure that the timing of any action best suits you, as a pupil. For example, depending on the circumstances, we can agree to delay taking any steps until you have concluded your pupillage, although this will depend, too, on our assessment of risk.

e. You may wish to remain anonymous but, given the number of pupils that most AETOs take, it is very likely that the AETO will guess who has contacted us. Our approach is usually to focus on the key issues rather than the individuals when we speak to the AETO, with the aim of ensuring that a high standard of training is available for future pupils or robust policies are put in place.

Part 5 - The Role of the Inns of Court

5A: Membership of an Inn of Court and student conduct

This section includes information on joining an Inn of Court, contact details for the Inns, Fit and Proper Person checks, student conduct, and support for pupils.

Bar Qualification Rules

BSB Handbook

Rule Q3 To be called to the Bar by an Inn an individual must have successfully completed the following:

.1 academic legal training;

.2 vocational training;

.3 the number of qualifying sessions as a student member of an Inn as prescribed from time to time by the BSB; and

.4 pay such fee or fees as may be prescribed.

Rule Q6 The BSB shall set out in writing:

.1 the requirements to be met by an Inn in admitting student members and calling individuals to the Bar;

.2 the manner in which an Inn shall assess whether such individuals are fit and proper; and

.3 the minimum requirements for the delivery of qualifying sessions by an Inn.

Overview

1 The Inns of Court ("Inns") alone have the power to Call a student to the Bar. Only those Called to the Bar are able to exercise rights of audience in the superior courts of England and Wales as barristers.

2 The Inns are professional membership associations for barristers in England and Wales, dedicated to promoting the rule of law and providing education and training to their student and barrister members.

Joining an Inn of Court

3 You must be admitted as student member of an Inn in order to complete compulsory **qualifying sessions** (see **Part 5B** of this Bar Qualification Manual) before Call to the Bar and to facilitate the fit and proper person checks that are required as part of that process. Our Authorisation Framework specifies the latest point for a student to become a member of an Inn of Court.

4 Your choice of Inn does not affect the area of law in which you wish to practise, or your choice of pupillage (see **Part 4** of this Bar Qualification Manual) or tenancy – it is usually a matter of personal preference. We suggest that you visit the Inns and talk to current members and to the Student Officers to inform your decision.

Contact information

5 The four Inns of Court are:

The Honourable Society of The Inner Temple ;

The Honourable Society of The Middle Temple ;

The Honourable Society of Gray's Inn ; and

The Honourable Society of Lincoln's Inn .

Fit and Proper person checks

6 We have agreed detailed Guidelines with all four Inns of Court and the Inns Conduct Committee (ICC) for determining whether you are a fit and proper person, how any disclosures about your conduct will be considered and, where appropriate, likely outcomes. The Inns and the ICC will apply the Guidelines when seeking to determine whether an applicant or a student is a fit and proper person to become a practising barrister. We recommend you refer to these Guidelines if you require any further information. More information on the fit and proper person checks can be found online.

7 On application to join an Inn, you must complete an Admission Declaration . This enables the Inn to identify any issues which may call into question whether you are a fit and proper person to become a practising barrister.

8 If there are any matters which might call into question your fitness to become a practising barrister, the Inn will refer your application to the ICC for determination.

Student conduct

9 Once you are a member of an Inn, and before you are Called to the Bar, your conduct will be overseen, and any concerns managed, by your Inn to ensure that only those who are fit and proper to practise as a barrister can be Called to the Bar.

Call to the Bar

10 To ensure that only those who are fit and proper persons to practise as barristers are Called to the Bar, the Inn will undertake checks, including a Call Declaration from each applicant or student, prior to Call.

Resources

Memorandum of Understanding (MOU)

Temporary Admission & Call Form (Qualified Foreign Lawyer)

Current Readmission Declaration

5B: Qualifying Sessions

This section includes information on the Qualifying Sessions to be completed by student members of the Inns of Court.

Bar Qualification Rules

BSB Handbook

Rule Q3 To be called to the Bar by an Inn an individual must have successfully completed the following:

.1 academic legal training ;

.2 vocational training ;

.3 the number of qualifying sessions as a student member of an Inn as prescribed from time to time by the BSB ; and

.4 pay such fee or fees as may be prescribed.

Rule Q6 The BSB shall set out in writing:

.1 the requirements to be met by an Inn in admitting student members and calling individuals to the Bar ;

.2 the manner in which an Inn shall assess whether such individuals are fit and proper; and

.3 the minimum requirements for the delivery of qualifying sessions by an Inn .

Overview

1 Before being Called to the Bar, you must complete Qualifying Sessions which are organised by your Inn. These are professional development events of an educational and collegiate nature arranged by, or on behalf of, an Inn. From 1 September 2020, the number of sessions which must be completed prior to Call to the Bar is **Ten** .

2 Qualifying Sessions are designed to complement the vocational component of training and foster a community of professional practice.

3 Each Inn is responsible, in co-operation with the other Inns, for:

ensuring that suitable Qualifying Sessions are available for its members

deciding what requirements must be satisfied for a person to be credited with attendance at one or more Qualifying Sessions; and

agreeing criteria which specify the grounds on which the requirement to attend Qualifying Sessions may be waived or modified.

Resources

Memorandum of Understanding (MOU)

Framework for the provision of Qualifying Sessions

5C: Call to the Bar

This section includes information on the requirements for Call to the Bar of England and Wales.

Bar Qualification Rules

BSB Handbook

Rule Q3 To be called to the Bar by an Inn an individual must have successfully completed the following:

.1 academic legal training;

.2 vocational training;

.3 the number of qualifying sessions as a student member of an Inn as prescribed from time to time by the BSB; and

.4 pay such fee or fees as may be prescribed.

Rule Q6 The BSB shall set out in writing:

.1 the requirements to be met by an Inn in admitting student members and calling individuals to the Bar;

.2 the manner in which an Inn shall assess whether such individuals are fit and proper; and

.3 the minimum requirements for the delivery of qualifying sessions by an Inn.

Overview

1 To ensure that only those who are fit and proper persons to practise as barristers are Called to the Bar, the Inn will undertake checks and seek declarations from each student prior to Call. The same requirement applies to those seeking re-admission.

2 Upon being Called to the Bar you will become an **unregistered barrister** (see **Part 4K** of this Bar Qualification Manual). You will not be allowed to practise as a barrister until you have completed the final component of qualification, the work-based learning component (pupillage) (see **Part 4** of this Bar Qualification Manual).

3 Pupils will normally have been Called to the Bar by their Inn before commencing pupillage.

Future requirements

We will continue to have a role in the oversight of students intending to become barristers in England and Wales. There will be a continuing partnership with the Inns of Court but with strengthened quality assurance/compliance arrangements in place. This oversight role will continue through our specification of pre-Call and pre-authorisation requirements.

Fit and proper person checks (prior to Call to the Bar)

In line with the new fit and proper person checks , criminal records checks are being introduced for those seeking to be Called from July 2021 onwards. This will be a standard Disclosure and Barring Service (DBS) check and/or the equivalent for those who have lived outside the England and Wales for 12 months (or longer) in the preceding five year period.

Resources

Call Declaration Form

Temporary Admission & Call Form (Qualified Foreign Lawyer)

Memorandum of Understanding (MOU)

Guidelines for determining if a person is a fit and proper person

Call to the Bar welcome booklet

Part 6 - Authorised Education and Training Organisations

6A: Overview

This section includes information on the Authorisation Framework and the definition of Authorised Education and Training Organisations (AETOs).

The Authorisation Framework

1 To coincide with the introduction of the new Bar Qualification Rules, we published the Authorisation Framework .

2 All organisations seeking to offer one or more components of training for the Bar must apply to be authorised under the Authorisation Framework.

3 The purpose of the Authorisation Framework is to explain to training providers what they must do to meet our requirements to be authorised to deliver Bar training.

4 The Authorisation Framework sets out the mandatory requirements for a training provider to become an **Authorised Education and Training Organisation** (AETO), including adherence to the four principles of flexibility, accessibility, affordability and maintaining high standards.

5 The term 'AETO' applies to:

Higher education institutions – eg providers of new Bar Training Courses (formerly, the Bar Professional Training Course).

Pupillage training providers, such as existing Pupillage Training Organisations (PTOs) – eg chambers, BSB entities and other organisations (including solicitors' firms, commercial organisations, government bodies and not-for-profit organisations).

6 The Bar Qualification Rules permit AETOs to offer training under a limited number of permissible training pathways (see **Part 1C** of this Bar Qualification Manual). The choice of training programmes under these pathways will depend on the applications received from prospective AETOs.

Bar Qualification Rules

BSB Handbook

Rule Q29 Providers of vocational training and pupillage must be authorised by the BSB as an AETO.

Rule Q30 An application to become an AETO must be made in such form and be accompanied by payment of such fee or fees as may be prescribed by the BSB.

Rule Q31 In determining an application from an applicant to become an AETO, the BSB will have regard to the Authorisation Framework and in particular the mandatory criteria. The BSB will not approve an application to become an AETO unless it is satisfied that it is:

.1 able to meet the mandatory criteria set out in the Authorisation Framework relevant to the application; and

.2 a suitable provider for the purposes of the Authorisation Framework.

Rule Q32 The BSB may grant authorisation to an AETO on such terms and conditions as it considers appropriate including the period of authorisation.

Rule Q33 The BSB may vary, amend, suspend or withdraw authorisation of an AETO in the following circumstances:

.1 the AETO has applied for such variation, amendment, suspension or withdrawal;

.2 the AETO ceases to exist, becomes insolvent or merges;

.3 the AETO fails to comply with conditions imposed upon its authorisation;

.4 the BSB is of the view that the AETO has failed or will fail to fulfil the mandatory requirements set out in the Authorisation Framework;

.5 the BSB is of the view that the AETO is not providing the training for which it was authorised to an adequate standard or there has been a material change in the training provided; or

.6 the BSB is of the view that the continued authorisation of the AETO would inhibit the Regulatory Objectives.

Rule Q34 An AETO which is dissatisfied by a decision in relation to Rule Q31 – Q 33 above may apply to the BSB for a review.

The authorisation process

7 Prospective AETOs have been able to apply for authorisation since **1 April 2019** .

8 To support the Authorisation Framework, we have published guidance for prospective providers of vocational training and work-based learning (pupillage) .

9 These separate guidance documents explain the different sets of evidence which we require from the two types of AETO to reflect the different components of training which they will provide. For example, the evidence sought from a training provider offering vocational training to a large number of students will be of a different scope and nature to that required from a chambers with only one or two pupils. This reflects our risk-based approach to Bar Training.

10 For further guidance on the authorisation process for providers of vocational training or work-based learning (including information on fees and charges), please see **Part 6B** of this Bar Qualification Manual.

11 For further guidance on the transitional process for current PTOs (including information on fees and charges), please see **Part 6C** of this Bar Qualification Manual.

Training agreements

12 Once an AETO has been authorised under the Authorisation Framework, they must sign a training agreement with us. This agreement will set out our responsibilities and those of the AETO, including their obligations regarding data sharing, as well as the pathways the AETO has been authorised to deliver and any conditions which may have been imposed at the time of authorisation.

13 The agreement also sets out the basis on which the AETO has been authorised. This is the provision as outlined in their application to become an AETO. If an AETO wishes to make significant changes to their authorised provision at any time after they have been authorised, they must contact the Authorisations Team .

Supervision

14 All AETOs will be subject to ongoing supervision by the Supervision Team. This supervision is risk-based and could include a range of activities (such as site visits) to monitor whether the AETO is continuing to satisfy the four principles of the Authorisation Framework, as well as any other conditions or recommendations set out at the time of authorisation.

6B: Authorisation of education and training organisations

This section explains the authorisation process for prospective education and training organisations. Chambers/organisations that currently train pupils should refer to Part 6C of this Bar Qualification Manual.

Bar Qualification Rules

BSB Handbook

Rule Q29 Providers of vocational training and pupillage must be authorised by the BSB as an AETO.

Rule Q30 An application to become an AETO must be made in such form and be accompanied by payment of such fee or fees as may be prescribed by the BSB.

Rule Q31 In determining an application from an applicant to become an AETO, the BSB will have regard to the Authorisation Framework and in particular the mandatory criteria. The BSB will not approve an application to become an AETO unless it is satisfied that it is:

.1 able to meet the mandatory criteria set out in the Authorisation Framework relevant to the application; and

.2 a suitable provider for the purposes of the Authorisation Framework.

Rule Q32 The BSB may grant authorisation to an AETO on such terms and conditions as it considers appropriate including the period of authorisation.

Rule Q33 The BSB may vary, amend, suspend or withdraw authorisation of an AETO in the following circumstances:

.1 the AETO has applied for such variation, amendment, suspension or withdrawal;

.2 the AETO ceases to exist, becomes insolvent or merges;

.3 the AETO fails to comply with conditions imposed upon its authorisation;

.4 the BSB is of the view that the AETO has failed or will fail to fulfil the mandatory requirements set out in the Authorisation Framework;

.5 the BSB is of the view that the AETO is not providing the training for which it was authorised to an adequate standard or there has been a material change in the training provided; or

.6 the BSB is of the view that the continued authorisation of the AETO would inhibit the Regulatory Objectives.

Rule Q34 An AETO which is dissatisfied by a decision in relation to Rule Q31 – Q 33 above may apply to the BSB for a review.

The application process

1 Prospective AETOs have been able to apply for authorisation since **1 April 2019** . Courses to be delivered by providers of the vocational component will be advertised as "subject to authorisation" during the application process.

2 AETOs may need to go through further internal approval processes to set up new training pathways, in addition to their applications to us.

Providers of the vocational component (and/or integrated academic and vocational components)

Application

3 Prospective providers of the vocational component (and/or integrated academic and vocational component) will need to apply for authorisation by means of the Online Portal , available via MyBar.

4 Prospective vocational AETOs will need to be able to demonstrate that they meet the criteria in the Authorisation Framework .

5 Prospective vocational AETOs should refer to the Guidance document , when completing their applications.

6 For further guidance on the vocational component of Bar training, please see **Part 3** of this Bar Qualification Manual.

7 Unsuccessful vocational AETO applicants may apply for a review of their application. For further guidance on the process of applying for a review, please see **Part 8A** of this Bar Qualification Manual.

Fees and charges

8 Prospective vocational AETOs will be charged an application fee of £250 .

9 We anticipate that in many cases, the application itself will suffice with no further steps (or assessment costs) required. Should we require more information from a prospective vocational AETO (due to the complexity or scale of its proposed training pathway) indicative costs for the steps we will need to take to help us to assess the proposal include:

Staff time @ up to £500 per day;

Expert Advisor (**APEX**) time @ up to £400 per day;

Travel and other costs actually incurred.

10 AETOs providing training for the academic and vocational (integrated) or vocational components will be charged a per-capita fee of **£705** for initial authorisation and, in subsequent years, a per-capita charge for each intake of students, for authorisation to deliver the vocational component of training and to cover our operational and ongoing costs.

11 Where the proposal is for a **four-step pathway** (eg the academic component, followed by the vocational component in two parts, followed by the pupillage or work-based component), the per-capita fee will be split - **£470** for part one and **£235** for part two of the vocational component.

From September 2025, the per capita fee will change to **£840** and where the vocational component is split into two parts, £560 for part one and £280 for part two.

From September 2026 , the per capita fee will be **£1,145** (plus any further increase due to inflation) and where the vocaitonal component is split into two parts it will be £763 for part one (plus inflation) and £382 for part two (plus inflation).

12 AETOs providing vocational training (and/or integrated academic and vocational training) will be subject to a **renewal process** on a five-year cyclical basis, mirroring that for initial authorisation.

13 We will review our fees at least every two years and take mitigating action to address over/under-recovery of our costs.

Providers of work-based learning (pupillage)

Application

14 Prospective providers of work-based learning (pupillage) will need to apply for authorisation by means of the Online Portal, available via MyBar. If you encounter any technical difficulties in making your application, please contact authorisations@barstandardsboard.org.uk

15 Prospective work-based learning AETOs will need to be able to demonstrate that they meet the criteria in the Authorisation Framework .

16 Prospective work-based learning AETOs should refer to the Guidance document , when completing their applications.

17 For further guidance on the work-based learning component of Bar training (pupillage), please see **Part 4** of this Bar Qualification Manual.

18 Unsuccessful work-based learning AETO applicants may apply for a review of their application. For further guidance on the process of applying for a review, please see **Part 8A** of this Bar Qualification Manual.

Fees and charges

19 Prospective work-based learning AETOs will be charged an **application fee of £250** but will not be charged a per-capita **authorisation** or an **intake fee.**

20 We anticipate that in most cases, the application itself will suffice with no further steps (or assessment costs) required. Should we require more information from a prospective work-based learning AETO (due to the complexity or scale of its proposed training pathway) indicative costs for the steps we will need to take to help us to assess the proposal include:

Staff time @ up to £500 per day;

Expert Advisor (**APEX**) time @ up to £400 per day;

Travel and other costs actually incurred.

21 Successful work-based learning applicants for AETO status will not be subject to a renewal process as the majority of those providing the training will be paying a **Practising Certificate Fee** (PCF) which already covers the associated costs of our supervision activities. This supervision will be risk-based and targeted only where it is necessary to ensure standards are being met. Work-based learning AETOs must, however, notify us of any material change in their pupillage arrangements.

22 We will review our fees at least every two years and take mitigating action to address over/under-recovery of our costs.

6C: Authorisation of current pupillage training organisations (PTOs) as AETOs

This section explains the process for current Pupillage Training Organisations to gain authorisation as an AETO.

Bar Qualification Rules

BSB Handbook

Rule Q29 Providers of vocational training and pupillage must be authorised by the BSB as an AETO.

Rule Q30 An application to become an AETO must be made in such form and be accompanied by payment of such fee or fees as may be prescribed by the BSB.

Rule Q31 In determining an application from an applicant to become an AETO, the BSB will have regard to the Authorisation Framework and in particular the mandatory criteria. The BSB will not approve an application to become an AETO unless it is satisfied that it is:

.1 able to meet the mandatory criteria set out in the Authorisation Framework relevant to the application; and

.2 a suitable provider for the purposes of the Authorisation Framework.

Rule Q32 The BSB may grant authorisation to an AETO on such terms and conditions as it considers appropriate including the period of authorisation.

Rule Q33 The BSB may vary, amend, suspend or withdraw authorisation of an AETO in the following circumstances:

.1 the AETO has applied for such variation, amendment, suspension or withdrawal;

.2 the AETO ceases to exist, becomes insolvent or merges;

.3 the AETO fails to comply with conditions imposed upon its authorisation;

.4 the BSB is of the view that the AETO has failed or will fail to fulfil the mandatory requirements set out in the Authorisation Framework;

.5 the BSB is of the view that the AETO is not providing the training for which it was authorised to an adequate standard or there has been a material change in the training provided; or

.6 the BSB is of the view that the continued authorisation of the AETO would inhibit the Regulatory Objectives.

Rule Q34 An AETO which is dissatisfied by a decision in relation to Rule Q31 – Q 33 above may apply to the BSB for a review.

Overview

1 All current pupillage providers (ie those granted Pupillage Training Organisation (PTO) or Approved Training Organisation (ATO) status by us) intending to provide pupillage after **31 March 2024** must meet the criteria for authorisation set out in the Authorisation Framework .

2 To support the Authorisation Framework, we have published guidance for prospective AETOs providing the work-based learning (pupillage) component. More recently, we have published separate guidance for prospective AETOs in the Employed Bar .

3 We have contacted all existing pupillage providers to confirm the need to apply to be authorised as Authorised Education and Training Organisations (AETOs).

4 Current PTOs can continue to provide pupillage and advertise for new pupils, in line with the requirements set out in the BSB Handbook and this Bar Qualification Manual (**Part 4D**) while their AETO authorisation applications are being processed.

The application process

5 The application for AETO status requires prospective AETOs to submit details of their pupillage training programme, setting out how they will ensure that those whom they train satisfy the Threshold Standard and Competences of the Professional Statement , as well as details of how their training will meet the principles of flexibility, accessibility, affordability and maintaining high standards.

6 Detailed guidance on the application process for AETO status may be found in **Part 6B** of this Bar Qualification Manual.

7 Existing pupillage providers will **not** be charged an application fee to become an AETO.

8 Authorisation as an AETO is a one-off process; however, AETOs must notify us of any material change in their pupillage arrangements.

9 Unsuccessful applicants may apply for a review of their application. For further guidance on the process of applying for a review, please see **Part 8A** of this Bar Qualification Manual.

10 It is our intention to work with all prospective AETOs to address any areas of concern and ensure that they meet the required standards.

Organisations no longer providing pupillages

11 Current PTO authorisation will expire on **31 March 2024** . Only organisations authorised as an AETO will be able to continue to deliver pupillage, and recruit new pupils, after this date.

12 If you are authorised as a PTO but do not have any pupils currently (and do not intend to have any in the foreseeable future) please tell us – your authorisation to provide pupillages will then be withdrawn.

13 If your authorisation to provide pupillages is withdrawn, as you are not intending to take on any pupils in the foreseeable future, you can apply afresh for authorisation as an AETO at a later date, but this will attract an application fee.

14 If you have current pupils who will not complete their pupillages until after 31 March 2024, and you have decided not to seek authorisation as an AETO, please contact us for guidance on how these pupillages may be affected.

Part 7 - Transferring Qualified Lawyers

7A: Types of transferring lawyers

This section includes information on the different types of qualified lawyer who may apply for admission to the Bar of England and Wales on the basis of prior qualification(s) and experience.

Important notice: Criteria to apply

We're currently only accepting applications from Transferring Qualified Lawyers who meet at least one of the criteria below and can provide supporting evidence:

- You've been offered pupillage with an authorised pupillage training provider due to start before 1 January 2029
- You've been offered tenancy or employment that requires you to hold a practising certificate for the Bar of England and Wales. Offers for other types of employment will not be considered.

The eligibility criteria above do not apply to lawyers who have qualified in Switzerland, Norway, Iceland or Liechtenstein. Applications from these lawyers will continue to be accepted and processed under the relevant recognition of professional qualifications framework.

Overview

1 The rules regarding exemption from any of the individual components of Bar training are set out in the BSB Handbook at **Rules Q7-Q12** .

2 There are specific rules regarding exemptions granted to transferring lawyers.

For details of those individuals or groups that may be entitled to **Full Exemption** from the components of Bar training, please see **Part 7B** of the **Bar Qualification Manual** .

For details of those individuals or groups that may be entitled to **Partial Exemption** from the components of Bar training, please see **Part 7C** of the **Bar Qualification Manual .**

3 If you are approved by us as a transferring lawyer, you may be required to complete academic and/or vocational component assessments as a **Bar Transfer Test** candidate prior to Call to the Bar of England and Wales - please see **Part 7D** of this Bar Qualification Manual.

Application process – transferring lawyers

4 If you are seeking admission to the Bar of England and Wales as a transferring lawyer, you must submit a formal application to us, accompanied by the supporting documents specified in the application guidelines.

5 The different types of transferring lawyer are set out in the grid below, with links to the appropriate application forms and guidelines documents.

Qualified Foreign Lawyers (QFLs)	Online Application
A person who is a member of a regulated legal profession in a jurisdiction outside England and Wales and is entitled to practise as such.	Online Application Guidelines
Qualified European Lawyers (QELs)	Online Application
A person who is a national of a Member State and who is authorised in any Member State to pursue professional activities under any of the professional titles appearing in article 2(2) of the European Communities (Lawyer's Practice) Order 1999, but who is not any of the following: a) a solicitor or barrister of England and Wales or Northern Ireland; or b) a solicitor or advocate under the law of Scotland.	Online Application Guidelines
Registered European Lawyers (RELs)	Online Application
A person registered with us as a Registered European Lawyer who now wishes to be admitted to the Bar of England and Wales.	Online Application Guidelines
Transferring Solicitors	Online Application

A solicitor admitted and enrolled in England and Wales or Northern Ireland.	Online Application Guidelines
Law Teachers / Legal Academics	Online Application
A teacher of the law of England and Wales.	Online Application Guidelines
Person with rights of audience granted by another Approved Regulator	Online Application
a person who has been granted rights of audience by another **Approved Regulator** (as defined by Schedule 4 of the Legal Services Act 2007), other than the Solicitors Regulation Authority (SRA).	Online Application Guidelines

Temporary Call to the Bar

6 If you need to appear in court in England and Wales to conduct a specific case (or cases) as a qualified foreign lawyer (QFL), you may apply to us for **Temporary Call to the Bar** – please see **Part 7E** of this Bar Qualification Manual.

Registration as a Registered European Lawyer

7 As a European Lawyer, you may apply for a direction that you be registered by us and the Inn of Court of your choice as a Registered European Lawyer . This is pursuant to the European Establishment Directive 98/5/EC of 16 February 1999.

8 As a Registered European Lawyer, you will practise under your home title while in England and Wales and will not be admitted to the Bar of England and Wales unless you submit a separate admission application, as shown in the grid above.

9 The rules regarding exemptions from the individual components of Bar training for Registered European Lawyers are set out in the BSB Handbook at **Rules Q17-Q22** .

Registered European Lawyers – 'No Deal' Brexit

NB. This notice was drafted on 9 October 2019 and updated on 22 January 2020. At the time of updating, "exit day" may occur on 31 January 2020 but this may be subject to change. In the event of agreement being reached on another position we will provide further advice.

EEA Lawyers – Those from the EU, Norway and Liechtenstein who intend to practise as barristers in England and Wales after Brexit

For EEA lawyers (including UK nationals holding EEA qualifications) who are already established and have received a recognition decision in the UK before exit day, this recognition decision will not be affected and will remain valid (ie you may continue to practise as barristers.)

EEA lawyers (including UK nationals holding EEA qualifications) who have applied for a recognition decision and are awaiting a decision on exit day will, as far as possible, be able to conclude their applications in line with the provisions of the relevant Directives.

EEA lawyers (including UK nationals holding EEA qualifications) who have not started an application for a recognition decision in the UK before exit will need to apply for admission to the Bar of England and Wales as a Qualified Foreign Lawyer (QFL). As a QFL, you will be entitled to practise as a barrister if you meet all relevant provisions of the BSB Handbook . Details on how to apply to us can be found in this Bar Qualification Manual.

Swiss lawyers who intend to practise in England and Wales after Brexit

If you have a UK qualification and professional title

Swiss lawyers who have registered in England and Wales or who transferred to the Bar of England and Wales before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in England and Wales.

If you have a Swiss qualification and professional title

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, will need to start their application to register in England and Wales, within 4 years after Brexit. Once registered, Swiss lawyers can continue to practise after Brexit as long as they remain registered in England and Wales.

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, who wish to transfer to the Bar England and Wales under existing routes, need to so within 4 years after Brexit.

'No Deal' Brexit - What it means for the Registered European Lawyers (REL) scheme

The UK Government states that there will be no system of recognition of professional qualifications between the remaining EEA States (EU Member States, Norway, Iceland and Liechtenstein) and the UK from the date on which the UK leaves the EU (currently scheduled to be 31 January 2020). This means that Registered European Lawyer (REL) status will cease on this day.

There will be no new REL registrations from ‘exit day’, although those who have applied for REL status before ‘exit day’, will be entitled to receive a decision on that application after ‘exit day’.

Your status as a Registered European Lawyer (REL)

If you are a European Lawyer who registered after 1 February 2017, you will have less than three years’ regular and effective practice of activities in the law of England and Wales (under your Home Professional Title) on the scheduled exit date. This ‘three years’ experience’ is currently a requirement by us for admission to the Bar. If you fall into this category, please contact the Authorisations team to discuss how we can help you with an application.

Details on how to apply to us can be found in this Bar Qualification Manual.

UK Lawyers in the EEA (EU, Norway and Liechtenstein)

Individuals with UK qualifications seeking recognition to offer legal services in the EEA should check the host state national policies. The EU Commission has stated that decisions on the recognition of UK qualifications in EU countries before exit day are not affected.

The UK Government has published further information Guidance for lawyers with further information.

UK lawyers practising in Switzerland

If you have a UK qualification and professional title

UK lawyers registered and working in Switzerland on a permanent basis under their home professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland. UK lawyers or those in the process of qualifying will need to start their application to register to work in Switzerland under their UK professional title on a permanent basis or to transfer to the Swiss professional title, within 4 years of Brexit.

If you have a Swiss qualification and professional title

UK lawyers who have transferred to the Swiss professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland.

Leaving the EU with a deal – What it may mean

If the UK leaves the EU with a Withdrawal Agreement along the lines of that previously negotiated, an implementation period will run from ‘exit day’ (ie. currently scheduled for 31 January 2020) until the end of December 2020 for RELs. We have developed compensatory measures for RELs who have registered during 2018 and 2019, and who will not have met the BSB’s ‘three years’ experience’ requirement by the end of December 2020 and encourage RELs to contact us to discuss their application.

A REL in practice during the implementation period would continue to build up experience which may contribute towards a future application for admission to the Bar as a QFL. This will be subject to the condition that the REL’s practice meets the standards for ‘authorised persons’ set out in the BSB’s Professional Statement .

Further enquiries can be made by contacting authorisations@barstandardsboard.org.uk .

This notice was updated on 22 January 2020. At the time of updating, "exit day" and may be subject to change. In the event of agreement being reached on another position we will provide further information.

7B: Transfer route (full exemption)

This section includes information on transferring lawyers who apply for admission to the Bar of England and Wales and receive full exemption from the components of Bar training.

Bar Qualification Rules

1 The rules regarding full exemption from the individual components of Bar training are set out in the BSB Handbook at **Rules Q13-Q16** .

Overview

2 If you are seeking admission to the Bar of England and Wales as a transferring lawyer, you will be required to make an application for exemption from the three components of Bar training: the **academic component** , the **vocational component** , and the **work-based learning (pupillage) component** (see **Part 2 , Part 3** and **Part 4** of this Bar Qualification Manual). The outcome of your application will be dependent on your prior qualifications and experience.

3 Certain categories of transferring lawyers may be entitled to **full exemption** from the individual components of Bar training, as set out at **Rule Q14** , below.

BSB Handbook

Rule Q14

.1 an individual who has been granted rights of audience by an approved regulator and who is entitled to exercise those rights in relation to all proceedings in all courts of England and Wales;

.2 subject to Rule Q15, an individual who has been granted rights of audience by an approved regulator and who is entitled to exercise those rights in relation to either all proceedings in the High Court or all proceedings in the Crown Court of England and Wales (but not both);

.3 a barrister of Northern Ireland who has successfully completed pupillage in accordance with the rules of the Bar of Northern Ireland;

.4 subject to Rule Q16, a Qualified European Lawyer.

4 Subject to the exceptions stated at **Rule Q15** and **Rule Q16** of the BSB Handbook , if you receive full exemption as a transferring lawyer you will be granted authorisation to practise as a barrister once you have been admitted to an Inn and Called to the Bar.

5 For further information on transferring lawyers who may be entitled to **partial exemption** from the individual components of Bar training, please see **Part 7C** of this Bar Qualification Manual.

Registered European Lawyers

6 The rules regarding exemptions from the individual components of Bar training for Registered European Lawyers are set out in the BSB Handbook at **Rules Q17-Q22** .

Registered European Lawyers – 'No Deal' Brexit

NB. This notice was drafted on 9 October 2019 and updated on 22 January 2020 . At the time of updating, "exit day" may occur on 31 January 2020 but this may be subject to change. In the event of agreement being reached on another position we will provide further advice.

EEA Lawyers – Those from the EU, Norway and Lichtenstein who intend to practise as barristers in England and Wales after Brexit

For EEA lawyers (including UK nationals holding EEA qualifications) who are already established and have received a recognition decision in the UK before exit day, this recognition decision will not be affected and will remain valid (ie you may continue to practise as barristers.)

EEA lawyers (including UK nationals holding EEA qualifications) who have applied for a recognition decision and are awaiting a decision on exit day will, as far as possible, be able to conclude their applications in line with the provisions of the relevant Directives.

EEA lawyers (including UK nationals holding EEA qualifications) who have not started an application for a recognition decision in the UK before exit will need to apply for admission to the Bar of England and Wales as a Qualified Foreign Lawyer (QFL). As a QFL, you will be entitled to practise as a barrister if you meet all relevant provisions of the BSB Handbook . Details on how to apply to the BSB can be found in the Bar Qualification Manual .

Swiss lawyers who intend to practise in England and Wales after Brexit

If you have a UK qualification and professional title

Swiss lawyers who have registered in England and Wales or who transferred to the Bar of England and Wales before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in England and Wales.

If you have a Swiss qualification and professional title

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, will need to start their application to register in England and Wales, within 4 years after Brexit. Once registered, Swiss lawyers can continue to practise after Brexit as long as they remain registered in England and Wales.

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, who wish to transfer to the Bar England and Wales under existing routes, need to so within 4 years after Brexit.

'No Deal' Brexit - What it means for the Registered European Lawyers (REL) scheme

The UK Government states that there will be no system of recognition of professional qualifications between the remaining EEA States (EU Member States, Norway, Iceland and Lichtenstein) and the UK from the date on which the UK leaves the EU (currently scheduled to be 31 January 2020). This means that Registered European Lawyer (REL) status will cease on this day.

There will be no new REL registrations from ‘exit day’, although those who have applied for REL status before ‘exit day’, will be entitled to receive a decision on that application after ‘exit day’.

Your status as a Registered European Lawyer (REL)

If you are a European Lawyer who registered after 1 February 2017, you will have less than three years’ regular and effective practice of activities in the law of England and Wales (under your Home Professional Title) on the scheduled exit date. This ‘three years’ experience’ is currently a requirement by the BSB for admission to the Bar. If you fall into this category, please contact the Authorisations team to discuss how we can help you with an application.

Details on how to apply to the BSB can be found in this Bar Qualification Manual.

UK Lawyers in the EEA (EU, Norway and Lichtenstein)

Individuals with UK qualifications seeking recognition to offer legal services in the EEA should check the host state national policies. The EU Commission has stated that decisions on the recognition of UK qualifications in EU countries before exit day are not affected.

The UK Government has published further information Guidance for lawyers with further information.

UK lawyers practising in Switzerland

If you have a UK qualification and professional title

UK lawyers registered and working in Switzerland on a permanent basis under their home professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland. UK lawyers or those in the process of qualifying will need to start their application to register to work in Switzerland under their UK professional title on a permanent basis or to transfer to the Swiss professional title, within four years of Brexit.

If you have a Swiss qualification and professional title

UK lawyers who have transferred to the Swiss professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland.

Leaving the EU with a deal – What it may mean

If the UK leaves the EU with a Withdrawal Agreement along the lines of that previously negotiated, an implementation period will run from ‘exit day’ (ie. currently scheduled for 31 January 2020) until the end of December 2020 for RELs. We have developed compensatory measures for RELs who have registered during 2018 and 2019, and who will not have met the BSB’s ‘three years’ experience’ requirement by the end of December 2020 and encourage RELs to contact us to discuss their application.

A REL in practice during the implementation period would continue to build up experience which may contribute towards a future application for admission to the Bar as a QFL. This will be subject to the condition that the REL’s practice meets the standards for ‘authorised persons’ set out in the BSB’s Professional Statement .

Further enquiries can be made by contacting authorisations@barstandardsboard.org.uk .

This notice was updated on 22 January 2020. At the time of updating, "exit day" and may be subject to change. In the event of agreement being reached on another position we will provide further information.

7C: Transfer route (partial exemption)

This section includes information on transferring lawyers who apply for admission to the Bar of England and Wales and receive partial exemption from the components of Bar training.

Bar Qualification Rules

1 The rules regarding partial exemption from the individual components of Bar training are set out in the BSB Handbook at **Rules Q23-Q24** .

Overview

2 If you are seeking admission to the Bar of England and Wales as a transferring lawyer, you will be required to make an application for exemption from the three components of Bar training: the **academic component** , the **vocational component** , and the **work-based learning (pupillage) component** (see **Part 2 , Part 3** and **Part 4** of this Bar Qualification Manual). The outcome of your application will be dependent on your prior qualifications and experience.

3 Certain categories of transferring lawyers may not be entitled to full exemption but may be entitled to partial exemption from the individual components of Bar training as set out at **Rule Q24,** below.

BSB Handbook

Rule Q24

.1 an individual who has been granted rights of audience by another Approved Regulator and is entitled to exercise those rights in relation to any class of proceedings in any of the Senior Courts or all proceedings in county courts or magistrates' courts in England and Wales;

.2 a Qualified Foreign Lawyer who has for a period of at least three years regularly exercised full rights of audience in courts which administer law substantially similar to the common law of England and Wales;

.3 a teacher of the law of England and Wales of experience and academic distinction.

4 If you receive partial exemption as a transferring lawyer, you may be required to complete academic and/or vocational component assessments as a **Bar Transfer Test** candidate before you are admitted to an Inn and Called to the Bar. For further information on the Bar Transfer Test, please see **Part 7D** of this Bar Qualification Manual.

5 If you receive partial exemption as a transferring lawyer, you may also be required to complete a period of work-based learning (pupillage) before you are granted authorisation to practise as a barrister.

6 For further information on transferring lawyers who may be entitled to full exemption from the individual components of Bar training, please **Part 7B** of this Bar Qualification Manual.

Registered European Lawyers

7 The rules regarding exemptions from the individual components of Bar training for Registered European Lawyers are set out in the BSB Handbook at **Rules Q17-Q22** .

Registered European Lawyers – 'No Deal' Brexit

NB. This notice was drafted on 9 October 2019 and updated on 22 January 2020. At the time of updating, "exit day" may occur on 31 January 2020 but this may be subject to change. In the event of agreement being reached on another position we will provide further advice.

EEA Lawyers – Those from the EU, Norway and Lichtenstein who intend to practise as barristers in England and Wales after Brexit

For EEA lawyers (including UK nationals holding EEA qualifications) who are already established and have received a recognition decision in the UK before exit day, this recognition decision will not be affected and will remain valid (ie you may continue to practise as barristers.)

EEA lawyers (including UK nationals holding EEA qualifications) who have applied for a recognition decision and are awaiting a decision on exit day will, as far as possible, be able to conclude their applications in line with the provisions of the relevant Directives.

EEA lawyers (including UK nationals holding EEA qualifications) who have not started an application for a recognition decision in the UK before exit will need to apply for admission to the Bar of England and Wales as a Qualified Foreign Lawyer (QFL). As a QFL, you will be entitled to practise as a barrister if you meet all relevant provisions of the BSB Handbook . Details on how to apply to the BSB can be found in the Bar Qualification Manual .

Swiss lawyers who intend to practise in England and Wales after Brexit

If you have a UK qualification and professional title

Swiss lawyers who have registered in England and Wales or who transferred to the Bar of England and Wales before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in England and Wales.

If you have a Swiss qualification and professional title

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, will need to start their application to register in England and

Wales, within 4 years after Brexit. Once registered, Swiss lawyers can continue to practise after Brexit as long as they remain registered in England and Wales.

Swiss lawyers using a Swiss qualification or title, or those in the process of qualifying, who wish to transfer to the Bar England and Wales under existing routes, need to so within four years after Brexit.

‘No Deal’ Brexit - What it means for the Registered European Lawyers (REL) scheme

The UK Government states that there will be no system of recognition of professional qualifications between the remaining EEA States (EU Member States, Norway, Iceland and Lichtenstein) and the UK from the date on which the UK leaves the EU (currently scheduled to be 31 January 2020). This means that Registered European Lawyer (REL) status will cease on this day.

There will be no new REL registrations from ‘exit day’, although those who have applied for REL status before ‘exit day’, will be entitled to receive a decision on that application after ‘exit day’.

Your status as a Registered European Lawyer (REL)

If you are a European Lawyer who registered after 1 February 2017, you will have less than three years’ regular and effective practice of activities in the law of England and Wales (under your Home Professional Title) on the scheduled exit date. This ‘three years’ experience’ is currently a requirement by the BSB for admission to the Bar. If you fall into this category, please contact the Authorisations team to discuss how we can help you with an application.

Details on how to apply to the BSB can be found in this Bar Qualification Manual .

UK Lawyers in the EEA (EU, Norway and Lichtenstein)

Individuals with UK qualifications seeking recognition to offer legal services in the EEA should check the host state national policies. The EU Commission has stated that decisions on the recognition of UK qualifications in EU countries before exit day are not affected.

The UK Government has published further information Guidance for lawyers with further information.

UK lawyers practising in Switzerland

If you have a UK qualification and professional title

UK lawyers registered and working in Switzerland on a permanent basis under their home professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland. UK lawyers or those in the

process of qualifying will need to start their application to register to work in Switzerland under their UK professional title on a permanent basis or to transfer to the Swiss professional title, within 4 years of Brexit.

If you have a Swiss qualification and professional title

UK lawyers who have transferred to the Swiss professional title before Brexit do not need to take any action to continue to practise after Brexit as long as they remain registered in Switzerland.

Leaving the EU with a deal – What it may mean

If the UK leaves the EU with a Withdrawal Agreement along the lines of that previously negotiated, an implementation period will run from ‘exit day’ (ie. currently scheduled for 31 January 2020) until the end of December 2020 for RELs. We have developed compensatory measures for RELs who have registered during 2018 and 2019, and who will not have met the BSB’s ‘three years’ experience’ requirement by the end of December 2020 and encourage RELs to contact us to discuss their application.

A REL in practice during the implementation period would continue to build up experience which may contribute towards a future application for admission to the Bar as a QFL. This will be subject to the condition that the REL’s practice meets the standards for ‘authorised persons’ set out in the BSB’s Professional Statement .

Further enquiries can be made by contacting authorisations@barstandardsboard.org.uk .

This notice was updated on 22 January 2020. At the time of updating, "exit day" and may be subject to change. In the event of agreement being reached on another position we will provide further information.

7D: The Bar Transfer Test (BTT)

This section includes information for transferring qualified lawyers on the academic and vocational assessments they may be required to complete as BTT candidates as a condition of their admission to the Bar of England and Wales.

Overview

1 We have the power to exempt transferring qualified lawyers from any of the individual components of Bar training, either in full or partially. Such exemptions may be granted subject to passing certain sections of a Bar Transfer Test (BTT).

2 Formerly, the BTT comprised a series of 11 assessments split into two sections – Part A and Part B – which were designed to test the knowledge and skills required for completion of the academic and vocational components of Bar training.

3 From August 2021, transferring qualified lawyer applicants will instead be required to complete Law Conversion Module assessments (if granted partial exemption from the academic component of Bar training) and/or Vocational Bar Training assessments (if granted partial exemption from the vocational component of Bar training).

4 If you are a transferring qualified lawyer applicant with outstanding BTT requirements , please refer to our guidance on how you can transition into the new arrangements or apply afresh as a transferring qualified lawyer.

Structure of the BTT

5 Transferring qualified lawyers will be able to complete assessments in the following subjects:

Academic component of Bar training - Law Conversion Modules

Obligations I (Contract Law)

Obligations II (Tort)

Criminal Law

Equity & the Law of Trusts

European Union Law

Land Law

Public Law (Constitutional & Administrative Law)

English Legal System

Another Area of Legal Study

Vocational component of Bar training - VBT assessments

Advocacy

Civil Litigation

Criminal Litigation, Evidence and Sentencing

Professional Ethics

Opinion Writing & Legal Research

Drafting

Conference Skills

6 As a transferring qualified lawyer applicant, you will be issued with a decision letter by the BSB's Authorisations Team setting out which assessments, if any, you are required to complete.

7 For information on how to apply to us for admission to the Bar as a transferring qualified lawyer, please see **Part 7A** of this Bar Qualification Manual.

8 The assessments for transferring lawyer candidates are delivered by **BPP University** , on our behalf. Please refer to BPP's website for details of how to register for the next available assessments as a transferring lawyer candidate, pre-assessment training and course fee information.

9 You may not apply to undertake any academic or vocational assessments as a BTT candidate until you have been issued with a transferring qualified lawyer application decision letter by us.

Failed assessments and re-sits

10 There will normally be three sittings of the assessments per year.

11 As a transferring lawyer candidate:

any **academic assessments** (ie Law Conversion Modules) assigned by us may be limited to three attempts , in accordance with BPP University's internal assessment regulations.

you will have unlimited re-sit attempts at any **vocational assessments** assigned by us within a period of **five years** from the date of your transferring qualified lawyer application decision letter.

Extensions of time

12 It is no longer necessary to apply for an extension of time to complete any outstanding vocational assessments as a transferring lawyer candidate. You will have a period of **five years** in which to complete your assessments. Beyond that time, you will need to apply afresh to the BSB as a transferring qualified lawyer. You should also refer to BPP University's internal assessment regulations for any time-related restrictions on academic assessments.

Professional Ethics assessment for pupils

13 We have recently introduced an assessment for pupils in Professional Ethics .

14 Following a transition period, passing the Professional Ethics assessment during pupillage is now a requirement for **all** pupils unless they have a specific exemption authorised by the BSB. If you are a Transferring Qualified Lawyer and have been given an exemption from some of the requirements of Bar training, you may still be required to complete a period of pupillage or work-based learning before you are granted authorisation to practise as a barrister. If you are required to complete a period of pupillage or work-based learning as a Transferring Qualified Lawyer, you may also be required to complete the Professional Ethics assessment during your pupillage. The assumption is that **all** TQL pupils will take the Professional Ethics assessment unless you can demonstrate to us reasons for an exemption: for example, you are a transferring solicitor who has been awarded Higher Rights of Audience. Please contact the Authorisations team regarding any exemptions.

15 Please see our FAQs and guidance for further information about the new Professional Ethics assessment for pupils.

7E: Temporary Call to the Bar

This section includes information for qualified foreign lawyers (QFLs) seeking temporary Call to the Bar for the purpose of conducting a specific case (or cases).

Overview

1 Qualified Foreign Lawyers (QFLs) may apply to us for admission to the Bar of England and Wales. The application form and guidelines for this purpose can be found on our waivers, exemptions and other applications page .

2 If you need to appear in court in England and Wales to conduct a specific case (or cases) as a Qualified Foreign Lawyer, you may apply to us for Temporary Call to the Bar rather than full admission.

3 The rules regarding Temporary Call to the Bar are set out in the BSB Handbook at **Rules Q25-Q28** .

Application process – Temporary Call to the Bar

4 You must be able to identify the cases for which Temporary Call is sought. It is therefore helpful if the solicitors who wish to instruct you give that information as part of your application for Temporary Call.

5 If your application is successful, we will issue you with a **Temporary Qualification Certificate** (**Rule Q26** of the BSB Handbook), which you should present to your chosen Inn when seeking to be Called.

6 Temporary Call to the Bar ends automatically on conclusion of the case (or cases) for which you were temporarily called.

7 The application form and guidelines for Temporary Call to the Bar can be found on our waivers, exemptions and other applications page .

Part 8 - Reviews and appeals

8A: Review applications and procedures

Individuals or organisations may submit a request for review of a decision of the Bar Standards Board, and a further appeal to the High Court, in line with the Bar Qualification Rules (Rules Q35-Q40).

This section includes information on requests for review of decisions of the Bar Standards Board, the Bar Council Records Office, the Inns of Court, and the Inns' Conduct Committee (ICC).

Bar Qualification Rules

BSB Handbook

Rule Q35 Where provision is made under this Section for a review by the BSB of a decision, any request for such a review must be accompanied by:

.1 a copy of any notice of the decision and the reasons for it received by the person requesting the review ("the applicant");

.2 where the decision is a decision of an Inn or the ICC, copies of all documents submitted or received by the applicant which were before the Inn or the ICC;

.3 any further representations and evidence which the applicant wishes the BSB to take into account; and

.4 payment of such fee or fees as may be prescribed.

Rule Q36 Where the decision under review is a decision of an Inn, the BSB will invite the Inn to comment on any further representations and evidence which the applicant submits under Rule Q35.3.

Rule Q37 On a review under this Section the BSB:

.1 may affirm the decision under review or substitute any other decision which could have been made on the original application;

.2 may in an appropriate case reimburse the fee paid under Rule Q35.4; and

.3 will inform the applicant and any other interested person of its decision and the reasons for it.

Rule Q38 Where provision is made under this Section for a review of a decision by the BSB, this review may be delegated to an Independent Decision-Making Panel, where specified by the BSB.

Rule Q39 Where under this Section provision is made for a review by the BSB of a decision, no appeal may be made to the High Court unless such a review has taken place.

Rule Q40 An individual who is adversely affected by a decision of the BSB under Section B.2 may appeal to the High Court against the decision.

Overview

1 You may submit a request for review to us up to **one month** after notification of the original decision (eg the date of the relevant decision letter).

Independent Decision-making Body

2 The Independent Decision-making Body (IDB) is a non-executive body with responsibility for taking all regulatory decisions that require independent input.

3 The IDB consists of a pool of 25 decision makers, 13 of whom are barristers and 12 are members of the public who are not solicitors or barristers (ie lay members). Panels of lay and barrister members will be formed to take decisions on individual cases. Three-person panels will be used for authorisations cases. All panels will have a lay majority and each panel meeting will have a Chair, drawn from the IDB pool.

4 The IDB ensures that all request for review are determined fairly, effectively and efficiently and in accordance with the relevant regulations and guidelines.

Types of request for review

5 There are four main types of review considered by the IDB.

Review of a decision taken by us (exemptions/waivers of the Bar Qualification Rules, AETO authorisation decisions)	**Application Form** **Application Guidelines**

Review of an entity authorisation decision	**Application Form** **Application Guidelines**
Review of a decision of an Inn of Court or the **Inns' Conduct Committee** (ICC) on the admission and/or conduct of a student	**Application Form** **Application Guidelines**
Review of a decision of the Bar Council Records Office regarding the issue/amendment/revocation of a practising certificate	**Application Form** **Application Guidelines**

6 If you are seeking a review of a practising certificate decision, you may apply for a temporary practising certificate, pending the outcome of the request for review. Applications for the issue of a temporary practising certificate should be made on the same application form as the application for review. If you are issued with a temporary practising certificate, it will usually be valid for **three** months from the date of issue.

Other types of review

7 For information on the results review process for the **BPTC Centralised Assessments** , please see **Part 3D** of the Bar Qualification Manual.

Appeals to the High Court

8 For information on appealing our decisions to the High Court, please see **Part 8B** of the Bar Qualification Manual.

8B: Appeals to the High Court

Individuals or organisations may submit a request for review of our decisions, and a further appeal to the High Court, in line with the Bar Qualification Rules (Rules Q35-Q40).

This section includes information on appeals to the High Court of our decisions.

Bar Qualification Rules

BSB Handbook

Rule Q35 Where provision is made under this Section for a review by the BSB of a decision, any request for such a review must be accompanied by:

.1 a copy of any notice of the decision and the reasons for it received by the person requesting the review ("the applicant");

.2 where the decision is a decision of an Inn or the ICC, copies of all documents submitted or received by the applicant which were before the Inn or the ICC;

.3 any further representations and evidence which the applicant wishes the BSB to take into account; and

.4 payment of such fee or fees as may be prescribed.

Rule Q36 Where the decision under review is a decision of an Inn, the BSB will invite the Inn to comment on any further representations and evidence which the applicant submits under Rule Q35.3.

Rule Q37 On a review under this Section the BSB:

.1 may affirm the decision under review or substitute any other decision which could have been made on the original application;

.2 may in an appropriate case reimburse the fee paid under Rule Q35.4; and

.3 will inform the applicant and any other interested person of its decision and the reasons for it.

Rule Q38 Where provision is made under this Section for a review of a decision by the BSB, this review may be delegated to an Independent Decision-Making Panel, where specified by the BSB.

Rule Q39 Where under this Section provision is made for a review by the BSB of a decision, no appeal may be made to the High Court unless such a review has taken place.

Rule Q40 An individual who is adversely affected by a decision of the BSB under Section B.2 may appeal to the High Court against the decision.

Overview

1 Any appeal to the High Court, in line with **Rules Q39** and **Q40** , must be made in accordance with the Civil Procedure Rules .

2 The starting point of the **21-day deadline** to file an appeal to the High Court is dependent on when the applicant is notified of the outcome of the application which they are intending to appeal.

In circumstances where the applicant has been informed of the outcome of an application before the IDB decision sheet containing the written reasons has been finalised and sent to them, we take the time to appeal to run from the date that the IDB decision sheet is sent to the applicant .

Where the outcome of an application and the written reasons are provided to the applicant at the same time in the IDB decision sheet, we take the time to appeal to run from the date the IDB decision sheet is sent to the applicant .

Appeal Hearings

3 If the matter goes to an appeal hearing, this will ordinarily take place in public at the Royal Courts of Justice and the case will be listed in the ' Daily Cause List '. This will give details of the court room and the time at which the hearing will start.

4 All parties are entitled to be represented at the appeal hearing, and in nearly all cases we will appoint a barrister to represent us at the hearing and assist with the pre-hearing preparation.

5 If you wish to submit an appeal and require **reasonable adjustments** to assist you with making, or progressing, an appeal due to a disability, you should contact the Administrative Court as soon as possible to discuss your needs:

a. Email: administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk

b. Telephone: 020 7947 6655

6 The decision of the High Court is final and therefore no appeal lies against its decision (except to the Court of Appeal in the event of a decision to disbar a barrister).

Part 9 - Amendments and definitions

9A: Definitions

The following words and phrases have the meaning set out below:

1	academic component	means: (a) a UK degree, awarded at level 6 (or above) of the Framework for Higher Education Qualifications, by a recognised degree-awarding body and which contains the following subject content: Contract Law, Property Law, Tort, Criminal Law, Constitutional and Administrative Law, Equity and Trusts and the Law of the European Union; or (b) a UK degree, awarded at level 6 (or above) of the Framework for Higher Education Qualifications, by a recognised degree-awarding body together with a degree programme or degree conversion programme (i.e. Graduate Diploma in Law or equivalent) which includes the following subject content: Contract Law, Property Law, Tort, Criminal Law, Constitutional and Administrative Law, Equity and Trusts and the Law of the European Union.
2	approved regulator	means any body specified as an approved regulator in paragraph 1 of Schedule 4 of the LSA or designated as an approved regulator by an order under paragraph 17 of that Schedule.
3	authorised education and training organisation (AETO)	an organisation which is authorised by us to provide a vocational training course and/or pupillage in accordance with the Authorisation Framework.
4	Authorisation Framework	means the framework published by us setting permitted pathways and their mandatory training components for the qualification of barristers in order to meet the Professional Statement and the criteria for authorisation of AETOs. It also includes the prescribed Curriculum and Assessment Strategy and additional publications as detailed in the framework.
5	authorised person	has the meaning set out in section 18(1) of the LSA.
6	Bar	means the Bar of England and Wales.
7	Bar Council	means the General Council of the Bar as constituted from time to time or a committee thereof.
8	Bar Course Aptitude Test (BCAT)	means the test of aptitude for critical thinking and reasoning which was required for admission to a vocational training course strating in or before July 2022.
9	Bar Professional Training Course (BPTC)	means a course which has been approved by us as providing vocational training of appropriate content and quality. From 1 September 2020, the BPTC will be replaced by new Bar Training Courses with no one fixed title across all providers.
10	Bar Qualification Rules	means the Part 4 Regulations of the Bar Standards Board Handbook (rQ1 – rQ40). “Qualification Rules” should be construed accordingly.
11	Bar Standards Board (BSB)	means the board established to exercise and oversee the regulatory functions of the Bar Council.
12	Bar Standards Board Handbook / BSB Handbook	means the Handbook which sets out the standards that we require the persons we regulate to comply with in order for us to be able to meet our regulatory objectives.
13	Bar Transfer Test (BTT)	means an examination administered by us which: (a) is designed to assess whether a person has the professional knowledge (including knowledge of the rules of professional conduct) required in order to practise as a barrister in England and Wales; and (b) covers subjects not already covered by the education and training of the person concerned, the knowledge of which is essential for such practice.

14	barrister	has the meaning given in s. 207 of the LSA and includes (a) practising barristers; (b) pupils; and (c) unregistered barristers.
15	call	means call to the Bar in accordance with the BSB Handbook.
16	chambers	means a place at or from which one or more self-employed barristers or BSB authorised bodies carry on their practices and also refers where the context so requires to all the barristers (excluding pupils) and BSB authorised bodies who for the time being carry on their practices at or from that place.
17	Common Protocol	Means the Common Protocol on the Academic Component of training between the Bar Standards Board and the Solicitors Regulation Authority.
18	Council of the Inns of Court (COIC)	means the Council of the Inns of Court and its successors including any entity or part through which it exercises its functions.
19	Curriculum and Assessment Strategy	Means the strategy to ensure that prospective barristers meet the competences of the Professional Statement and that they are assessed in the most appropriate way during each training component.
20	European lawyer	means a person who is a national of a Member State and who is authorised in any Member State to pursue professional activities under any of the professional titles appearing in article 2(2) of the European Communities (Lawyer's Practice) Order 1999, but who is not any of the following: a) a solicitor or barrister of England and Wales or Northern Ireland; or b) a solicitor or advocate under the law of Scotland.
21	foreign lawyer	is a person who is a member, and entitled to practice as such, of a legal profession regulated within a jurisdiction outside England and Wales and who is not an authorised person for the purposes of the LSA.
22	foundations of legal knowledge	Means the core legal subjects required for completion of the academic component: Contract Law, Property Law, Tort, Criminal Law, Constitutional and Administrative Law, Equity and Trusts and the Law of the European Union.
23	full practising certificate	means, in accordance with Rule S63, a practising certificate which entitles a barrister to exercise a right of audience before every court in relation to all proceedings.
24	Independent Decision-Making Body (IDB)	means the body established by us to take decisions independently of our executive as provided for in the BSB Handbook.
25	Independent Decision-Making Panel	means a Panel consisting of members of the IDB established to take decisions as provided in the BSB Handbook.
26	Inn	means one of the four Inns of Court, namely, the Honourable Societies of Lincoln's Inn, Inner Temple, Middle Temple and Gray's Inn. "Inns" should be construed accordingly.
27	Inns' MOU	means the Memorandum of Understanding between the Bar Standards Board, the Council of the Inns of Court (COIC), and each of the four Inns in relation to the education and training of barristers.
28	Joint Statement	means the statement issued in 1999 by the Law Society and the General Council of the Bar on the completion of the initial or academic stage of training by obtaining an undergraduate degree.
29	Legal Services Act (LSA)	means the Legal Services Act 2007.
30	Legal Services Board (LSB)	means the independent body established under the LSA to be the overarching regulator for the legal profession as a whole.
31	Member State	means a state which is a member of the European Union.

32	practice	means the activities, including business related activities, in that capacity, of: a) a practising barrister; b) a barrister exercising a right of audience in a Member State other than the United Kingdom pursuant to the Establishment Directive, or the European Communities (Lawyer's Practice) Regulations 2000; c) a BSB entity; d) a manager of a BSB entity; or e) an employee of a BSB entity "practise", "practising" and "practised" should be construed accordingly
33	practising certificate	means a full practising certificate, a provisional practising certificate, a limited practising certificate, or a European lawyer's practising certificate or a temporary practising certificate issued by the Bar Council.
34	Professional Statement	means the Professional Statement for Barristers incorporating the Threshold Standard and Competences. This describes the knowledge, skills and attributes that a newly qualified barrister should have when issued with a Full Practising Certificate.
35	provisional practising certificate	in accordance with Rule S64 a provisional practising certificate authorises a pupil in their practising period of pupillage to exercise a right of audience before every court in relation to all proceedings.
36	pupil	means an individual who is undertaking either the non-practising period of pupillage or the practising period of pupillage, or a part thereof and who is registered with us as a pupil.
37	pupil supervisor	an individual (usually a qualified barrister) who has been approved as a pupil supervisor by the AETO in which they are based, and in accordance with the BSB Handbook.
38	pupillage or work-based component	means a period of recognised work-based learning provided by an AETO in accordance with its authorisation by us. "work-based learning" should be construed accordingly.
39	qualified European lawyer	means a person who is a national of a Relevant State and who either: (a) holds a diploma required in a Relevant State for the practice of a legal profession regulated by that State which diploma satisfies the requirements of Regulation 29(1)(a) of the European Qualification Regulations; or (b) satisfies the requirements of Regulation 29(1)(b) of the European Qualification Regulations
40	qualified foreign lawyer	means a person who is a member of a legal profession regulated in a jurisdiction outside England and Wales and entitled to practise as such.
41	qualifying sessions	means short professional development events of an educational or collegiate nature arranged by or on behalf of an Inn.
42	Registered European Lawyer (REL)	means a European lawyer registered as such by the Bar Council and by an Inn in accordance with Section 3.D.
43	solicitor	means a solicitor of the Supreme Court of England and Wales.
44	Solicitors Regulation Authority (SRA)	Means the regulatory body for solicitors established to exercise and oversee the regulatory functions of the Law Society of England and Wales.
45	Temporary Qualification Certificate	means a certificate issued by the Bar Standards Board under Rule Q100 authorising a qualified foreign lawyer to be admitted to temporary membership of an Inn and called to the Bar for the purpose of appearing as counsel in a particular case or cases before a court or courts of England and Wales.
46	UK	means the United Kingdom.

47	UK NARIC	UK NARIC (National Recognition Information Centre) is the National Agency responsible for providing information, advice and opinion on academic, vocational and professional qualifications and skills from all over the world.
48	university	means an institution which makes available educational services under a name which includes the word “university” and in the case of an institution to which section 39(1) of the Higher Education Act 1998 applies which is authorised or has approval to include that word in that name as mentioned in that subsection.
49	vocational component	means a vocational component training course provided by an AETO in accordance with the Authorisation Framework.

9B: Amendments

The Bar Qualification Manual was first published on 1 April 2019. An updated and reformatted version of the entire manual was published on 9 November 2020.

The table below will include details of amendments made to the Bar Qualification Manual after 9 November 2020 by section number/page title and by date.

Date	Section Number and Page Title	Details of Amendments
17/11/2020	Part 3D - Centralised Assessments	Amended link at paragraph 3 to 2020 version of standard setting technique document.
14/12/2020	Part 7A - Types of transferring lawyers	Added links to new online application for transferring qualified lawyers via MyBar (para 5).
17/12/2020	Part 7A - Types of transferring lawyers	Added links to new online application guidelines and amended 'valid to' dates of existing MS Word application forms and guidelines (para 5).
04/01/2021	Part 7A - Types of transferring lawyers	Removed links to MS Word application forms and guidelines. These are no longer valid and have been replaced by a new online application process.
05/01/2021	Part 3D - Centralised assessments	Updated paragraphs 2, 4 and 29 re Bar Training exam dates.
12/01/2021	Part 3C - The Bar Course Aptitude Test (BCAT)	Updated paragraphs 3 and 4 re BCAT registration and last sitting dates.
21/01/2021	Part 3C - The Bar Course Aptitude Test (BCAT)	Added to paragraph 4 - "For candidates looking to enrol on the vocational component of Bar Training in September 2021 or later, the BCAT will reopen in approximately May 2021. (This website will be updated when the exact date is known.)"
23/02/2021	Part 3B - BPTC and Bar Training Syllabi	Updated links to correct syllabi documents at paragraph 2.
11/05/2021 / 13 /05/2021	Part 7A - Types of transferring lawyers	Updated links to amended version of the online application guidelines (May 2021) at paragraph 5.
24/05/2021	Part 2B -Completing the academic component (law degrees)	Amended paragraphs 13 and 14 to remove references to COVID-19 and updated links to the application form and guidelines.
24/05/2021	Part 2C - Completing the academic component (conversion courses)	Amended paragraphs 13 and 14 to remove references to COVID-19 and updated links to the application form and guidelines.
17/06/2021	Part 7A - Types of transferring lawyers	Amended guidance at paragraph 3 relating to the Bar Transfer Test.
17/06/2021	Part 7C - Transfer route (partial exemption)	Amended guidance at paragraph 4 relating to the Bar Transfer Test.
21/06/2021	Part 7B - Transfer route (full exemption)	Amended paragraph 5 (missing word 'see' added).
10/08/2021	Part 4A - Overview and Structure of Pupillage	Paras 1.1, 1.5 - amended website links. Para 2.5 - the normal duration of the non-practising period of pupillage is six months (changed from 'will continue to be'). Para 2.18 Content Box - amendment of 'new rules' to 'rules'.
10/08/2021	Part 4B - Pupil Supervisors	Para 9 - amended website link.
10/08/2021	Part 4C - Fair recruitment and equality and diversity	Introduction text - amended link to current Diversity at the Bar report. Para 7 - new Content Box added 'New for 2021'. Content box ('Training for those involved in recruitment') - updated link to Fair Recruitment Guide.

10/08/2021	Part 4J - Assessment of pupils and compulsory courses	Para 1.33 - complete replacement of paragraph text. Para 3.2.b Content Box - amended of date of Negotiation Skills implementation to 1 September 2023. Paras 3.4 and 3.9 - amendment of Inns of Court College of Advocacy to 'The Inns of Court College of Advocacy'. Para 3.14 - amended 'is' to 'will be'. Para 3.17 - amended reference from Part 2 (C1) to Part 4D of the BQM. Amended Content Box after para 3.18 to become para 3.19.
10/08/2021	Part 4K - Authorisation to Practise	Para 3.14 - amended references to 'courses' to 'courses and amendments' and reference from Part 2 (C5) to Part 4J of the BQM. Para 3.20 - you must email the Records Office (changed from 'please email').
10/08/2021	Part 4L - Exemptions and Waivers	Para 4 - amended website links.
10/08/2021	Part 4M - Support and advice for pupils	Para 12 - amended website links.
11/08/2021	Part 4J - Assessment of pupils and compulsory courses	Amendments to Future Requirements Content Box after para 3.2.b - New guidance added in relation to the Professional Ethics assessment in pupillage (six bullet points). Updating of table below this Content Box with details of the Professional Ethics assessment in pupillage. Negotiation Skills course now listed under new heading of 'Future changes'. Para 3.11 - 'six weeks' amended to 'three months'.
25/08/2021	Part 2B - Completing the academic component (law degrees)	Updated link to criteria and guidelines at paragraph 8d.
25/08/2021	Part 2C - Completing the academic component (conversion courses)	Updated link to criteria and guidelines at paragraph 7d.
25/08/2021	Part 2D - Certificates of academic standing	Updated link to criteria and guidelines at paragraph 6.
25/08/2021	Part 2E - Exemptions from individual foundation subjects	Updated links to criteria and guidelines at paragraph 6.
25/08/2021	Part 2E - Exemptions from individual foundation subjects	Updated link to criteria and guidelines at paragraph 5.
08/10/2021	Part 4C – Fair recruitment and equality and diversity	Paragraph 13 – removal of 'Changes from 1 November 2020 content box. Replaced with updated guidance relating to the mandatory recruitment timetable for 2021/22.
21/10/2021	Part 8A - Review applications and procedures	Amended links to updated versions of the review guidelines documents in the table at paragraph 5.
26/10/2021	Part 6C – Authorisation of current pupillage training organisations (PTOs) AS AETOs	Amended paragraphs 11-13 and added additional paragraph 14 to address current PTOs with pupillages which will not complete until after 31 March 2022 that are not intending to seeking AETO status.
28/10/2021	Part 4H - Responsibilities of pupils	Amended paragraph 2.9 (corrected link to Bar Council taxation guide).
02/11/2021	Part 2D - Certificates of academic standing	Updated link at paragraph 6 to amended version of Certificate of Academic Standing application form.
15/11/2021	Part 4E - Pupillage Funding	Updated minimum funding amounts at paragraph 3 for 2021 and 2022 based on the latest published Living Wage rates.
22/11/2021	Part 8A - Review applications and procedures	Updated description of IDB membership at paragraph 3. Updated links to amended versions of application form and criteria and guidelines documents in the table at paragraph 5 for decisions taken by the BSB and by the Inns of Court or Inns' Conduct Committee.
11/02/2022	Part 2D - Certificates of Academic Standing	Paragraph 5 - updated reference and link from UK NARIC to UK ENIC. Paragraph 6 - updated link to application guidelines.
09/03/2022	Part 3B - BPTC and Bar Training syllabi	Paragraph 2 - added link to the 2022 BPTC Criminal Litigation Syllabus and Tracked Changes version.
14/03/2022	Part 1A - The Bar qualification rules and the Bar Qualification Manual	Paragraphs 2b, 7, 9 - Amended links to the Authorisation Framework and Curriculum and Assessment Strategy.
14/03/2022	Part 4B - Pupil Supervisors	Paragraph 22 - Amended link to the Curriculum and Assessment Strategy.

14/03/2022	Part 5A - Membership of an Inn of Court and student conduct	Paragraph 3 - Amended link to the Authorisation Framework.
14/03/2022	Part 6A - Overview	Paragraph 1 - Amended links to the Authorisation Framework and Curriculum and Assessment Strategy. Paragraph 8 - Amended links to application guidance.
14/03/2022	Part 6B - Authorisation of education and training organisations	Paragraphs 4 and 15 - Amended links to the Authorisation Framework. Paragraphs 5 and 16 - Amended links to application guidance.
14/03/2022	Part 6C - Authorisation of current pupillage training organisations (PTOs) as AETOs	Paragraph 1 - Amended link to the Authorisation Framework. Paragraph 2 - Amended link to application guidance for pupillage providers.
14/03/2022	Part 7D - The Bar Transfer Test (BTT)	Published updated page (all content amended).
15/03/2022	Part 7A - Types of transferring lawyers	Amended links to the latest version of the Transferring Qualified Lawyers Guidelines (Mar 2022 version).
26/04/2022	Part 4C - Fair recruitment and equality and diversity	Added additional section on 'Vocational Bar training course grade boundaries (paragraphs 22-28).
26/04/2022	Part 2 - Academic Component of Bar Training	Minor typographical amendments/corrections to individual sections within this part of the Manual.
27/04/2022	Part 2 - Academic Component of Bar Training (2A, 2B, 2C, 2D, 2E, 2F, 2H)	Replaced 'Future requirements' boxes at end of each section with a new 'Implementation of FBT' box.
26/05/2022	Part 2A - Foundations of Legal Knowledge	Amended box beneath paragraph 1 with updated position on the inclusion of European Union Law as one of the Foundations of Legal Knowledge subjects.
14/07/2022	Part 3C - The Bar Course Aptitude Test (BCAT)	Added text before paragraph 1 explaining the withdrawal of the BCAT from 31 July 2022.
11/08/2022	Part 4A – Overview and structure of pupillage	Amendment to paragraph 2.3 with additional guidance on the requirement to advertise all pupillages.
11/08/2022	Part 4B – Pupil Supervisors	Additional guidance added after the bullet point list at paragraph 7 relating to pupils spending time with recently qualified barristers.
11/08/2022	Part 4C - Fair recruitment and equality and diversity	Content box below paragraph 10 – replacing BSB Handbook guidance with Authorisation Framework guidance. Updated new timetable dates in table below paragraph 13. Creation of content box after paragraph 16 for ‘Examples of outreach activity that AETOs engage in are:’. Creation of additional content box on ‘Nepotism in pupillage’ after paragraph 20.
11/08/2022	Part 4J – Assessment of pupils and compulsory courses	Amendments to content of Section 3 (paras 3.1 and 3.2 and the subsequent ‘Recent and future changes’ box) regarding the Professional Ethics exam and new advocacy and negotiation skills courses for pupils.
12/08/2022	Part 4C - Fair recruitment and equality and diversity	Updated new timetable dates in table below paragraph 13.
25/08/2022	Part 1A - The Bar qualification rules and the Bar Qualification Manual	Updated several paragraphs to reflect that the Future Bar Training Programme has now been implemented.
25/08/2022	Part 1C - Approved pathways	Deletion of paragraph 3 and replacement with amended paragraph 4 to reflect the end of the transition period for BPTC students.
25/08/2022	Part 3E - Exemptions and waivers (vocational)	Amendment of paragraph 1 and deletion of 'Future Requirements' box after paragraph 5.
25/08/2022	Part 3A - The Bar Training Course	Amendment of list of authorised course providers and courses at paragraph 9. Deletion of paragraph 10 and re-numbering of all subsequent paragraphs. Deletion of former paragraph 16.
27/09/2022	Part 4E - Pupillage Funding	Amendment of pupillage funding rates at paragraph 3 to include 2022 and 2023 figures (deletion of 2021 figures).
29/09/2022	Part 4C - Fair recruitment and equality and diversity	Amendment of dates in pupillage recruitment timetable after paragraph 13.
06/10/2022	Part 7D - The Bar Transfer Test (BTT)	Amendment of references to GDL subjects/assessments to 'Law Conversion Module assessments' at paragraph 3.
06/10/2022	Part 7A - Types of transferring lawyers	Amendment of links to updated version of Transferring Qualified Lawyer Guidelines document (October 2022) at paragraph 5.
02/11/2022	Part 7D - The Bar Transfer Test (BTT)	Deleted first two bullet points under paragraph 15. Replaced with new first bullet point.

30/01/2023	Part 4M - Support and advice for pupils	Updated link at paragraph 29 to latest version of the Notification of Material Change form (Jan 2023).
09/03/2023	Part 4L – Exemptions and waivers (pupillage/work-based learning)	Updated links to latest version of the relevant guidelines documents under paragraph 3.
09/03/2023	Parts 4A, 4J, 4K, and 4M	Amending links from the main authorisations email address to the new pupillageadministration@barstandardsboard.org.uk email address.
13/03/2023	Part 4E – Pupillage funding	Uploaded latest version of the guidelines document linked under paragraph 14.
24/03/2023	Part 4J - Assessment of pupils and compulsory courses	Amendment of the 'Recent and future changes' box beneath paragraph 3.2.b and of paragraph 3.17 to clarify that assessment of Negotiation Skills remains a matter for the pupil supervisor at present - details of the new course will be provided in due course.
11/04/2023	Part 5A - Membership of an Inn of Court and student conduct	Addition of Current Readmission Declaration document in the 'Resources' section under paragraph 10.
02/05/2023	Part 5A - Membership of an Inn of Court and student conduct	Amended link to the latest version of the MOU linked under 'Resources'.
02/05/2023	Part 5B - Qualifying Sessions	Amended links to the latest versions of the MOU and Qualifying Sessions Framework linked under 'Resources'.
02/05/2023	Part 5C - Call to the Bar	Amended link to the latest version of the MOU linked under 'Resources'.
04/05/2023	Part 4E - Pupillage Funding	Amended link to the latest version of the PF&A Waiver Application Guidelines.
27/10/2023	Part 4C - Fair recruitment and equality and diversity	Amended recruitment timetable at paragraph 13.
27/10/2023	Part 4E - Pupillage funding	Amended pupillage funding amounts for 2024 at paragraph 3. Amended broken link to the Inns' matched funding scheme at paragraph 17.
27/10/2023	Part 4J - Assessment of pupils and compulsory courses	Amended second bullet point in 'Recent and future changes' box under paragraph 3.2.b - new advocacy course starting date has been changed from 1 September 2023 to 1 September 2024.
07/12/2023	Part 4J - Assessment of pupils and compulsory courses	Amendments/deletions in relation to new advocacy course details. Amendment to paragraph 3.1 and deletion of paragraph 3.2. Paragraphs 3.3 onwards renumbered to accommodate for the deleted paragraph 3.2. Insertion of new paragraph 3.3. Replacement of paragraphs 3.4-3.9 with new paragraphs 3.4-3.5.
11/12/2023	Part 4J - Assessment of pupils and compulsory courses	Amendment to paragraph 3.5 to add link to advocacy course provider application form.
17/01/2024	Part 3 - Vocational Component of Bar Training	Deletion of Part 3C - The Bar Course Aptitude Test (BCAT). Renaming of Parts 3D and 3E as Parts 3C and 3D, respectively.
21/02/2024	Part 8A - Review applications and procedures	Paragraph 3 - updated numbers of IDB members. Paragraph 5 - updated links to Feb 2024 version of the Review application form.
18/03/2024	Part 6A - Overview	Corrections to paragraphs 1 and 11 (minor).
18/03/2024	Part 6B - Authorisation of education and training organisations	Corrections to paragraphs 6, 7, 18 (minor).
18/03/2024	Part 6C - Authorisation of current pupillage training organisations (PTOs) as AETOs	Amendment of paragraphs 1-4, 8, 9, 11, 14 - changing 2021 dates to 2024 (ie 31 March 2024) and correction of guidance from future to past tense (eg 'We will' to 'We have').
21/06/2024	Part 7A - Types of transferring lawyers	Correction of spelling of 'Liechtenstein' in the box headed 'Registered European Lawyers - 'No Deal Brexit'' under paragraph 9.
07/07/2024	Part 7D – The Bar Transfer Test (BTT)	Deletion of paragraphs 14 and 15. Replacement with new paragraph 14 with updated position on Professional Ethics exam for pupils. Previous paragraph 16 renumbered as new paragraph 15.
14/08/2024	Part 3A - The Bar Training Course	Amendment of paragraph 9 - updating of the name of 'The City Law School, City University of London' to 'City St George's, University of London'.
16/10/2024	Part 4C - Fair recruitment and equality and diversity	Updated new timetable dates in table below paragraph 13.
29/10/2024	Part 4E - Pupillage Funding	Amended pupillage funding amounts to include figures for 2024 and 2025 at paragraph 3.
06/03/2025	Part 2B: Completing the academic component (law degrees), Part 2C: Completing the academic component (conversion courses) , Part 2D: Certificates of academic standing , Part 2E: Exemptions from	Replaced application forms in various sections (as listed) to remove inaccurate fees information and references to accepting document submission by post.

	individual foundation subjects , Part 2F: Stale academic qualifications , Part 4E: Pupillage funding, Part 4L: Exemptions and waivers (pupillage /work-based learning), Part 8A: Review applications and procedures	
29/03/2025	Part 2B: Completing the academic component (law degrees), Part 2C: Completing the academic component (conversion courses) , Part 2E: Exemptions from individual foundation subjects , Part 2F: Stale academic qualifications ,	Updating of links to waiver/exemption application forms.
08/04/2025	Part 6B: Authorisation of education and training organisations	Amendment of per capita fees information at paragraph 11.
16/05/2025	Part 7C - Transfer rote (partial exemption)	Corrected the word 'full' to 'partial' in paragraph 1.
03/07/2025	Part 7D - The Bar Transfer Test (BTT)	Amendment of link to BPP website in paragraph 8.
30/07/2025	Part 4C - Fair recruitment and equality and diversity	Updated new timetable dates in table below paragraph 13.
03/09/2025	Part 4J - Assessment of pupils and compulsory courses	Corrected links after paragraph 1.34.
30/10/2025	Part 4E - Pupillage Funding	Amended pupillage funding amounts to include figures for 2025 and 2026 at paragraph 3.
06/11/2025	Part 8B - Appeals to the High Court	Correction of guidance at paragraph 2 regarding the 21-day deadline for the submission of appeals to the High Court (depending on when the applicant was notified of the outcome they are intending to appeal).
07/11/2025	Part 7D – The Bar Transfer Test (BTT)	Amendment of guidance in relation to number of attempts and time limits for academic assessments as a BTT candidate.
13/02/2026	Parts 2B - Completing the academic component (law degrees) and 2C - Completing the academic component (conversion courses)	Correction of links to current edition of QAA Subject Benchmark Statement for Law (March 2023).
18/02/2026	Part 7D - The Bar Transfer Test (BTT)	Amendment of paragraph 11 to draw a distinction between re-sit arrangements for academic assessments and vocational assessments.
02/04/2026	Part 8A - Review applications and procedures	Updated links to latest version of the Review Guidelines.
21/05/2026	Part 7D - The Bar Transfer Test (BTT)	Removal of references to 'BTT Candidates'.
08/06/2026	Part 7A - Types of Transferring Lawyers	Amended links to guidelines to current (Jun 2026) version.
17/06/2026	Part 4L - Exemptions and Waivers (pupillage/work-based learning)	Updated links to latest versions of guidelines for pupillage reduction, dispensation, and retrospective registration.
03/08/2026	Part 2D - Certificates of Academic Standing	Updated link to Aug 2026 version of the application form (added question about Bar Course offer).
17/08/2026	Part 4C - Fair recruitment and equality and diversity	Updated timetable after paragraph 13 for 2026/27 pupillage recruitment.