

**Pupillage registration notes for prospective pupils**

General

* Pupillage/work based learning usually consists of a six-month non-practising period and a six-month practising period (unless granted a reduction in pupillage by the Bar Standards Board).
* You may not commence any period of pupillage/work-based learning until you have successfully passed the whole of the Bar Professional Training Course or the Bar Transfer Test, including any re-sits.
* Any pupil undertaking an August examination (as part of the BPTC) will need to confirm with their provider the release date of their results. Pupils will not be able to commence pupillage/work-based learning until their final results have been released to the BSB.
* You must have been called to the Bar before commencing any period of practising pupillage/work-based learning.
* You must have completed the whole of pupillage/work-based learning, including the compulsory pupillage courses (see below) in order to commence full practice as a barrister.

Compulsory pupillage course

* Completion of pupillage includes satisfactory completion of the compulsory pupillage course: the pupil advocacy course.
* The pupil advocacy course must be completed as part of the non-practising period of pupillage. This means that a pupil who has not satisfactorily completed the pupil advocacy course will not be eligible to commence the practising period of pupillage until the course has been completed.
* From pupillages commencing from 1 September 2019, there will no longer be a requirement to complete the practice management course during pupillage/work-based learning.

Registration

* Part 2 C3 of the Bar Qualification Manual details the responsibilities of pupils including registering pupillage
* All pupils are advised to keep a copy of their registration form and, if submitting this to the BSB by post (rather than by email or online), to obtain a “Certificate of Postage” (available free from any Post Office) as proof of postage.
* **All pupils will receive confirmation of registration by email. Please contact us if this is not received.**
* No period of pupillage is valid until it has been registered.

Diversity data gathered will assist the Bar Standards Board (BSB) and Approved Training Organisation in meeting its statutory duties under the Equality Act 2010. Analysis of aggregate data will aid in the monitoring and evaluation of Pupillage and will help the BSB and Approved Training Organisations to identify any trends. The BSB monitors access to the profession, progression into practice and drop-out rates in accordance with its legislative duties and good equal opportunities practice.

* Your diversity data will be treated as confidential and stored securely in accordance with the General Data Protection Regulations. It will not be published in a way that might identify any individual. The raw data will not be passed to your Inn of Court, Chambers or employer. The raw data will not be used for any purpose other than monitoring and evaluation and will not be disclosed to third parties. Please refer to our Subject Information Statement for further information on how we will protect your data.
* Provision of diversity data is not compulsory however we strongly encourage you to help us by completing this section of the form.
* The Bar Standards Board may refuse to register any pupillage that does not comply with the Bar Qualification Manual.
* You must notify the Bar Standards Board of any material changes to your pupillage arrangements (eg a change in pupil supervisor, a change in the date of commencement and/or proposed end date of pupillage or a change in location due to a pupillage secondment) on the **Notification of Material Change** form available for download from the BSB website (www.barstandardsboard.org.uk).

**Practice during pupillage**

* The Bar’s Code of Conduct permits only those who hold a practising certificate to supply legal services as a barrister. In addition, it is a criminal offence to exercise reserved legal activities without being authorised to do so by holding a valid provisional practising certificate. The exercise of rights of audience is a reserved legal activity.
* During your non-practising period of pupillage, you do not hold a provisional practising certificate and so you are not entitled to supply legal services or to exercise any right of audience, except that you may accept a noting brief with the permission of your pupil supervisor or head of chambers.
* You will be issued with a provisional practising certificate for your practising period of pupillage. This will authorise you to supply legal services and to exercise rights of audience as a barrister, provided that you have the permission of your pupil supervisor.
* ***Please note that the provisional practising certificate is only valid for 30 days beyond the completion date of the practising period of pupillage. You will then need to apply for a full Practising Certificate.***
* Full guidance about the requirements for practice as a barrister can be found on our website: <http://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/practising-certificate/>

## Further information

## Pupillage registration: pupillagerecords@barstandardsboard.org.uk

* **Meeting your needs:**

We can provide our literature in different formats, such as Braille, large print, on audio tape or compact disc. If you would like this information in a different format, please contact us on 020 7611 1444.

### Bar Standards Board (BSB) contact details

All registration forms and other correspondence should be sent to:

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| Pupillage RecordsBar Standards Board289-293 High HolbornLondon WC1V 7HZ | Tel: 020 7611 1444Fax: 020 7831 9217 Email: pupillagerecords@barstandardsboard.org.uk |

**To ensure that your Inn is able to book you onto the compulsory pupil advocacy course as soon as possible, please send a copy of your pupillage registration form to them.**