**SECTION FIVE: CROWN PROSECUTION SERVICE**

**Gain an understanding and experience of work in the specialist area of work undertaken by the pupil supervisor and the chambers or employer where the pupillage is being undertaken**

**Pupil supervisors should initial and date the last column when they consider the topic has been adequately covered as set out in the introduction to the main checklists**

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|  | **Satisfactorily completed**  |
| **1. PRE-CHARGE ADVICE** |  |
| **1.1 Pre-charge advice –** observation of and participation under supervision in pre-charge advice to police in a broad range of cases  |  |
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| **2. CASE PREPARATION** |  |
| **2.1 Case review –** Review and preparation of a broad range of cases under supervision applying the tests in the Code for Crown Prosecutors and discontinuing where appropriate |  |
| **2.2 Disclosure –** Application of the provisions of the CPIA 1996 at all stages of case review and preparation |  |
| **2.3 Case preparation: General –** including legal research, digital file endorsements, case management, witness careetc |  |
| **2.4 Case preparation: Magistrates’ court –** to include all cases listed for the GAP and NGAP courts and trial courts  |  |
| **2.5 Case preparation: Crown court –** to include digital drafting and management of indictments, briefs, bad character applications, special measures applications and agreed facts; jury bundles, PTPH and FCMH forms, and trial preparation |  |
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| **3. AT COURT** |  |
| **3.1 Practice & procedure in all criminal courts** |  |
| **3.2** Assist at court by preparing cases, liaising with witnesses and supporting counsel where required, liaising with court staff & other agencies |  |
| **3.3** Shadow lawyers at magistrates’ and Crown courts in order to gain experience of advocacy by observation  |  |
| **3.4 Advocacy: Magistrates’ court – in Practising six** presenting with supervisor’s approval all casesand full court lists including CMH, guilty pleas, remand courts and trials |  |
| **3.5 Advocacy: Crown court -** Observing of all types of hearing both in chambers and in open court and including conducting hearings where approved by the supervisor and consistent with the current CPS advocacy strategy  |  |
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| **4. RELATIONSHIPS**  |  |
| **4.1 Outside agencies** – including police, counsel and chambers staff, witness care agencies, defence teams, expert and professional witnesses, court staff & other CJS agencies |  |
| **4.2 Victims & witnesses** – observing and taking part under supervision in meetings with victims and witnesses  |  |
| **4.3 Conferences** – attending conferences with police & counsel  |  |
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| **5. CPS POLICY** |  |
| **5.1 –** knowledge & understanding of CPS policies inspecific fields including domestic abuse, hate crime, racially & religiously aggravated crime, youth offenders etc.  |  |
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| Record of work done or work diary references(*continue on reverse or on a separate sheet*) |
| Pupil Supervisor's comments |