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| SECTION FIVE: IMMIGRATION LAWGain an understanding and experience of work in the specialist area of work undertaken by the pupil master and the chambers or employer where the pupillage is being undertaken |

|  | **Comment** | **Satisfactorily completed** |
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| **PART ONE: CASE PREPARATION** |
| 1. Taking instructions from client in conference, where possible including using an interpreter.
2. Advising client in writing as to what further documentary evidence and / or witness evidence is required in respect of a forthcoming hearing.
3. Advising in conference as to procedure (in respect of an application or forthcoming hearing).
4. Advising and assisting on completion of an application for leave to remain to the Secretary of State (a) under the immigration rules, and (b) outside the immigration rules.
5. Drafting representations in support of an application (a) for leave to remain; (b) to stop removal; and (c) for temporary release.
6. Drafting judicial review pre-action letter before claim.
7. Drafting grounds of appeal to the First-tier Tribunal against an immigration decision.
8. Noting directions and planning to ensure work is completed in time to enable compliance with directions.
9. Advising as to contents of an appeal bundle.
10. Advising as to any requirements for expert medical or psychiatric evidence and as to instructions for expert.
11. Advising as to any requirements for expert evidence (eg, on conditions in country of claimed persecution).
12. Settling and, where appropriate, drafting witness statements.
13. Advising as to bail rights, procedure and evidence; assisting with preparation of a bail application.
14. Drafting a skeleton argument for an immigration appeal hearing.
15. Advising in writing as to merits of bringing a claim for judicial review and of bringing an immigration appeal.
16. Drafting a detailed statement of facts and grounds in support of a claim for judicial review.
17. Drafting an application for interim relief in judicial review proceedings.
18. Drafting an order in judicial review proceedings.
19. Drafting an application for permission to appeal to the Upper Tribunal from the judgment of the First-tier Tribunal.
20. Drafting an application for permission to appeal and drafting grounds of appeal to the Court of Appeal from a judgment of the Upper Tribunal in an immigration appeal.
21. Drafting a skeleton argument in Court of Appeal proceedings.
22. Legal research for arguments / submissions at substantive hearing.
23. Advising on whether an application may be made to the European Court of Human Rights “or discussion with the pupil supervisor of how and when such an application may be made Advising on whether an application may be made for a rule 39 indication from the European Court of Human Rights” or discussion with the pupil supervisor of how and when such an application may be made.
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| PART TWO: APPEARANCES AT HEARINGS  |
| 1. Pre-hearing review or Case management Review Hearing.
2. “For mention” or directions hearing.
3. Applications for adjournment.
4. Hearing of preliminary issue – eg, as to jurisdiction.
5. Bail hearing.
6. Substantive hearing before First -tier Tribunal.
7. Substantive hearing of an appeal before Upper Tribunal.
8. Oral application for permission to apply for judicial review in the Administrative Court or Upper Tribunal.
9. Substantive judicial review hearing.
10. Emergency application in judicial review proceedings, including telephone application for an interim stay on removal directions.
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| PART THREE: AFTERMATH OF APPEAL |
| 1. Advising client on further steps and merits of appealing against an adverse judgment of the First-tier Tribunal and an adverse judgment of the Upper Tribunal.
2. Advising on / drafting “Cart” judicial review proceedings in respect of a decision refusing permission to appeal to the Upper Tribunal.
3. Advising client on merits of appealing to the Court of Appeal.
4. Drafting representations to Home Office to allow client to stay on an exceptional basis, outside the Rules.
5. Seeking support of client’s MP with a view to exercise of discretion outside the Rules.
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