

**The Honourable Society of Gray’s Inn**

##### Pupil Supervisor Registration and Approval

##### Notes

**Please Ensure You Have Read and Understood the Following Notes before Submitting an Application**

* In order for you, a barrister, to become a Pupil Supervisor you must:

1. meet the eligibility requirements as set out in Section B5 of the [Bar Standards Board Handbook](https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/the-handbook-publication/) and Section 4 of the [Pupillage Handbook](https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/pupillage/);
2. fully complete and **submit this application form** [1 x Form A] to the Inn;
3. include a **certified copy** of your **current Practising Certificate** when submitting this application. [Certified as a true copy of the original by your chambers or employers. A photocopy (if submitting by post or in person) or a scanned copy (if by email)];
4. arrange for **two** **supporting references** [2 x Form B] to be **sent** **directly to the Inn** by your referees. [Form B for referees is available to download [here](http://www.graysinn.org.uk/education/pupil-supervisors). Emailed references must be received directly from the referee’s professional email address];
5. **attend a Pupil Supervisor Briefing Session** at one of the four Inns of Court or on Circuit [please click [here](http://www.graysinn.org.uk/education/pupil-supervisors/briefing-sessions) for details of upcoming sessions and how to book a place].

* The **minimum** time it will take for this application form to be processed is **4 – 6 weeks**.
* A **checklist** and details on **how to submit an application** and **references** can be found at the **end of this form**.

* Each application to become a Pupil Supervisor **must be supported by two references** (sent directly to the Inn by the referees)as set out in Section B5, paragraph rQ50 of the [BSB Handbook](https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/the-handbook-publication/):

*rQ50*

1. *by an independent person who is a High Court or a Circuit Judge, a Deputy High Court Judge; a Recorder; a Leader of a Circuit; a Queen’s Counsel; a Master of the Bench of an Inn; Treasury Counsel or a person of comparable standing who is able to comment from personal knowledge on the applicant’s suitability to act as a pupil supervisor; and*
2. *Subject to Rule q50.3 below,*
3. *in the case of a self-employed barrister; by the applicant’s Head of Chambers, or*
   * + 1. *in the case of an employed barrister; by a more senior lawyer employed in the same organisation and who has direct knowledge of the work of the applicant;*
4. *If the applicant is a Head of chambers, or there is no more senior lawyer employed in the same organisation with the required knowledge, or for any other reason the support of the person referred to in Rule Q50.2 is not available, by a second person falling within Rule Q50.1 above.*

* **Each referee** must have received and read in full the completed and dated application form [Form A] **before completing and sending a reference form** [Form B] **directly to the Inn**.
* Emailed references must be received directly from the referee’s **professional email address**.
* **A Pupil Supervisor applicant** **CANNOT send** his/her two supporting references[2 x Form B] **on behalf of his / her referees.**
* The duties of a Pupil Supervisor as set out in section B5, paragraph rQ54 of the BSB Handbook are as follows:

*rQ54 A pupil supervisor must when responsible for supervising any pupil:*

1. *take all reasonable steps to provide the pupil with adequate tuition, supervision and experience;*
2. *have regard to any pupillage guidelines issued by the Bar Standards Board and to the Equality Code for the Bar; and*
3. *ensure that the pupil prepares for and attends any further training required by the Bar Standards Board such as advocacy training provided by the pupil’s Circuit or Inn.*

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| --- | --- |
| For office use only | |
| Date received: |  |
| Bar Council No: |  |
| Chamber No: |  |
| Date completed: |  |



**The Honourable Society of Gray’s Inn**

##### Pupil Supervisor Registration and Approval

##### Application Form [Form A]

To the Masters of the Bench of the Honourable Society of Gray’s Inn:

I, [first name(s) & surname]

of [full home address inc post code]

[Mobile tel.]       [Email]

Apply to be registered as a Pupil Supervisor in the chambers/employment of:

|  |
| --- |
| [Name of Chambers / Organisation] |
| at [full address inc post code] |
| [Chambers / Organisation tel.] |

I preferred to be contacted by Email  Chambers Tel  Mobile  I don’t Mind

In conjunction with the eligibility criteria set out in Section B5 of the [Bar Standards Board Handbook](https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/the-handbook-publication/) I can confirm that:

1. I have practised in the United Kingdom or another Member State\* as a barrister (other than as a pupil who has not completed pupillage in accordance with Section B5) or as a person authorised to exercise a right of audience or to conduct litigation by another Approved Regulator for a period for at least six years in the previous eight years; and

Yes  No

1. for the previous two years have regularly practised as a barrister and been entitled to exercise a right of audience before every court in England and Wales in relation to all proceedings.

Yes  No

*\*‘Member State’ is defined in the Bar Training Regulations as “a state which is a member of the European Communities”.*

* If your answer to both questions (i) and (ii) is **YES**, please fully complete the remainder of this form and supply all information requested.
* If your answer to one or both questions (i) and (ii) is **NO**, then you do not meet the requirements for eligibility to become a pupil supervisor. [Please contact the Education Department if you wish to discuss this further].

1. I was called to the Bar on [mm/yyyy]
2. I completed my 12 months pupillage on [mm/yyyy]
3. I have practised as a barrister or a member of another authorised body at:

[If applicable, your practice history prior to your current chambers/organisation. Please list clearly and provide dates.]

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1. Save for the following breaks in practice:

[e.g. maternity, sick leave or a career break. Please list clearly and provide dates.]

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##### Supplementary Information

1. Have you attended, or are you registered to attend, a Pupil Supervisor Briefing Session?

Yes. I have attended, or I am registered to attend, a Pupil Supervisor Briefing Session at:

[Inn/Circuit]       on [mm/yyyy]

No. I have not yet attended a Pupil Supervisor Briefing Session.

Remember a barrister must attend a Pupil Supervisor Briefing Session at an Inn of Court or Circuit AND submit this application to become an approved Pupil Supervisor. It is the barrister’s responsibility to separately book his/her place onto a Pupil Supervisor Briefing Session. Please click [here](http://www.graysinn.org.uk/education/pupil-supervisors/briefing-sessions) for details of upcoming sessions and how to book a place.

1. Please give details of the nature, scope and principal areas of your self employed / employed work:

|  |
| --- |
| [Approx number of cases handled per year] |
| [Type of work & area of law] |

1. Describe the sort of training and experience that you could offer a pupil:

|  |
| --- |
| [Paper work] |
| [Court work] |
| [Advocacy] |
| [Instruction in conduct and etiquette] |
| [Opportunities for feedback] |
| [Other] |

1. Are you a member of any circuits?  Yes - Please indicate below  No

South Eastern  Midland  Western  Wales & Chester  Northern  North Eastern

1. Are you covered by indemnity insurance?  Yes  No
2. Please provide details of any past and / or pending (including outcomes) complaint(s) about you to the Bar Standards Board / Bar Council /other authorised body:

[Please provide date(s).]

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1. Is there any urgency about this application?  No  Yes - Please indicate why below

|  |
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Please note the minimum time it will take for any application form to be processed is 4 – 6 weeks.

##### Declaration

Please take time to review all of the information you have entered in this application. Once satisfied, read the statement below and check the box to confirm your understanding and acceptance. A copy of this completed and dated Form A should then be sent to your referees with a blank reference Form B.

I declare that the particulars entered on this application are true in all respects and I give permission for Gray’s Inn to contact the Bar Standards Board / Bar Council / other authorised body to release any information that it might hold on me relating to any complaint(s) or other matters that are considered material to this application. Gray’s Inn may request additional information or make further enquiries regarding this application.

By checking this box, I confirm my agreement and signature.

Date

##### Checklist

##### &

##### How To Submit Your Application

##### To assist the processing of your application please use this guide to ensure your application is correctly submitted.

1.  Complete this application form [Form A]

Completed in full with declaration box checked and dated.

2.  Certify a copy of your current Practising Certificate

Certified as a true copy of the original by your chambers or employers.

A photocopy of the original [if applying by post or in person] or a scanned copy of the original [if by email].

3.  Submit the above documents to the Inn:

In person / by post:

Vicky Hanson

Education Department

8 South Square

The Honourable Society of Gray’s Inn

London

WC1R 5ET

By email:

[vicky.hanson@graysinn.org.uk](mailto:vicky.hanson@graysinn.org.uk)

Both scanned copies (PDF) of hand written application forms or typed versions (Word doc) are accepted.

4.  First supporting reference – Send a copy of this submitted application form [Form A] along with a blank form for references [Form B].

5.  Second supporting reference – Send a copy of this submitted application form [Form A] along with a blank form for references [Form B].

* Referees must first read in full the completed and dated Form A before completing a reference Form B and sending this directly to the Inn.
* Emailed reference forms must be received directly from the referee’s professional email address.
* References forms must be completed in full with the declaration box checked and dated.
* Form B for referees is available to download [here](http://www.graysinn.org.uk/education/pupil-supervisors).
* A Pupil Supervisor applicant CANNOT send his/her two supporting references [2 x Form B] on behalf of his / her referees.