

Outer Temple Chambers' Extended Pupillage in association with FRU: 2017 Selection Round – Information for Candidates

Background

In 2013 Outer Temple Chambers (OTC) and the Free Representation Unit (FRU) announced a new 18 month pupillage scheme. The funding that made this scheme possible came from the generosity of Patrick Reeves, a former pupil of OTC's Head of Pupillage and, since his premature death, is now provided by a charitable Trust set up by his family.

OTC and FRU have combined forces to offer a structured, challenging pupillage experience, which also has the benefit of enabling FRU to benefit from additional legal talent. Pupils undertake employment tribunal cases and social security appeals while with FRU, and will be exposed to a range of areas of practice during pupillage with Chambers. Training with OTC pupil supervisors will be backed up by sessions on drafting skills and practical advocacy exercises.

The scheme

The pupillage scheme combines the opportunity to undertake casework with FRU with a structured pupillage, as follows:

- 6 months at FRU doing casework: time will be divided between employment tribunal cases and social security appeals. The purpose of this period is to give experience of practical advocacy before the formal pupillage begins at the next stage; the pupil will have the position of FRU Representative and will be supervised by the FRU Legal Officers
- 6 months at Chambers doing a first six pupillage: the pupil will have two supervisors (three months each) in areas of work other than employment. The pupil will also have the option to seek a mentor from Chambers
- 6 months with a Chambers pupil supervisor, doing both OTC and FRU casework (2nd six); the pupil will continue to have the option of a mentor from within Chambers.

This scheme is separate from Outer Temple Chambers' normal recruitment scheme for 12 month pupillages (run through the Pupillage Gateway), and therefore applications must be made direct through Outer Temple (see further below).

OTC will cover the cost of all BSB-mandated pupillage courses undertaken during pupillage.

There will be a pupillage award of **£28,548** paid over the 18 months of the scheme in instalments.

The selection process

The pupil will be selected by an open competition, the stages of which are described below. Both Chambers and FRU personnel will be involved at different points of the selection process. The administration will be conducted by OTC staff.

Written exercise responses (referenced by a number, not named) will each be marked independently by two assessors.

Candidates are advised to make sure their diaries are clear in relation to the key dates indicated below.

Any enquiries about this document or matters raised in it can be made to Mr Shiraz Oshidar, E: pupillage@outertemple.com

Stage 1: Registration and submission of application forms and 1st Written Exercise

Wed July 5th – Tues August 1st

Public notification of the selection round takes place in various media during these dates. If you wish to apply for the pupillage, please register your intention to participate in this selection round, by sending an email of confirmation to Mr Shiraz Oshidar (E: pupillage@outertemple.com), no later than 5pm on 1st August, but preferably as soon as possible after 5th July.

Wednesday August 2nd – Fri August 4th (4pm)

Prospective applicants who have registered will be emailed a first Written Exercise on 2nd August, to complete at home.

A completed application form and first Written Exercise response must be submitted to Mr Shiraz Oshidar (E: pupillage@outertemple.com), with a copy email also sent to Mrs Andreea Cojocaru (E: andreea.cojocaru@outertemple.com) – the deadline for this to be done is by **Friday 4th August (4pm)**.

Candidates should ensure they do not write their name on their 1st written exercise response.

Stage 2: 2nd Written Exercise

Friday August 18th

This is the date on which Outer Temple expects to notify candidates of outcomes of the 1st test and invite successful candidates to a 2nd written test.

Wednesday August 23rd

This is the date the 2nd Written Exercise is to be undertaken, under invigilated conditions at Outer Temple Chambers' London office.

Monday August 28th

Candidates will be notified if they are to be invited to interview.

Stage 3: Interview

Wednesday August 30th

Interviews will be held at OTC's London office. The interview panel will consist of up to five members, of both Chambers and FRU representatives, including the OTC's head of pupillage James Counsell QC (or a deputy nominated by him) and an OTC pupil supervisor.

Thursday August 31st

An offer of pupillage will be made in writing by the head of pupillage.

Monday September 4th

This is the anticipated date of commencement of pupillage.

Criteria for assessment

Those involved in short-listing and interview will use agreed assessment criteria. The current criteria are set out below.

Applications are screened by administrative staff to determine eligibility to proceed to the 1st written exercise, on the basis of the following criteria:

- a. intellectual ability (a pass in the BPTC is the minimum requirement)
- b. absence in any jurisdiction of adverse professional or academic disciplinary findings; or of outstanding professional complaints of any nature; or any criminal convictions or police cautions (includes spent convictions, but not minor road traffic offences such as speeding and parking fines)

Both written exercises will be assessed according to the following criterion:

- a. ability to articulate a clear, relevant and effective argument in writing

Assessors marking both the 1st stage and 2nd stage written exercises will not have seen any candidate's application form.

The criteria used to assess candidates at interview are:

- a. potential as an advocate, including ability to articulate a clear, effective and relevant argument
- b. motivation/drive
- c. interest/experience in the areas of work undertaken by Chambers and FRU
- d. commitment to, and experience of, pro bono work (as demonstrated by your application form and in interview)

A full policy document for this pupillage scheme will be available to download from the OTC website in July 2017 and/or available on request (E: pupillage@outertemple.com).

Pupillage Applications made under the "Disability Confident Committed" scheme

OTC is a "Disability Confident Committed" employer. This means we are recognised as 'positive about people with disabilities'. We offer applicants with disabilities the option of requesting that their application for pupillage is considered in the spirit of the commitment we make as an employer under this scheme.

When drawing up a shortlist of candidates after the 1st written test - and also after the written test at selection stage 2 - any candidate with a declared disability will be put forward to the next stage provided our assessors believe they have demonstrated sufficient ability to show they are capable of taking up the pupillage role. This means some people with a declared disability may progress while other candidates who performed better at a particular stage do not go forward.

Eligibility to submit applications under our Disability Confident Committed scheme

To be eligible to apply under this scheme, you must have – or have had in the last twelve months – a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose impairment has lasted, or is likely to last, for twelve months, or if the impairment is likely to progress or recur. You are also automatically eligible if you are affected by cancer, HIV, Multiple Sclerosis, or severe facial disfigurement. You do not have to be ‘registered’ as a disabled person to apply under this scheme.

Please note that even if you have a disability but do not wish your application to be considered under this scheme, you may still request reasonable adjustments during the interview/assessment process.

Declaring a disability for the purpose of eligibility under this scheme is a personal decision and entirely voluntary.

To have your application for this pupillage considered under our *Disability Confident Committed* scheme, you must:

- a. submit the application form to Chambers, indicating in the relevant section that you wish your application to be considered under the rubric of the *Disability Confident Committed* scheme; and
- b. complete the relevant Declaration section at the end of the application form.

Feedback and Correspondence

For applicants who reach the interview stage, we will provide feedback on performance upon request; regrettably for all other applicants we’re unable to provide any feedback or enter into communications regarding selection decisions and criteria.