



INTRODUCTION

This document is primarily for candidates thinking of applying to Three Raymond Buildings for pupillage. It sets out the following:

- Our equality and diversity policy
- The number of pupillages available and the funding available to each pupil
- The timetable for recruitment
- The recruitment process through all stages
- Hints and tips for candidates

Further information about our chambers, our pupillage structure, training, monitoring and prospects for tenancy can all be found on our website at www.3rblaw.com.

This document is also used as an internal guide for those involved in the recruitment process.

EQUALITY STATEMENT

We aim to be an organisation in which everyone is treated with respect and dignity and where there is equal opportunity for all. Chambers are committed to ensuring that no client, member of Chambers (whether tenant or pupil) or member of staff will be discriminated against, directly or indirectly, or bullied, harassed or victimised on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or treated less favourably on such grounds. This statement applies to the recruitment processes through which Pupils, Tenants and Staff are selected, to the conduct of all Pupils, Tenants and Staff during their tenure in Chambers, and to the treatment of professional and lay clients.

In complying with our Policy Statement, we aim to ensure that our recruitment and selection procedures are:

- **Transparent:** set out in a document available to all on request;
- **Objective:** the selection criteria agreed for the post are objective and relate specifically to the demands of that post;
- **Consistent:** save for exceptional circumstances, applied equally to all potential recruits;
- **Assumption-free:** not influenced by stereotyping or unconscious bias;
- **Democratic:** reflecting the views of a broad spectrum of people; not subject to the will or unexplained veto of one person;
- **Monitored:** candidates will be asked to complete an equality and diversity monitoring form and any resulting statistical data will contribute to reviews of our recruitment and selection procedures.

GENERAL INFORMATION

Number of Places Available

We generally offer up to three 12 month pupillages each year.

Funding

The funding arrangements for each of our 12 month pupils are as follows:

- First six months: an award of £20,000, paid in monthly instalments.
- Second six months: guaranteed income of £15,000 i.e. monthly income calculated from the date practice commences is "topped" up to £2,500.
- (As an alternative, up to £6,000 of the award can be drawn down to fund the vocational stage of training (currently the BPTC).
- Continuing Education Allowance: up to £500 paid towards courses such as Advice to Counsel, Forensic Accounting and Human Rights.
- Travel Expenses: reimbursement of reasonable expenses incurred in travel for the purposes of pupillage.

RECRUITMENT PROCEDURE

Timetable

The timetable for pupillages commencing in October 2021 is as follows:

- Applications open – Monday 25 November 2019
- Applications close – Midnight Monday 20 January 2020
- First round interviews – weekend of 7/8 March 2020
- Second round interviews – during week commencing 16 March or 23 March
- Offers will be made from 9am on Monday 6 April 2020
- Pupils will have 72 hours to consider, discuss and decide

Application procedure

Candidates should obtain an application pack by emailing pupillage@3rblaw.com on or after the date on which applications open. The pack will include guidelines on completing the application form which should be read before the process is started.

Applications should be submitted, in accordance with the instructions, between the opening and closing dates outlined above.

Any applications received after the closing date will not be considered. It is therefore advisable to complete the process in plenty of time in case there are any technical problems.

All communication is by email via Chambers, including offers. It is therefore vital for candidates to check their email frequently and to keep us informed of any changes to contact details.

Shortlisting procedure

After the closing date all applications are anonymised by the Pupillage Secretary before being printed for review by our selection panels.

Selection panels are nominated comprising two or three members at varying levels of seniority and with experience in the major areas of work covered by Chambers. Each selection panel reviews applications using uniform selection criteria:

- Apparent intellectual/analytical ability
- Strength of character
- Apparent commitment to our areas of expertise
- Aptitude for advocacy and persuasiveness
- Overall quality of the completed application

Each member of the Selection Panel receives their own copy of the application with the assessment form on the front. They are therefore unaware of the opinions or identity of the other selector and make their own recommendation as to whether or not the candidate should be interviewed.

All applications are returned to the Pupillage Secretary who prepares a table of candidates showing each selector's recommendations. Those candidates who have received the same assessment from both panel members are not reviewed further. Candidates who have received differing assessments are reviewed by the third member of the panel, who again is unaware of the other selectors' opinions or identities. The table of candidates is updated with the recommendation of the third panel member.

Interview format

Throughout the interview process, the criteria used to assess candidates are as follows:

- Structure of answers
- Delivery, advocacy
- Influence/persuasion
- Drive and determination
- Reasoned argument
- Debating skills
- Common sense
- Judgement
- Achievements/character
- Intelligence/forethought

First Interview

First interviews are held on a Saturday in early March, conducted by panels consisting of 3 members at varying levels of seniority and with experience in the major areas of work covered by Chambers.

On arrival in Chambers candidates are made welcome.

Prior to meeting the panel, we ask candidates to spend 15 minutes preparing a 3 minute persuasive argument on a choice of topics set by us for that day, (which do not require any prior research).

The preparation period is followed by the oral interview, which includes some general questions, topical questions of a legal nature and the 3 minute presentation. Each member of the interview panel assesses the candidate individually.

At the end of the interview the senior member of the panel enters all the assessments on a summary sheet and notes the recommendations of the panel .

Second Interview

Candidates who are shortlisted further are invited to a second interview on a week day later in March. The panel consists of up to 5 members of chambers and our Senior Clerk.

The structure involves a more formal exercise (usually a mock brief) which candidates receive in chambers on the day of interview and for which they are given 30 minutes to prepare. Presentation of the plea and panel response and questions form the first part of the interview, followed by a more general discussion based on the candidate's CV, and an opportunity for the candidate to ask questions about pupillage at 3RB.

At the end of the interview the senior member of the panel enters all the assessments on a summary sheet and notes the recommendations of the panel.

Offers

Candidates selected to receive first offers are contacted by email at 9am on the offer date. They have 72 hours to decide, during which time they are offered any information and advice required to assist with their decision. Any reserve candidates are also contacted on the offer date, advised that they may receive an offer and kept up to date as soon as the outcome of first offers is known.

HINTS AND TIPS FOR CANDIDATES

Interview availability

Our main tip to anyone applying for pupillage is to **take account of the timetable when planning trips abroad or attendance at social events**. We do not suggest that you should put your life on hold but this is a very competitive process and you should give yourself as much chance as possible by being available to attend interviews.

Unfortunately, at the moment there is little or no co-ordination between sets as far as interview dates are concerned, so shortlisted candidates are likely to have to attend different sets at different times, and often more than once. Many Chambers like Three Raymond Buildings arrange their first interviews over a weekend for the benefit of applicants so that it does not interfere with studies or work commitments, allows candidates to travel more easily and allows the interview panels to focus their minds on the task without the risk of court commitments interfering. It makes for a comfortable and fair process and it is extremely difficult for us to arrange interviews at any other time.

Most sets have a high volume of candidates attending interview at any one time and there are sometimes delays. If you have any other interviews on the same day try to make sure they are not too close together. Contact one of the sets if you see a potential problem.

We regret that we do not reimburse travel expenses for interview, but we do try and notify candidates of dates as early as possible so that they can take advantage of advance fares where applicable.

Contact details

Please make sure you update us with any changes to your contact details.

Enquiries

Please email pupillage@3rblaw.com with any enquiries, or telephone our Pupillage Secretary, Donna Garner, on 020 7400 6427.

RETENTION OF DATA

The following data will be retained on file for 3 years:

Paper Records

One copy of your application as printed for the review panel (if notes had been made by reviewers then annotated copies would have been retained)

Each reviewer's Candidate Assessment Form

Correspondence and notes generated at each stage

EQUAL OPPORTUNITIES MONITORING

The Monitoring information included with our application form will be detached from your application and will be viewed only by the Chambers Manager and Pupillage Secretary for analysis purposes.