Authorised Education and Training Organisation Recruitment Administrator User Guide

Version 2.2 – 23 January 2024

Index

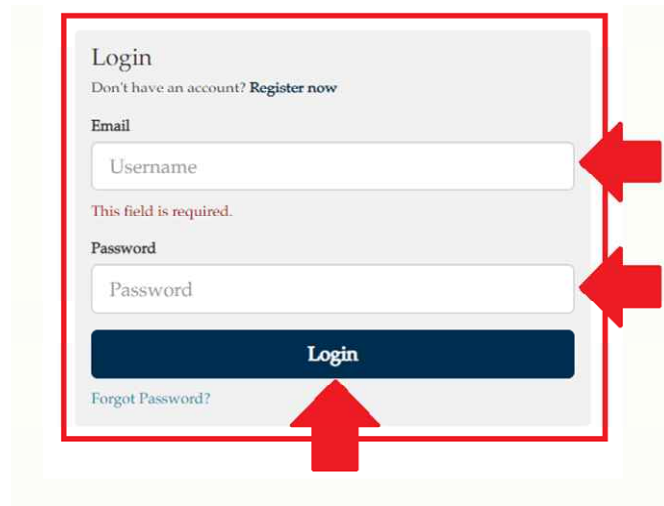## 1) Logging into the Pupillage Gateway

To access the Pupillage Gateway visit:
https://recruitment.pupillagegateway.com/members/, enter your chosen Username and Password, and then click the 'Login' button in the centre of the page.

Note: If you haven't used the Pupillage Gateway to manage your recruitment process previously or would like to add a new user to your Authorised Education and Training Organisation's account, please complete an AETO User Information Form (see Annex 1 of this User Guide) and return it to the Bar Council Services Team at pupillagegateway@barcouncil.org.uk.

2) Resetting your password

If you have forgotten your password an 'Incorrect username or password' error message will appear when attempting to login to the Pupillage Gateway.

You can set a new password by using the 'Forgot Password?' reset button on the User Login page, entering your username (email address) and clicking 'Submit'.

Check your email account for the password reset request email and follow the link provided to reset your password. Below is an example of this reset password email.

Note: The system will disable your account for 15 minutes if you enter your password incorrectly three times in a row

3) Creating a bespoke questionnaire

In addition to the standardised Bar Council questionnaire (the details of which are contained within the Sample Application Form contained under Annex 2 of this User Guide), Authorised Education and Training Organisations that use the Pupillage Gateway to manage their respective recruitment processes can ask candidates to respond to up to seven bespoke questions as part of their application.

To create your bespoke questionnaire, select 'Questionnaires' from the 'Pupillage Vacancies' dropdown box contained within the main navigation bar of the Pupillage Gateway.
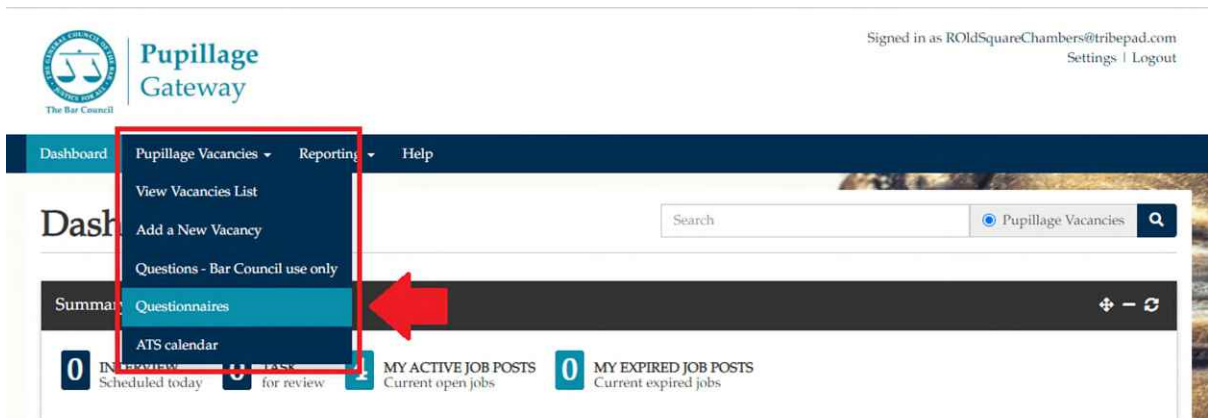
Click on the edit symbol next to the questionnaire entitled 'AETO Application Questions – [Name of Chambers]'.
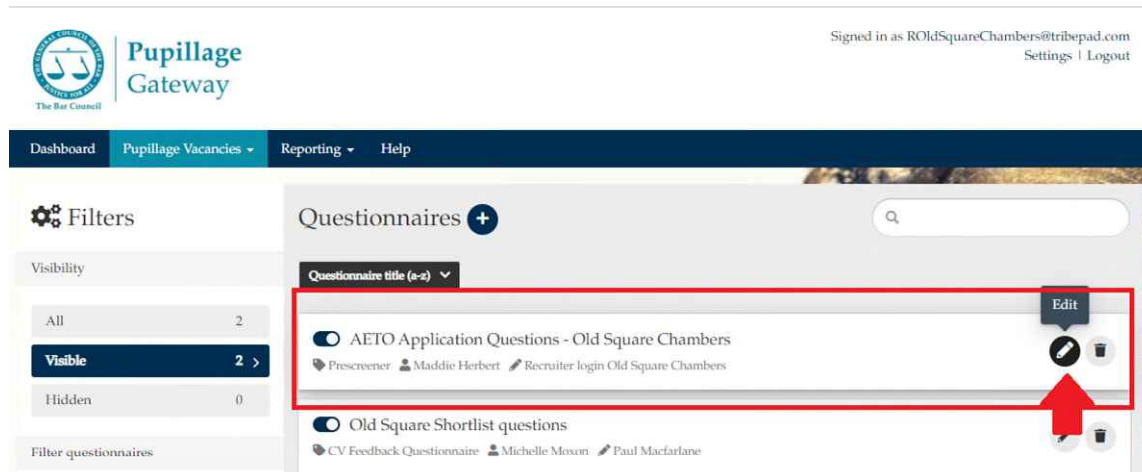
Top tip: The edit symbol for the Pupillage Gateway looks like a pencil.

To add your bespoke questions to the form, delete the text contained with the 'Question' text box and replacing it with your own.
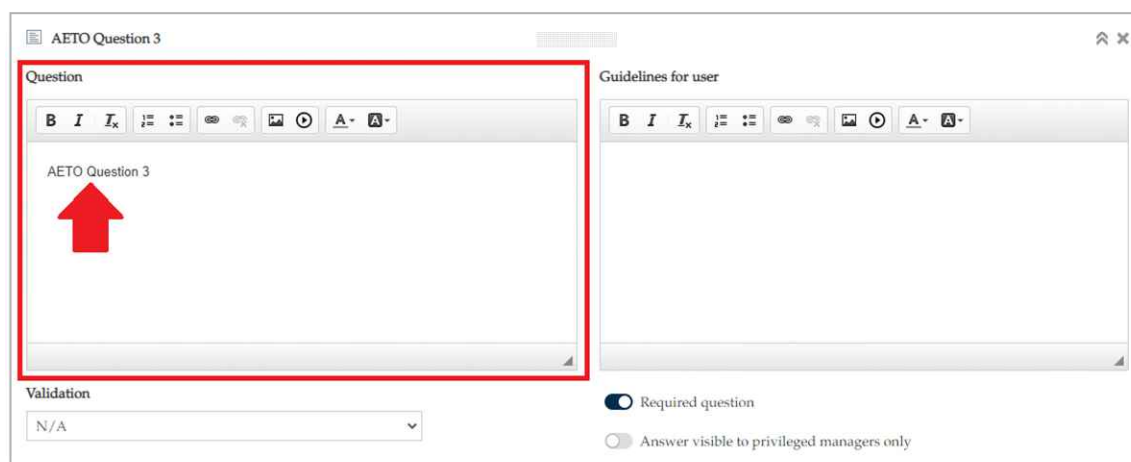
Note: The 'Why do you believe you will make a good barrister?' and 'Why do you want to join our chambers?' questions are recommended by the Bar Council but are not mandatory and can therefore be overwritten.

You can include a maximum word count by selecting 'Min/Max Word'. You will be required to enter the minimum and maximum number of words that you will allow candidates to use in their responses, using the 'Min Word' and 'Max Word' free text boxes.

Note: The 'Max' word limit must be a numerical value. We do not recommend that you use any other 'Validation' fields when creating your bespoke questions.

You can also include guidelines for the candidates using the 'Guidelines for user' text box, which will appear next to the relevant question on your application form. For example, in the standardised Bar Council questionnaire next to the

'Extenuating Circumstances' section we have included the guidelines: *Please provide details of any extenuating circumstances relevant to your application. If this section is not relevant to you, then simply respond with the word "None".*

Do not change the 'Answer visible to privileged managers only' toggle. Only change the 'Required question' toggle if you **do not** want the question to be mandatory.

If you do not want to ask all seven questions and need to delete one or more of the template questions contained within your bespoke questionnaire, click the 'X' symbol in the corner of each of those you would like to delete.
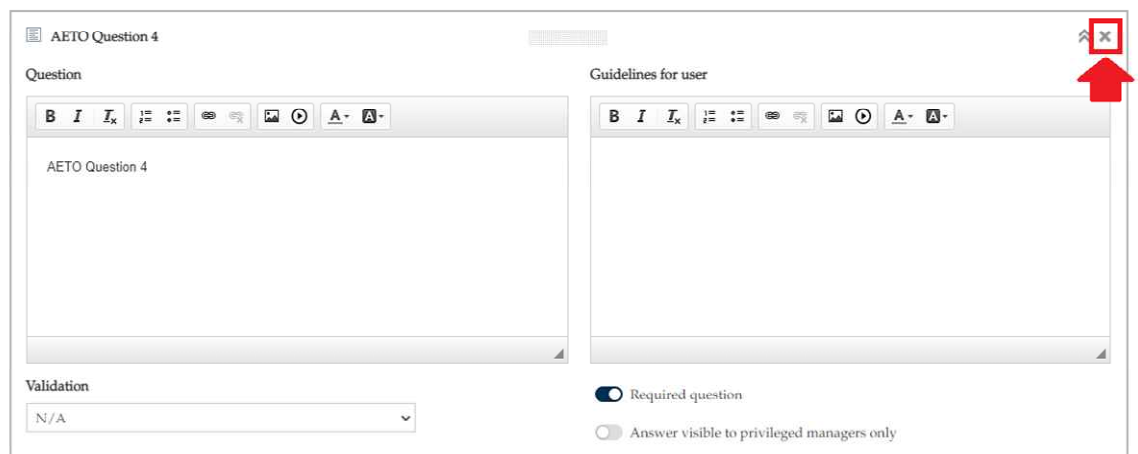
When you are happy with your bespoke questions, scroll to the bottom of the page and press 'Finish'.
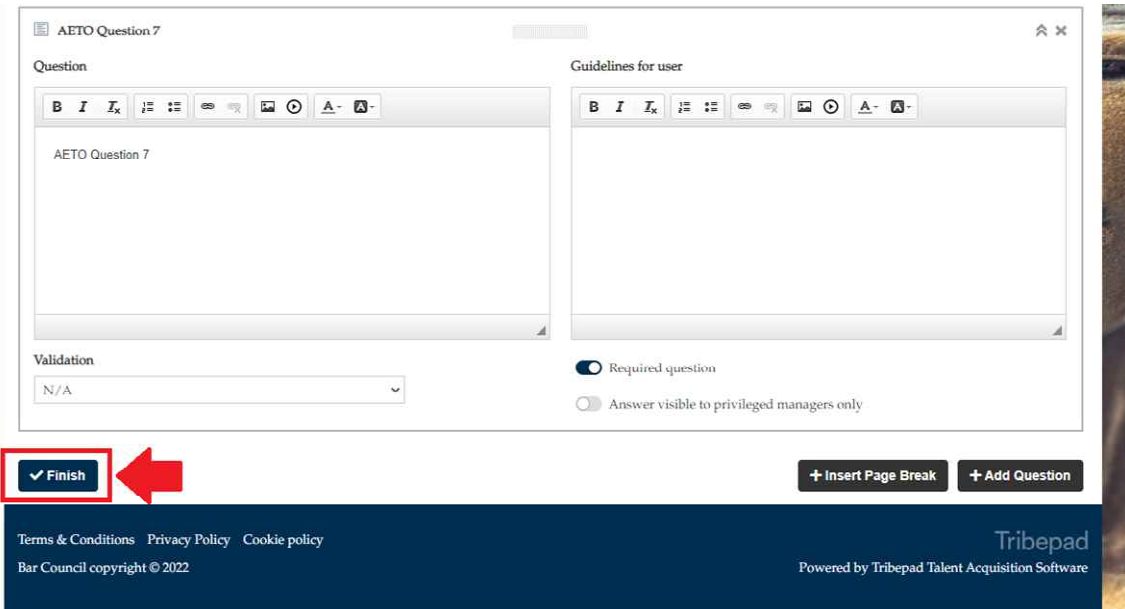
4) Creating an advertisement

To create your advertisement, select 'Add a New Vacancy' from the 'Pupillage Vacancies' dropdown box contained within the main navigation bar of the Pupillage Gateway.
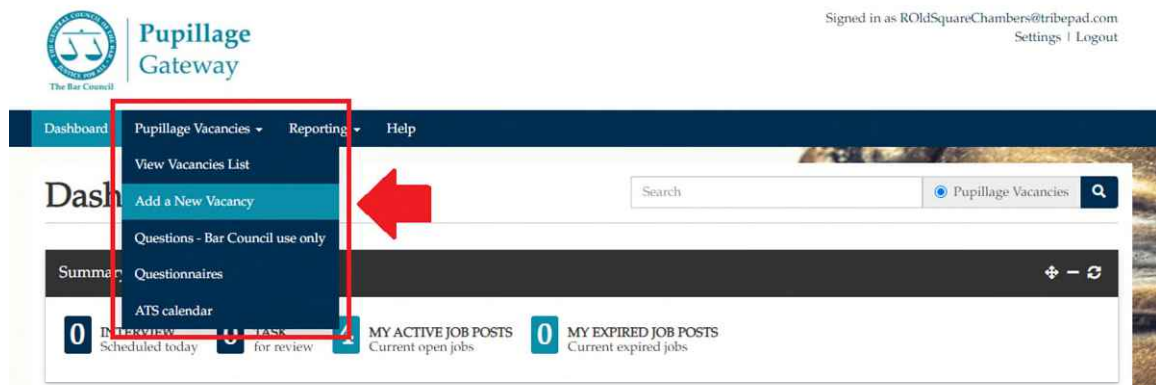

On the first 'Job Details' page, leave the 'Filter Templates By' dropdown box set to 'Authorised Education and Training Organisation' and select 'Pupillage Vacancy Template' from the 'Choose Job Template' drop down menu.
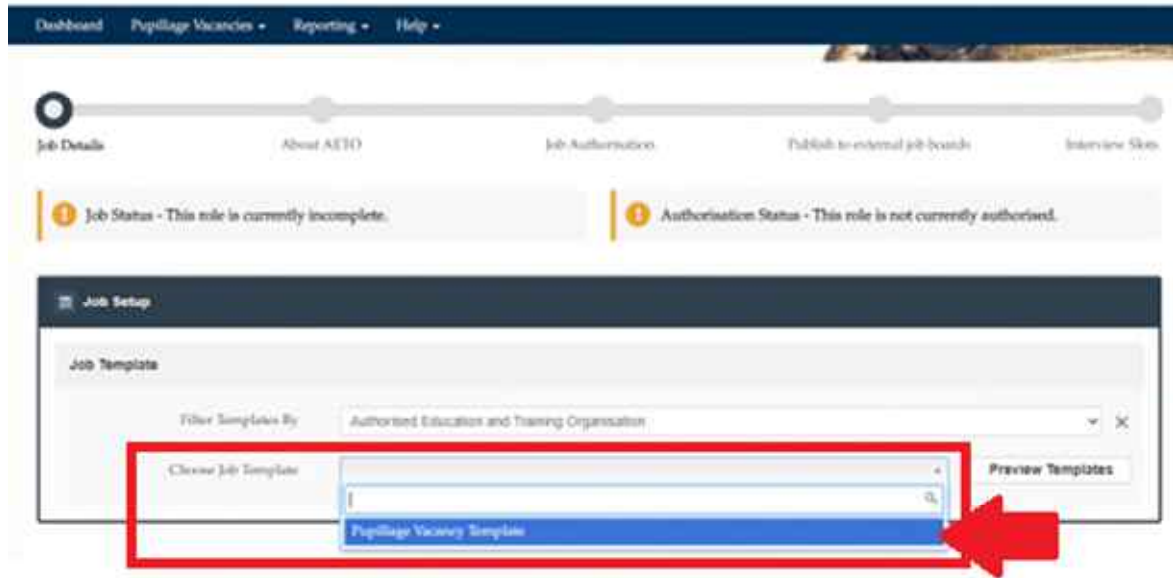
On the following page, you will be asked to start building your advertisement candidate profile using the platform's 'Job Setup' form.

Note: There is no need to amend any of the fields that are not mentioned below, and you are therefore advised not to as you otherwise risk altering the nature of your advertisement so that it does not align with the Pupillage Gateway's application process.

Job Setup Section 1: Job Template
Job Setup Section 2: Hierarchy Visibility

Neither Job Setup Sections 1 nor 2 require further amendment, although you may need to select your organisation from the 'Organisation' dropdown box under 'Hierarchy Visibility'. It should be the only option available to you.

Job Setup Section 3: Job Details

Note: All mandatory fields are marked with a red asterisk *.

Pupillage Vacancy Title*	Please use the following format: [Name of Authorised Education and Training Organisation] - [Length of Pupillage] - [Start Date (M/Y)] e.g. Bar Council - 12 Months - October 2023.
Pupillage Vacancy Reference	You will not be able to edit this field but please make a note of your Pupillage Vacancy Reference as you will need to give the number to the Bar Standards Board when registering any pupils subsequently recruited.
Number of Pupillages Available*	This must be a numerical value, but you will not be restricted by it when you make your offer(s) of pupillage i.e. you may offer more, or fewer, on the relevant date.
Pupillage Start Date*	Select a 'Pupillage Start Date' from the dropdown list.

Note: In relation to the following sections, please note that you should **either** fill out 'Pupillage Award [From and To]' **or** 'Pupillage Award Type' **and** 'Pupillage Award'. If you fill out 'Pupillage Award [From and To]' and then 'Pupillage Award' the latter will override the former.

Pupillage Type*	Select a 'Pupillage Type' (12-month pupillage **or** 18-month pupillage **or** 24-month pupillage) from the dropdown list.
Pupillage Award	Please enter numerical values in the 'From' and 'To' fields. If your Pupillage Award is a fixed value, please enter the same amount in both text boxes.
Pupillage Award Type	Select a 'Pupillage Award Type' (Partially Fixed/Guaranteed Earnings **or** Fixed Earnings)

Pupillage Award	Please add a description of the 'Pupillage Award' e.g. '£23,000 per annum' or '£20,000 during the practicing period with guaranteed earnings of £2,000 per month thereafter'.

Location*	Please enter the location of your Authorised Education and Training Organisation here. You can enter multiple addresses or locations here e.g. London/Birmingham.
Postcode*	Please enter the postcode of your Authorised Education and Training Organisation here. You can only enter a single postcode and it is therefore recommended that you use either the postcode where the pupillage will be located or, if you are advertising pupillages across multiple locations, the postcode of your main offices.

Circuit*	Select a 'Circuit' (Midlands **or** Multiple Circuits **or** North Eastern **or** Northern **or** South Eastern **or** South Eastern (London) **or** Wales & Chester **or** Western).
Authorised Education and Training Organisation*	Select your 'Authorised Education and Training Organisation' from the dropdown menu.
Do not enter text here	Please do not enter anything in this text box.

Note: Any users that you have requested be added to the Pupillage Gateway for your Authorised Education and Training Organisation will automatically be assigned to the vacancies that you upload and there is therefore no need to amend the 'Assign roles for this job' field. Please contact the Bar Council Services Team at pupillagegateway@barcouncil.org.uk to add additional Users (using the

[AETO User Information Form](#) at Annex 1 of this User Guide) or request that existing Users be deleted or deactivated.

Job Setup Section 4: Job Application Settings

Select the button to enable the prevention of ATS Applications so that candidates cannot begin applying to your Authorised Education and Training Organisation until the application window opens.

Job Setup Section 5: Candidate Processing

In this section, you can choose how you would like to process your applications. If you would like to do so anonymously, then select the tick box next to 'Enable anonymous CV sending' and leave the 'Enable anonymous candidates through ATS processes' tick box checked when it then appears.
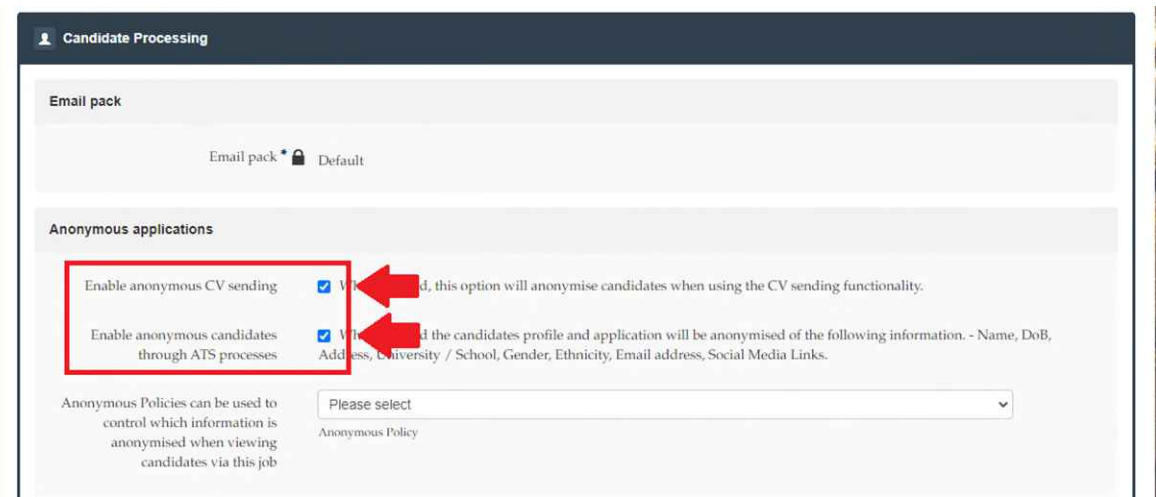
To select the type of anonymisation you require, use the 'Anonymous Policies' dropdown menu. 'Personal Details' will simply remove the candidates' names and contact details from the application form. 'Personal Details and Institution' will

remove the same details, plus the names of the academic institutions that the candidates have attended. The 'System Default' option will remove all of the above, plus the names of the organisations that applicants have worked for and the dates associated with their education, employment and work experience histories.

Note: You will be able to alter these settings at any stage, by using the 'Edit' function attached to your advertisement.

Top tip: The Bar Council's <u>Fair Recruitment Guide</u> states that: "…*any Authorised Education and Training Organisations… anonymise copies of the original applications by removing candidates' details such as name, address and perhaps even the names of school, college or university. Removing the names of the school, college or university where they studied will help to reduce the risk of unconscious bias.*"

If you would like to use the Pupillage Gateway to manage your interview process, then select 'Interview workflow' from the 'Interview workflow' dropdown menu under the 'Interview Stage' heading. If you do not wish to do so, then select 'External Interviews' instead.

Job Setup Section 6: Job Dates

Please enter the date that the Pupillage Gateway opens for advertisements (27 Nov 2023) in to the 'Valid From Date' field and the date that the Pupillage Gateway closes for applications (7 Feb 2024) in to the 'Expiry Date' field. You do not need to enter anything in the 'Then From' field and should not attempt to do so.

Press 'Next' to continue with the advertisement process or 'Finish/Save and Continue Later' to come back to it later.

Top tip: You can use the 'Finish/Save and Continue Later' button at any time. Your saved advertisement will appear in 'Unfinished Jobs' of the 'View Vacancies List' option contained within the 'Pupillage Vacancies' dropdown menu on the main navigation bar.

Advertisement Content Section

When you press 'Next' you will be taken to the section of the advertisement form that enables you to explain more about pupillages at your Authorised Education and Training Organisation' and the application process.

Start by uploading your logo using the 'Logo Upload' > 'Upload Files' button.
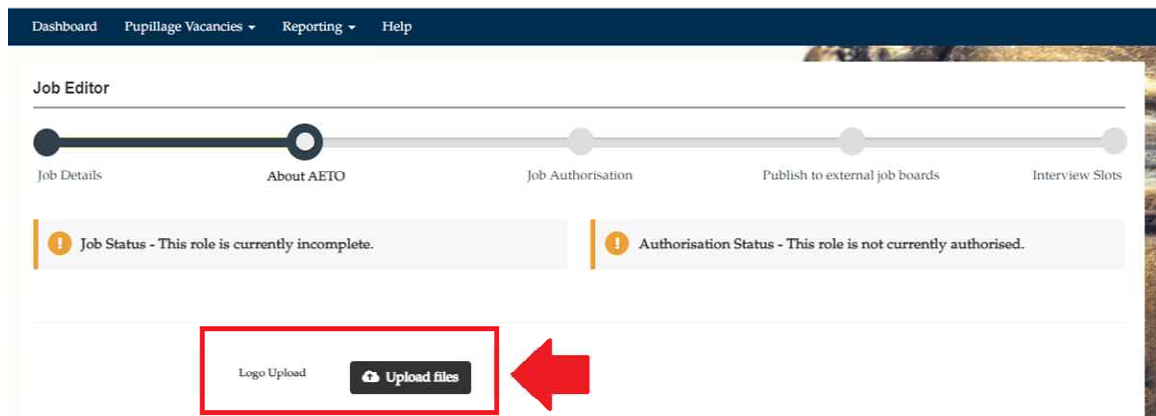
After you have uploaded your logo, complete the 'Single Description (External)' section. You do not need to enter any information in the 'Single Description (Internal)' textbox.

Note: All the text included can be overwritten and none of it is therefore mandatory. However, we suggest that you use the headings that the Bar Council has set out to ensure that the advertisements are uniform. We also ask that you keep the 'How to Apply' text' and simply add your bespoke questions against the relevant numbered bullet points, following by the maximum number of words or characters that you are allowing applicants in respect of each question.

Single description (external)

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About Authorised Education and Training Organisation

Structure of Pupillage

Financial and Other Support Available

Equality Diversity and Inclusion

Please use this section to provide applicants with information about the equality, diversity and inclusivity initiatives of your AETO that may be relevant to them during their pupillage. Additionally, please provide the contact details of the acting Accessibility Officer so that applicants can contact them directly to enquire about the accessibility of your AETO prior to making an application

How to Apply

Aspiring barristers are invited to apply to chambers between Date and Date using the Pupillage Gateway application system to search for the relevant Pupillage Vacancy and selecting 'Apply for this pupillage'.
In addition to the standardised Bar Council questionnaire, candidates will be asked to respond to the following questions from Chambers:

1.
2.
3.
4.
5.
6.
7.

Please indicate Min/Max character or word count after each question

Upload documents: ☁ **Upload files**

When uploading your advertisement, you will find the 'Content Assistant Feedback' on the righthand side. This feature will provide you with feedback relating to your advert in four different areas: 'Gender Bias', 'Reading Ease', 'Advert Length', and 'Long Sentences'.

Gender bias	Words that match the gender-coded word list are highlighted in the text. The scale indicates if there's male or female bias. The scale has masculine on the left and feminine on the right.
Reading ease	Scores are between 0 and 100. Higher scores indicate better readability: a good score is 60 or over. This uses a combination: Green >=60, Amber >=40, and Red < 40.
Advert length	Research shows that the optimum length for an advert is 601 words. This will not always be possible, but this scale will indicate the length of the advert.
Long sentences	The slider is an indication of all your sentences combined, so the lower the score the better. Green <=10%, Amber <=50%, and Red >50%.

Top tip: You can use the 'More Rich Media' button, which appears in the top menu of the 'Single Description (External)' box to add images and YouTube or Vimeo videos to your advertisement.

Upload any documents that might be relevant to your vacancy, such as your Pupillage Policy, using the 'Upload Documents' > 'Upload Files' button at the bottom of the page. Once you have pressed 'Upload File' and selected the relevant document, you will be asked to add a description of it and then confirm your selection by clicking the 'Finish Uploading' button beneath.
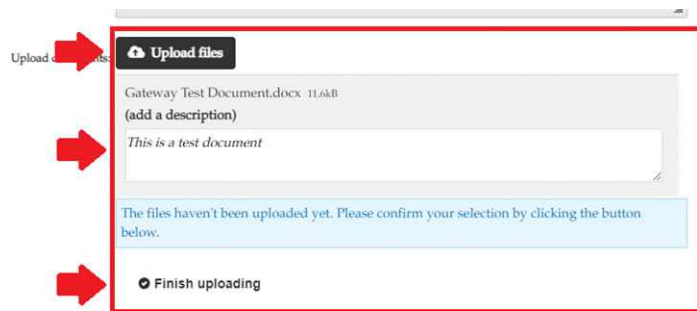
If you would like to remove your document once you have uploaded it, hover over it with your mouse and select the 'X' symbol that will appear to the right-hand side of it.

Finally, tag the areas of practice that are relevant to your Authorised Education and Training Organisation, with each separated by a comma e.g. Chancery, Commercial, Crime, Family, General Civil, Mixed Practice.
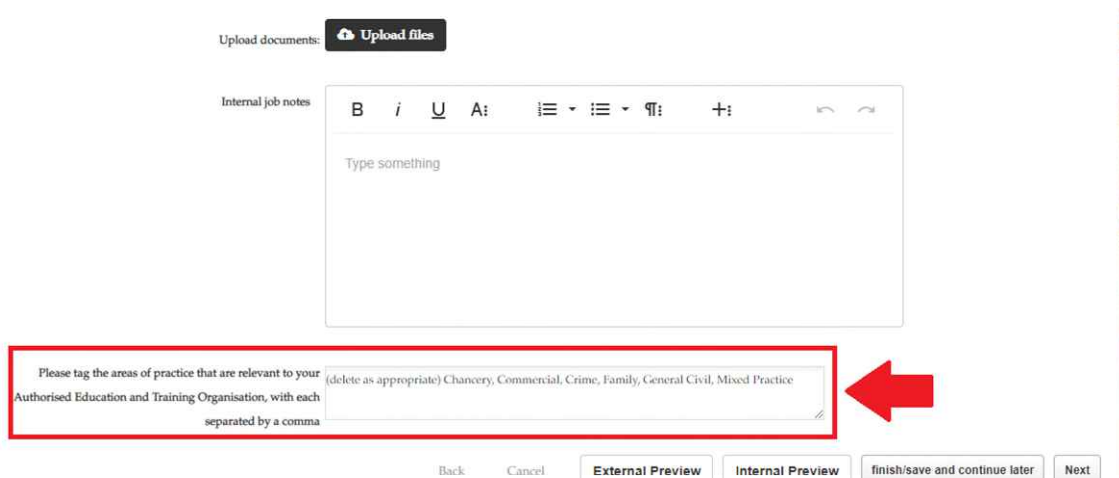
Once you are happy with what you have entered in the 'About Authorised Education and Training Organisation' section, you can then use either the 'External Preview' or 'Internal Preview' buttons to see what your vacancy will look like once it has been authorized and posted to the site. You can go 'Back' to the Job Setup page if you would like to alter anything on it and 'Finish/Save and Continue Later' to come back to the entire advertisement later. Otherwise, click 'Next' and it will take you to the 'Job Authorisation' section.
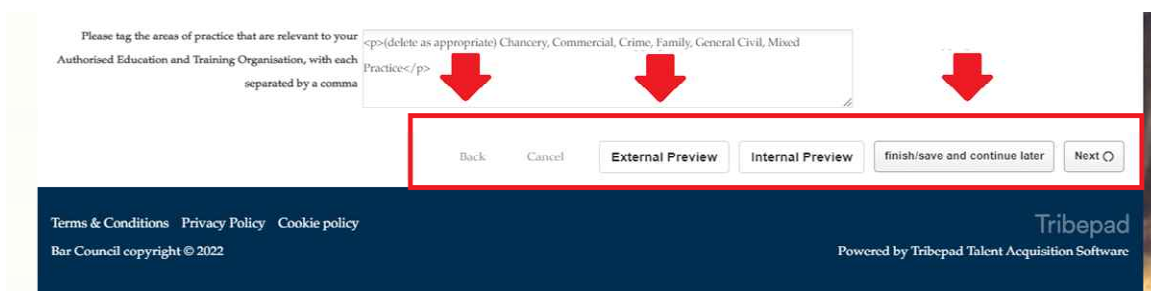
Job Authorisation Section

This section does not require any amendment, simply select 'Request' in the 'Email 1' line and your advertisement will be sent to the Bar Council for authorisation.
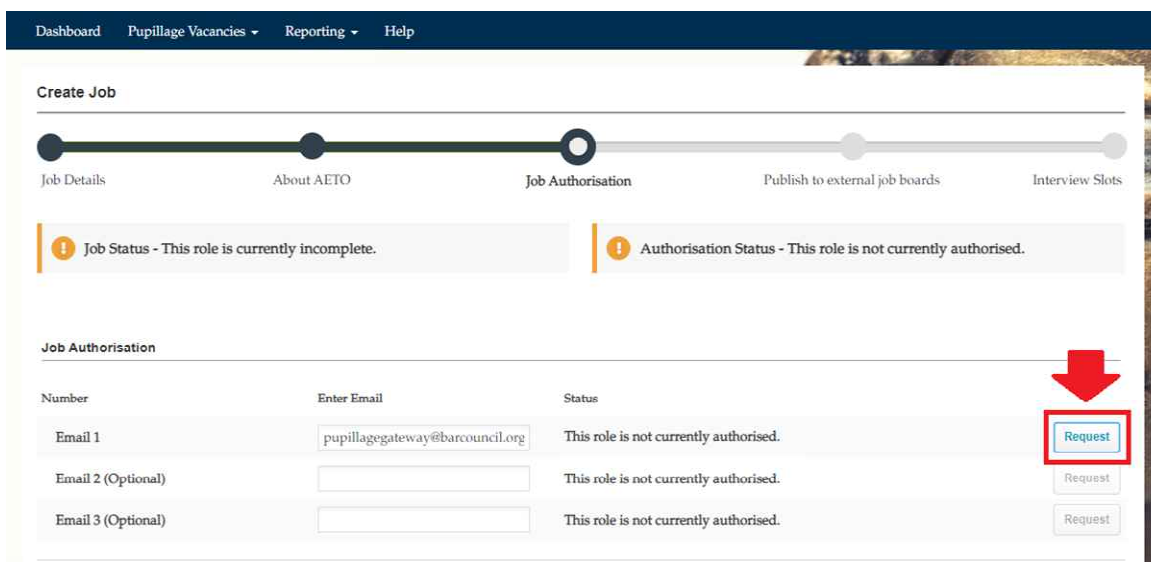
Once you have pressed 'Request', the 'Status' of the advertisement will change to 'Pending Authorisation'.
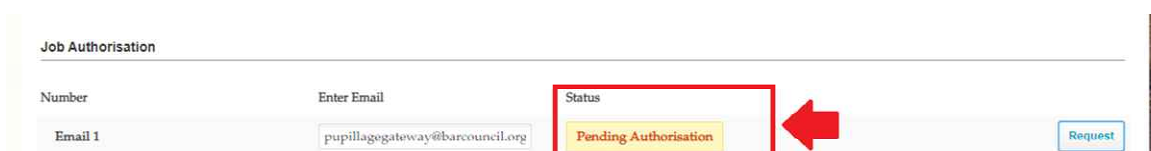
5) Viewing a live advertisement

Once the Bar Council Services Team has authorised your advertisement and depending on when it is posted in relation to the mandatory recruitment timetable, it will appear in 'Upcoming Jobs', 'Active Jobs', or 'Expired Jobs' of the 'View Vacancies List' option contained within the 'Pupillage Vacancies' dropdown menu on the main navigation bar. If it has been successfully authorised, the padlock icon next to it will have turned from red to green.
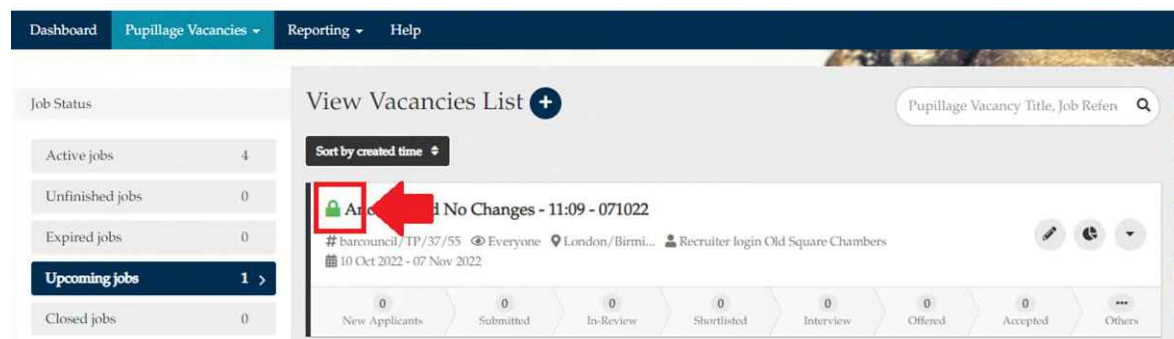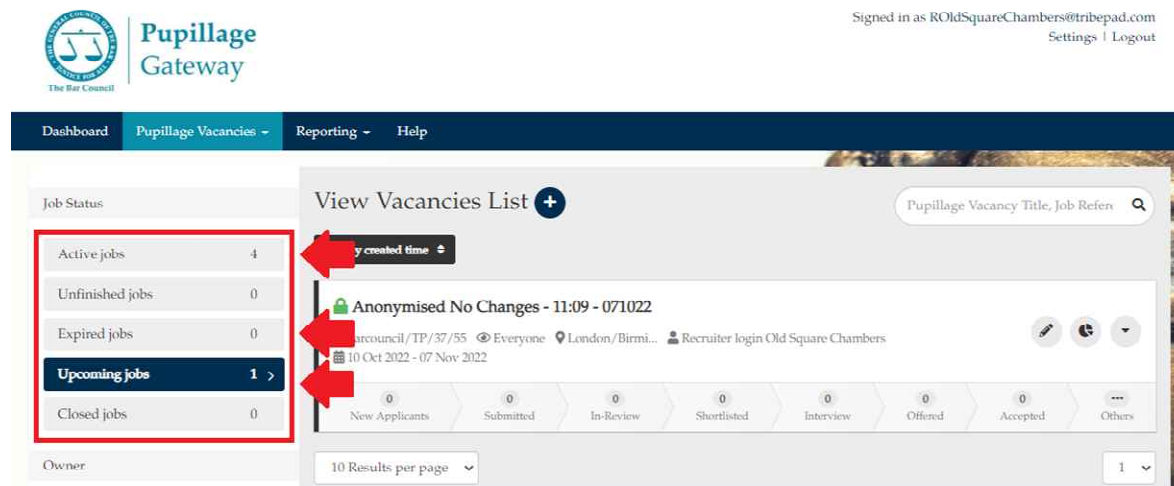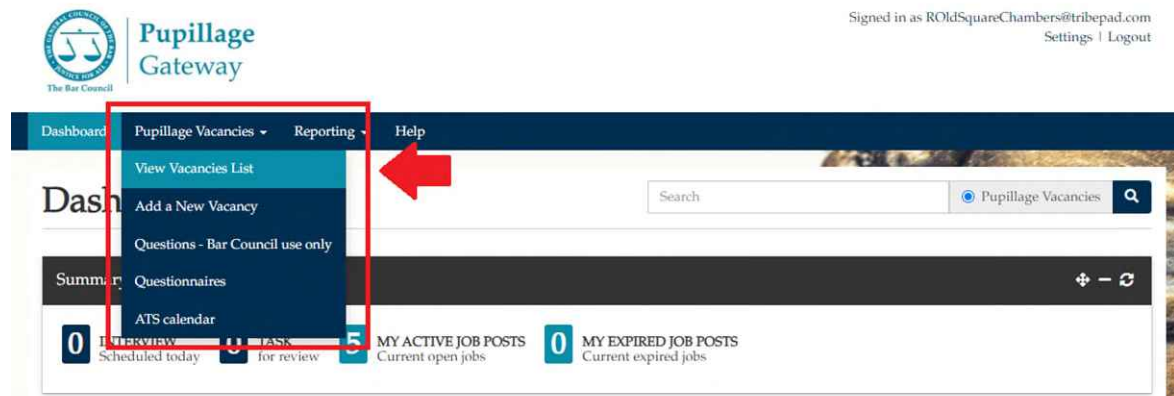
6) Amending a live advertisement

You can amend advertisements once authorised using the edit symbol that appears to the right-hand side of the relevant vacancy title. However, it is strongly recommended that you do not do so without the prior knowledge of the Bar Council.

Please do not make any edits once the application window opens as this could affect existing applicants and result in the operation of an unfair recruitment process by your Authorised Education and Training Organisation.
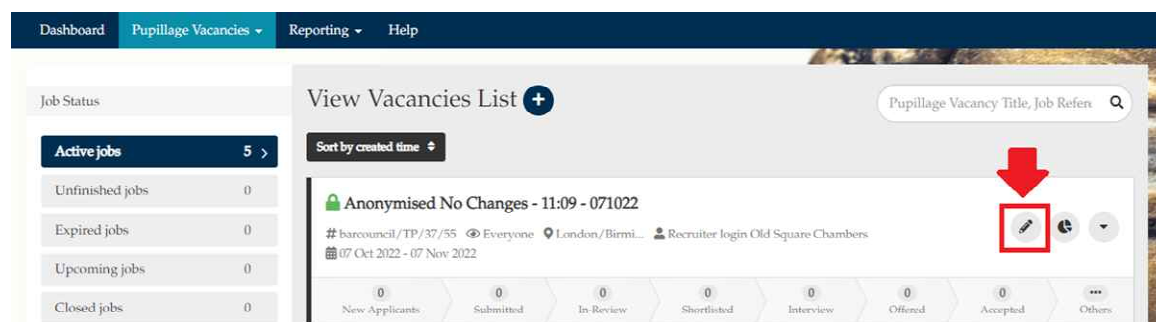
7) Creating panels to shortlist, processing applications, and emailing candidates

To view the applications that you have received, log in to the Pupillage Gateway, scroll down to 'Jobs', select 'My Expired Jobs Post' and you will see the number of interested 'Applicants', the number of applications 'Submitted', and if you have started the shortlisting process, the number of applications that you have moved from 'Submitted' to 'In-Review'.

Note: You will not be able to view the applications until, at the latest, the time and date advertised on the Pupillage Gateway timetable. The Bar Council Services Team will email you when they are able to release them to you.

To start processing the applications, click on 'Pupillage Vacancies' and select 'View Vacancies List' from the dropdown menu.
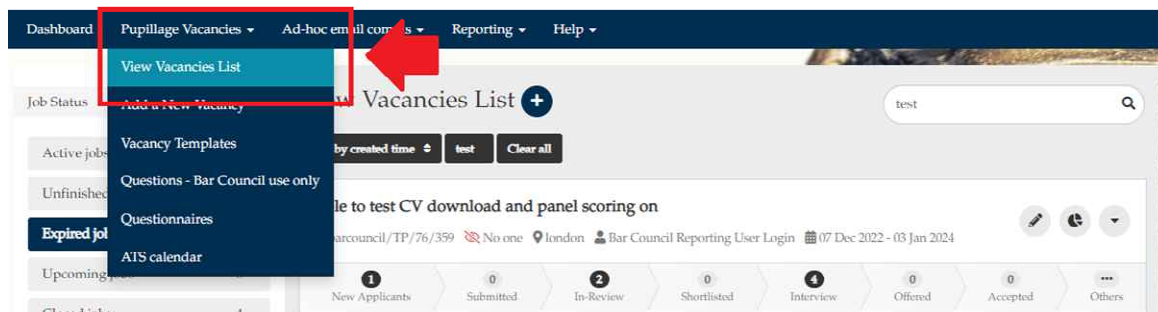
Under 'Job Status', select 'Expired Jobs'.
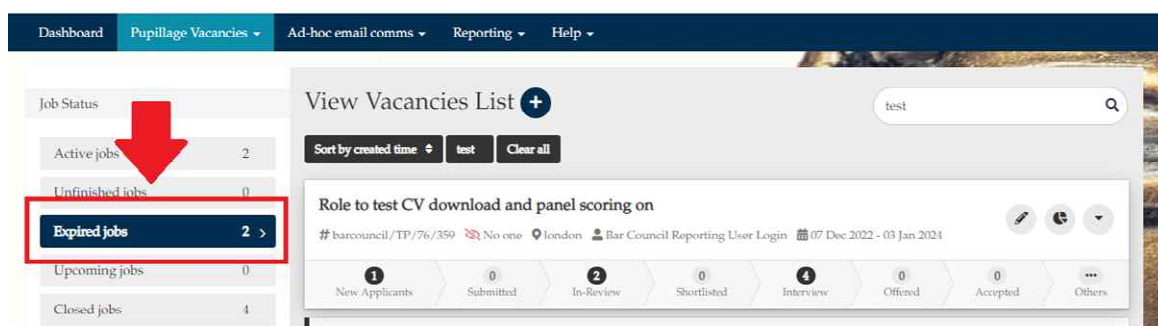
At the beginning of the shortlisting process, two sets of figures will appear beneath the title of the vacancy. The figure above 'New Applicants' shows the number of candidates that started, but did not complete, an application to your Authorised Education and Training Organisation. The number above 'Submitted' shows the number of candidates that have successfully applied.

To start processing a set of applications, click on the 'Submitted' stage. A new page will open setting out the full list of candidates who have applied.
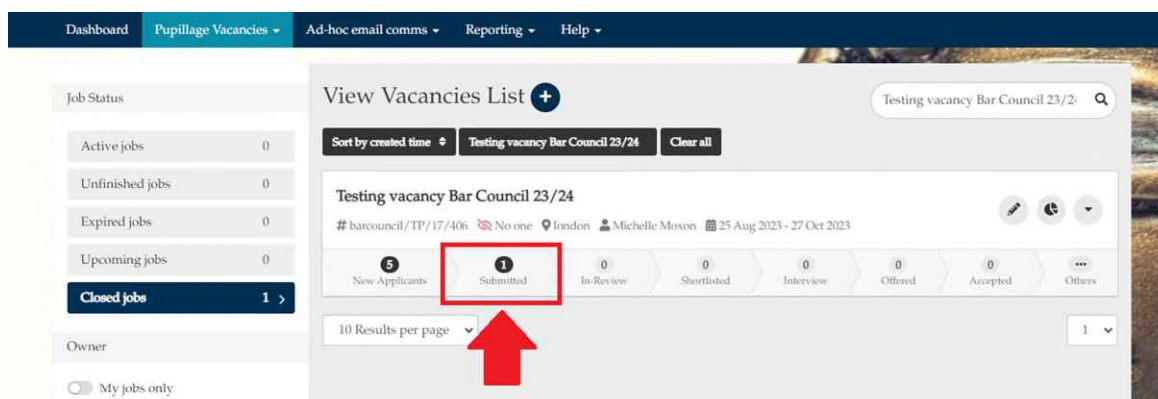
You can sort your applicants by either first name, which is how they will originally appear, or by 'Surname' by clicking on the 'Sort by' dropdown box and then selecting 'Surname' from the bottom of the list.
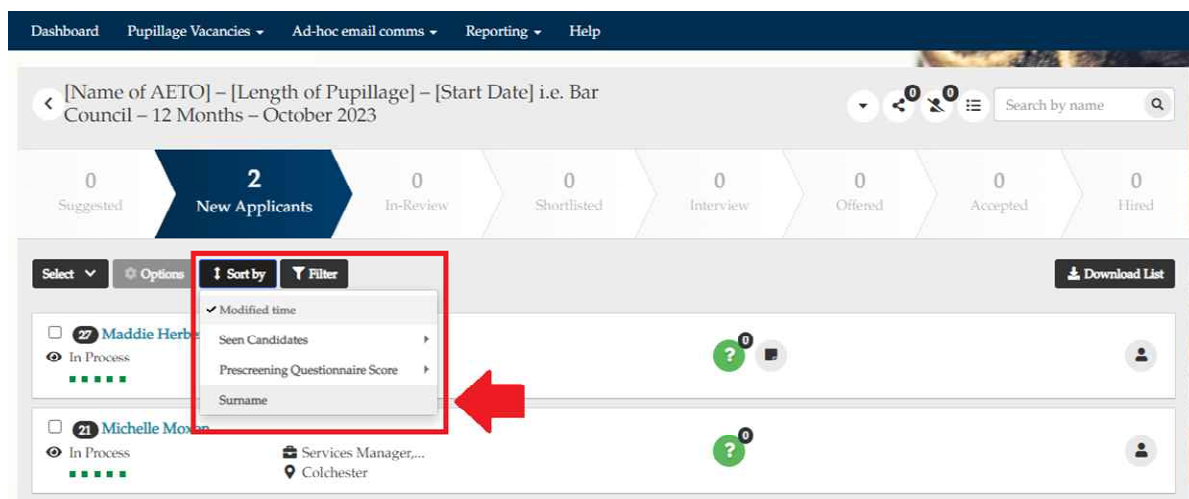
Top tip: We recommend that you move your 'Submitted' applicants to 'In Review' at this stage, as it will make the recruitment process easier to manage and ensure that your equality and diversity data reports are clear. You can do this by selecting 'All in Stage' from the 'Select' dropdown menu, then selecting 'Add to In-Review' from the 'Options' menu.

To download a CSV list of your applicants, click on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Top tip: The 'Download List' can be particularly helpful for those Authorised Education and Training Organisations that are not planning to use the Pupillage Gateway to contact their applicants, or that want to have their candidates' mobile numbers to hand on interview days. The function can be used at any time, and in relation to candidates that have been grouped within any 'Status'.
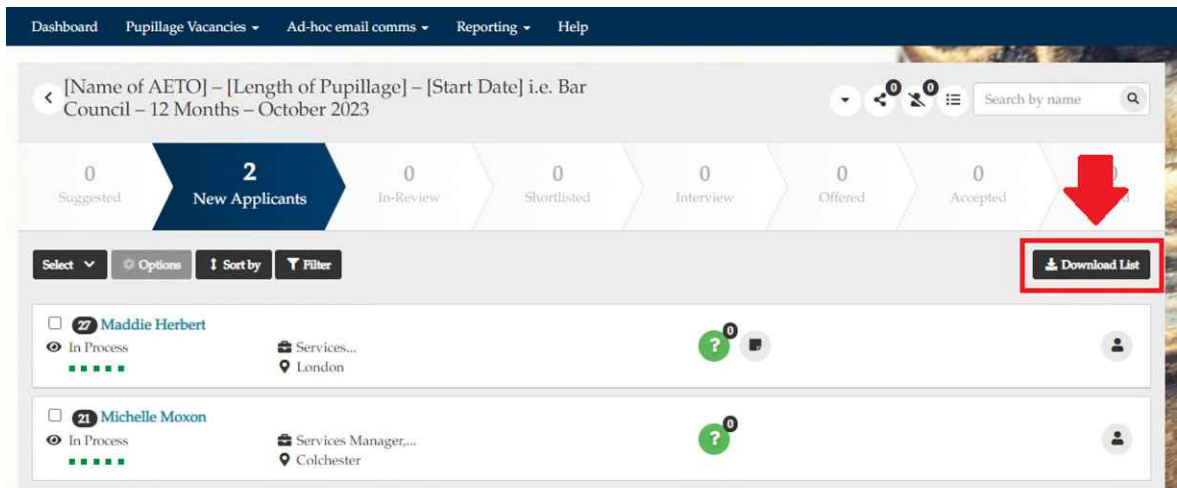
When processing applications, you have the option to select applications from specific candidates by simply ticking the box that appears next to their name. Alternatively, you can select all the applications on one page or select all the applications that your AETO has received using the 'Select' dropdown menu and then choosing either 'All on this page' or 'All in stage'.
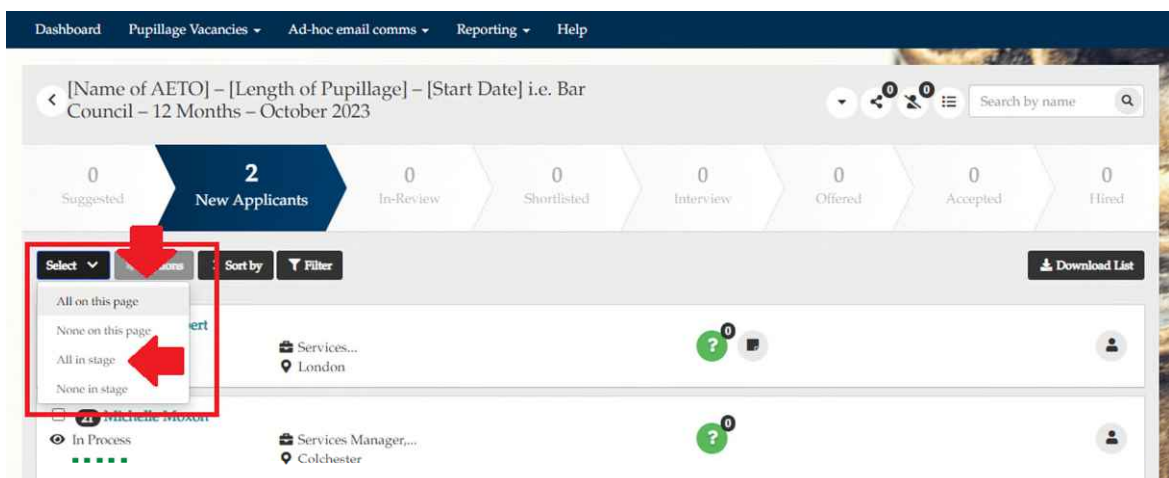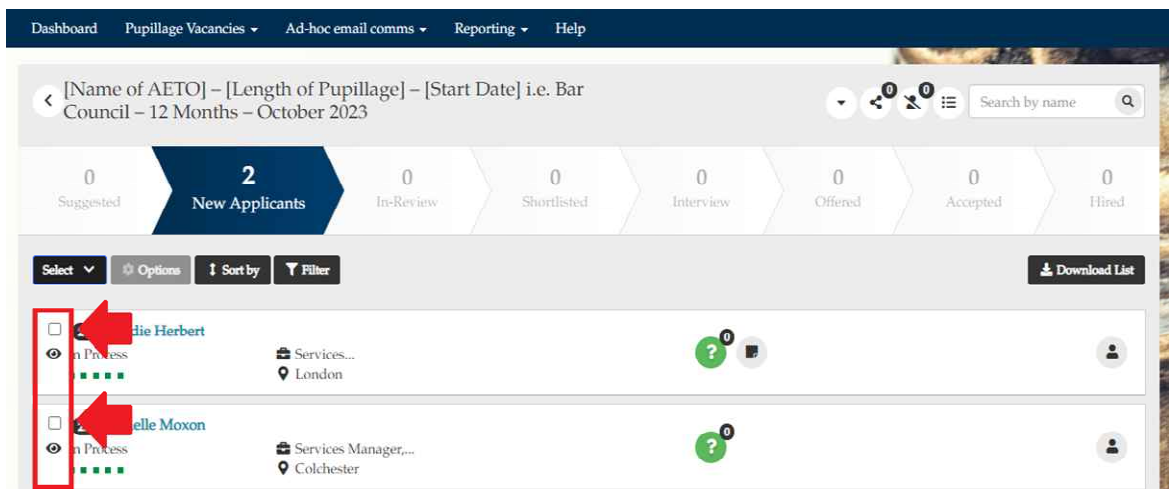
Once you have selected the applicants that you would like to process, you have several 'Options' available to you under the relevant dropdown menu.
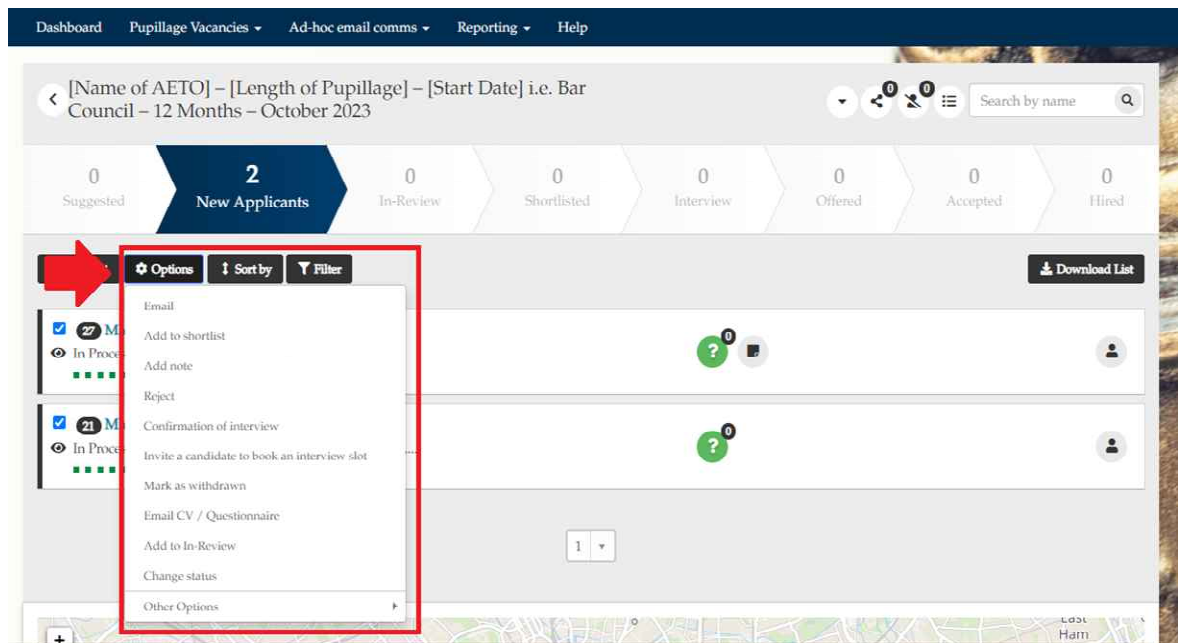
Email allows you to send a bespoke emails to the applicants in the relevant stage, with the option to add attachments. Edit the template email beforehand, noting that it will send immediately to the number of candidates show in the top right-hand corner.
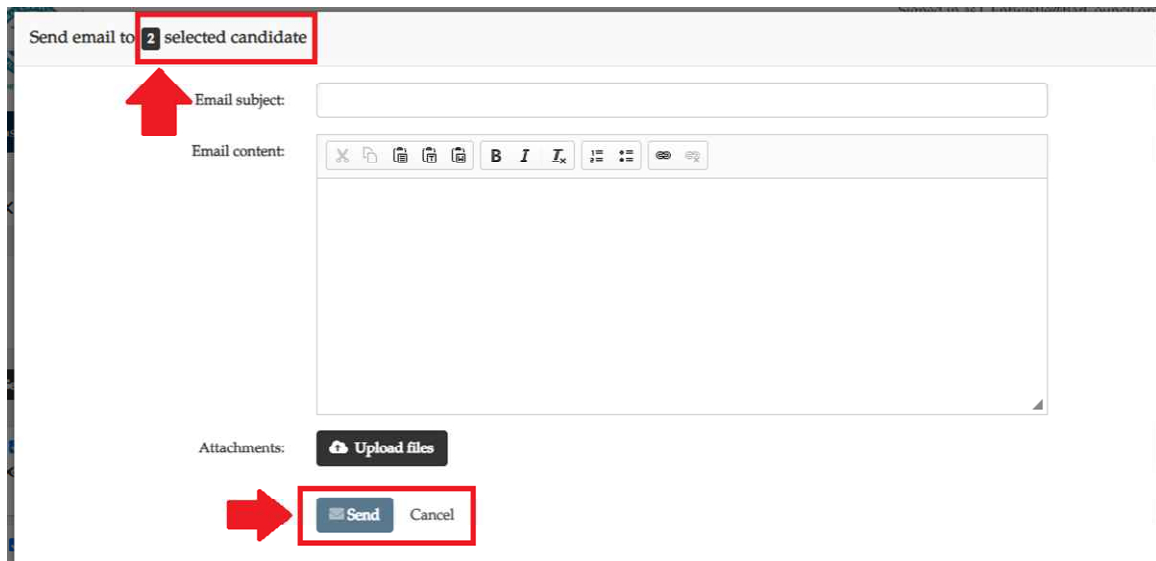
Add to shortlist moves the relevant applicants from 'New Applications' to 'Shortlisted'. If you select this option you will receive a pop-up notification listing the names of the relevant applicants and asking you if you are sure you want to perform this action. You will need to select 'Yes, continue' to progress.
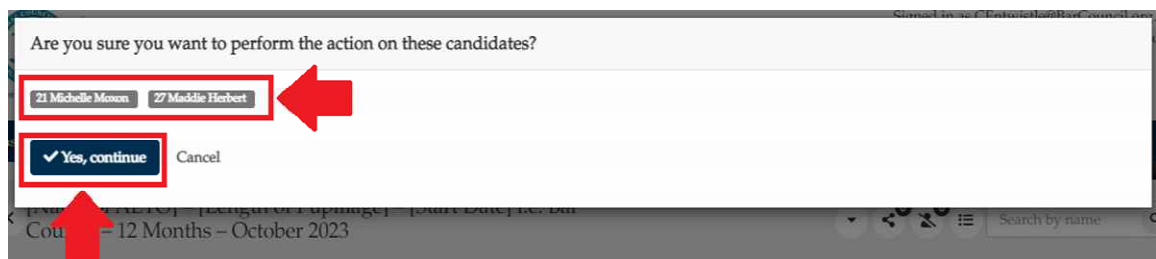
Add note allows you to add internal notes or assign yourself tasks in relation to the applicants that you have selected.

Note: The 'SMS' option in the 'Add note' functionality has not been activated and cannot therefore be used to communicate with applicants.

Reject allows you to mark the relevant applicants as unsuccessful. If you select this option you will receive a pop-up template email asking you if you would like to 'Reject only' or 'Reject and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates show in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described above to contact them separately. Alternatively, you can contact them

using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Note: The text that is used within the editable template emails designed by the Bar Council can be found in Annex 3 of this User Guide.

Top tip: By hovering over the number shown next to 'selected candidate', you can view the names of the candidates that you will be sending the relevant correspondence to.

You can access the applicants that you have rejected using the rejected persons icon in the top right-hand corner, next to the 'Search by name' search box.

Top tip: One of the most frequent complaints from applicants is that AETOs have rejected them 'by silence'. Please don't forget to change the status of, and contact, those candidates that have not been successful.

Confirmation of Interview is to be used during the interview set-up process. Please see section 8 below for further information.

Invite a candidate to book an interview slot is to be used during the interview set-up process. Please see section 8 below for further information.

Mark as withdrawn allows you to mark the relevant applicants as withdrawn, for example if they contact you to inform you that they will no longer be pursuing a pupillage with your Authorised Education and Training Organisation. As with the 'Reject' option above, you will receive a a pop-up template email asking you if you would like to 'Mark as withdrawn only' or 'Mark as withdrawn and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

You can access the applicants that you have withdrawn using the rejected persons icon in the top right-hand corner, next to the 'Search by name' search box.

Email CV/Questionnaire is to be used to send PDF copies of the candidates' applications to your email address. To receive copies of all your applications using this method, ensure that you have chosen 'All in Stage' from the 'Select' dropdown

menu beforehand. You will receive the applications in groups of 50 and will be able to access them through a link to a downloadable zip file. The subject line of these emails will indicate how many emails you can expect to receive, and which of those emails the one you are currently reviewing. An example of the email you will receive is included below for reference.
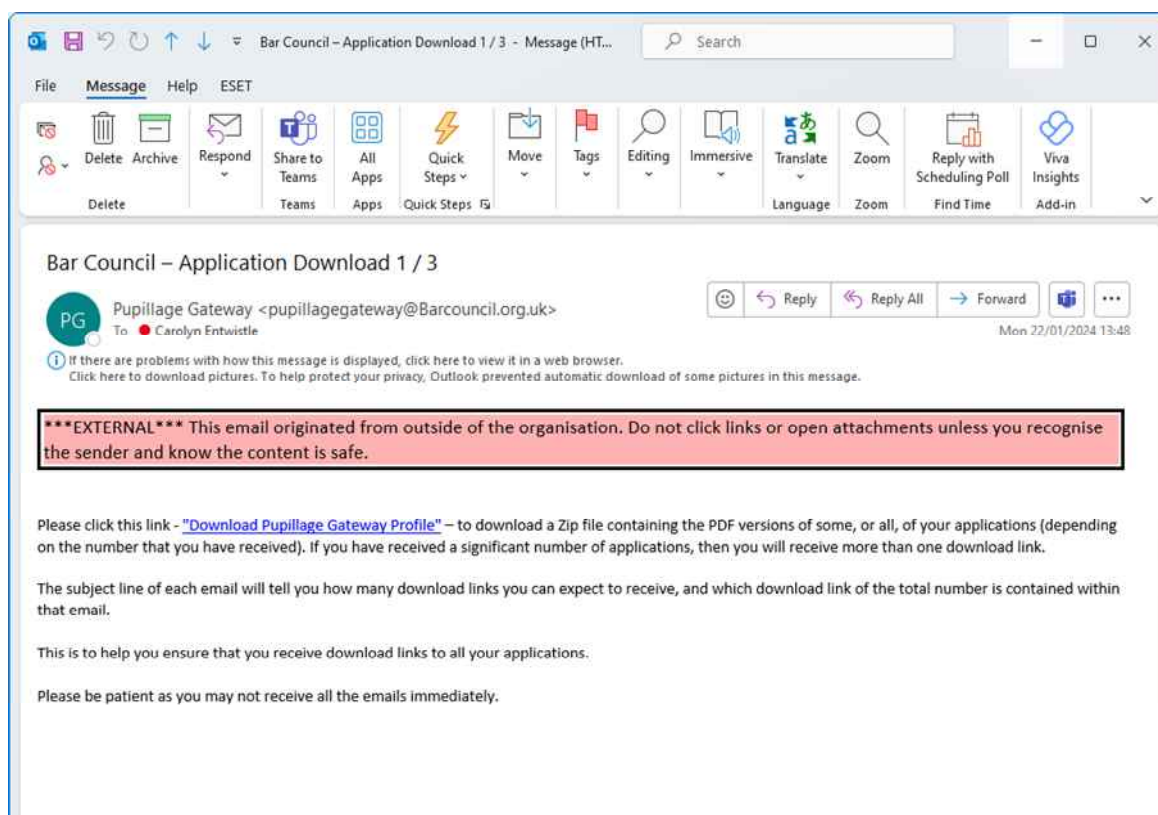
When you select 'Email CV/Questionnaire', a pop-up box will appear. You can edit the text included in the 'Email Content'.

If you wish to send anonymised applications, then you will firstly need to have selected the appropriate Anonymisation Policy from the 'Candidate Processing' section of your advertisement template (see page 14). Once you have done so, you should use the 'Anonymised CVs' option in the dropdown menu beneath the 'Attachments' box to send the correct versions of the applications forms to yourself.

If you do not wish to send anonymised applications, you should use the 'Tribepad Generated CV(s)' option in the dropdown menu instead.

Email CV / Questionnaire

Due to the size of the attachments of your email there is a risk that your email will be blocked. If it is not received then please try again but select fewer candidates.

To: CEntwistle@BarCouncil.org.uk

Email subject: Bar Council – Application Download {$email_number} / {$total_emails}

Email content:

Please click this link - {$download_link} – to download a Zip file containing the PDF versions of some, or all, of your applications (depending on the number that you have received). If you have received a significant number of applications, then you will receive more than one download link.

The subject line of each email will tell you how many download links you can expect to receive, and which download link of the total number is contained within that email.

This is to help you ensure that you receive download links to all your applications.

Attachments: ☁ Upload files

11 CVs attached

Original CV(s)
Do not attach CV(s)
Original CV(s)
Tribepad generated CV(s)
Attach application questions answered by applicants

✉ Send   Cancel

You should then choose either to toggle on 'Single file' or toggle on 'Single file per candidate', followed in both cases by toggling on 'Attach application questions answered by applicants'. If you select 'Single file' then you receive as an attachment to the email a single PDF containing all of the application forms in the order that you have sorted them (in groups of up to 50). If you select 'Single file per candidate' then you will receive each application as a separate PDF attachment to a single email (again, in groups of up to 50).

Top tip: Save yourself from using the 'Email CV/Questionnaire' functionality and simply ask the Bar Council Services Team to set your barristers up with a Recruitment Process Participant account. Using this account, your members will be able to access the applications to view them in the format that you have specified (either anonymised or not, depending on your 'Candidate Processing' selection), but will not have the permissions to do anything else (such as communicate with the candidates, push them through the various stages, or edit your questionnaires).

Add to In-Review moves the relevant applicants from 'New Applications' to 'In-Review' and also gives you the opportunity to divide your candidates' applications amongst up to 20 panels.

If you select this option you will receive a pop-up notification listing the names of the relevant applicants and asking you to select which 'Panel' you would like to add them to. Once you have selected your preferred 'Panel' from the dropdown box, select 'Yes, continue' to confirm.
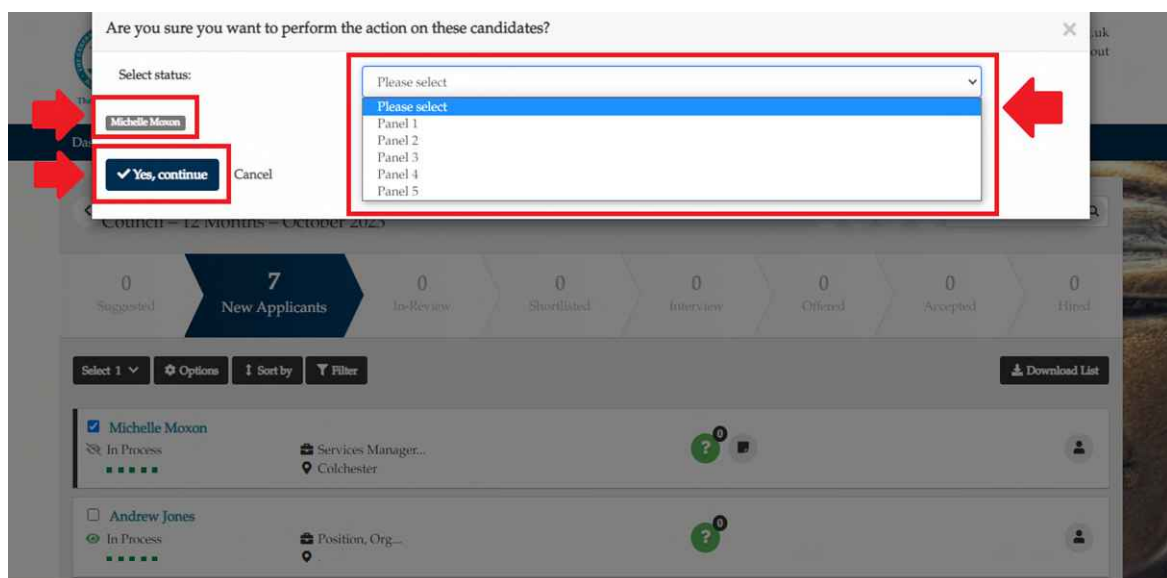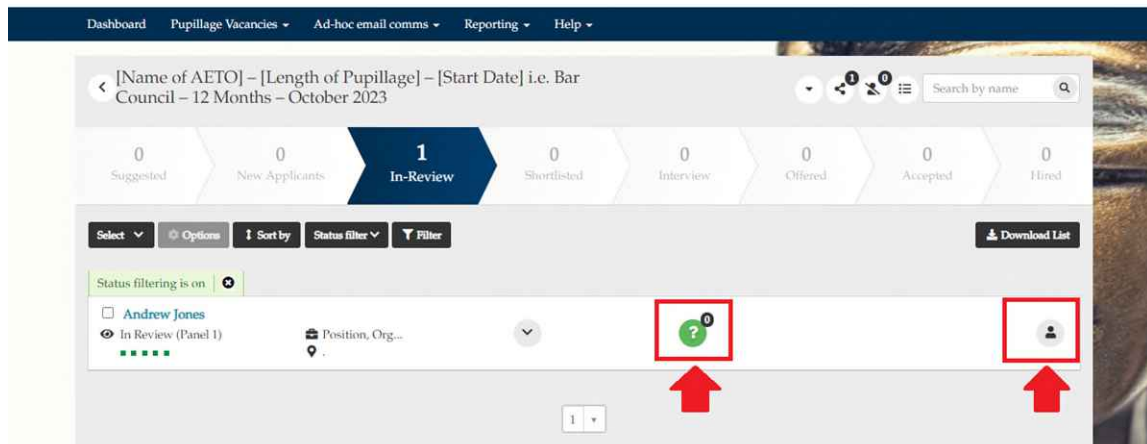
Note: If you do not wish to allocate your candidates to a 'Panel' you can simply leave the selection blank and click 'Yes, continue'.

Once you have finished allocating your applicants to different 'Panels', the name of the one that they have been allocated to will appear beneath their name. You will also be able to filter your candidates by the 'Panel' that they belong to using the 'Status filter' button.
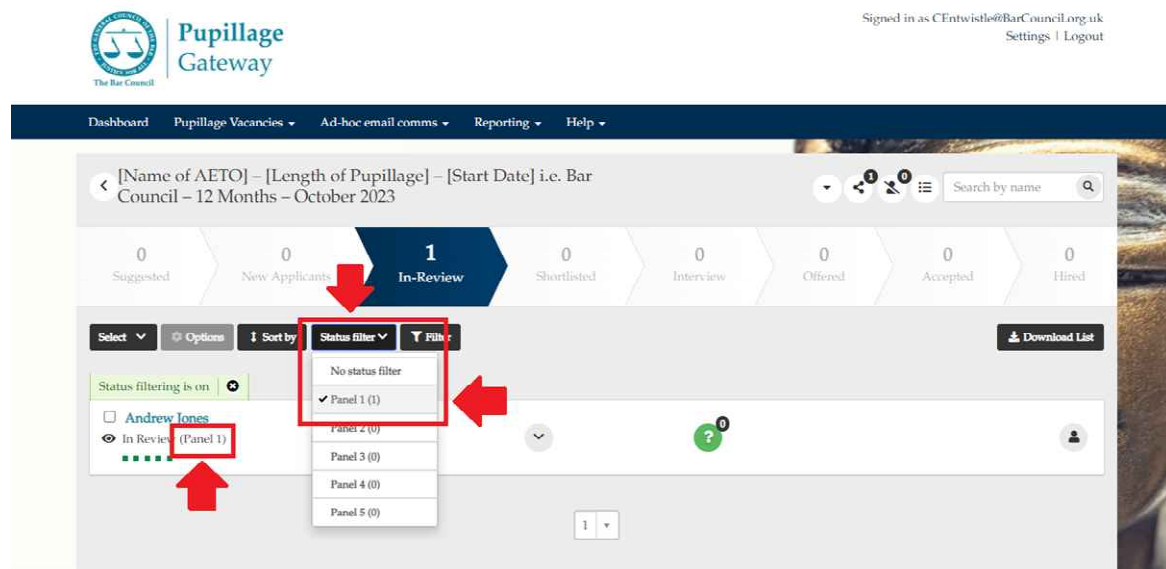
If you have created Recruitment Process Participant accounts then, when they log in to the Pupillage Gateway, they will be able to use the same 'Status Filter' button to view only those applications that have been allocated to the 'Panel' that they have been assigned. They can then either email the applications to themselves, following the 'Email CV/Questionnaire' steps set out above, or view the various elements of each application electronically by clicking on the 'Profile' icon (for the candidates' employment and work experience history, and education history) and the green question mark icon (for the candidates' answers to the Bar Council Standardised Questionnaire and the Authorised Education and Training Organisations Bespoke Questionnaire).

Change Status – You can use the 'Change Status' button to move applicants to alternative panels.

Other Options – Mark as selected moves the relevant applicants to 'Accepted [an offer of pupillage]'. As with the 'Reject' option above, you will receive a a pop-up template email asking you if you would like to 'Mark as accepted only' or 'Mark as accepted and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Other Options – Hire moves the relevant applicants to 'Hire [for pupillage]'. As with the 'Reject' option above, you will receive a a pop-up template email asking you if you would like to 'Mark as hired only' or 'Mark as hired and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access

by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Other Options – Offer Job moves the relevant applicants to 'Hire [for pupillage]'. As with the 'Reject' option above, you will receive a a pop-up template email asking you if you would like to 'Offer job only' or 'Offer job and send email', and you can edit the relevant email before you send it. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Note: Other Options – SMS, Other Options – Send Questionnaire and Other Options – Attach Document are redundant and should not be used.

8) Arranging interviews through the platform

To arrange interviews through the Pupillage Gateway, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, click the downward arrow button in the top right-hand corner, next to the 'Search by name' search box, and select 'Interview Slots' from the dropdown menu.
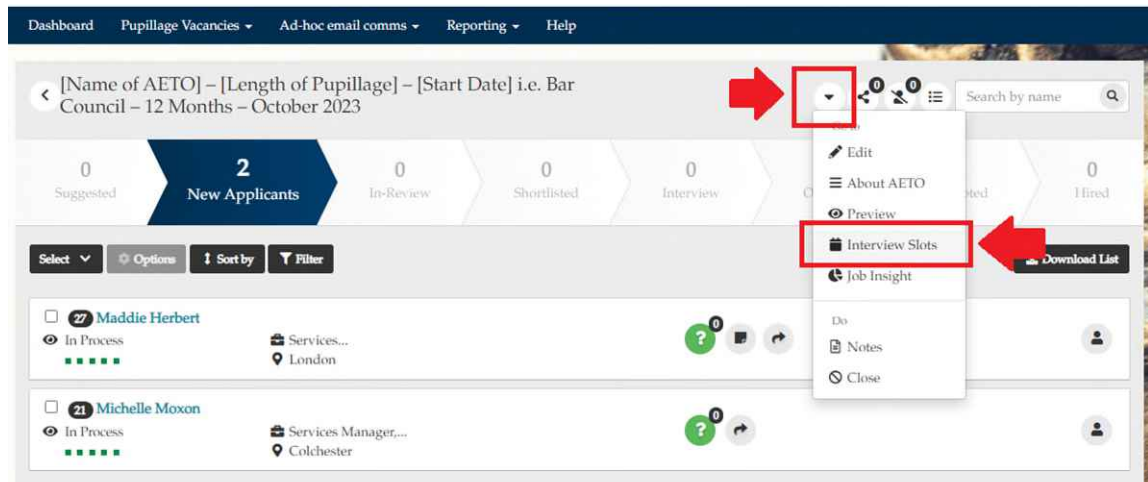
Top tip: You can use this process to set up interview slots for all stages of your process in advance, simply ensure that you select the correct 'Interview Stage' when creating your timetable i.e. use 'Interview' for first round interviews, 'Interview Second Stage' for second round interviews and so on and so forth. Applicants will only be able to book on the interviews when they have been moved to the relevant stage, so those invited to first round interviews will only be able to choose from the 'Interview' slots, those invited to second round interviews will only be able to choose from the 'Interview Second Stage' slots and so on and so forth.

When the 'Create/Edit Interview Slots' page appears, select 'Add Interview' and complete the Interview Creation Form.
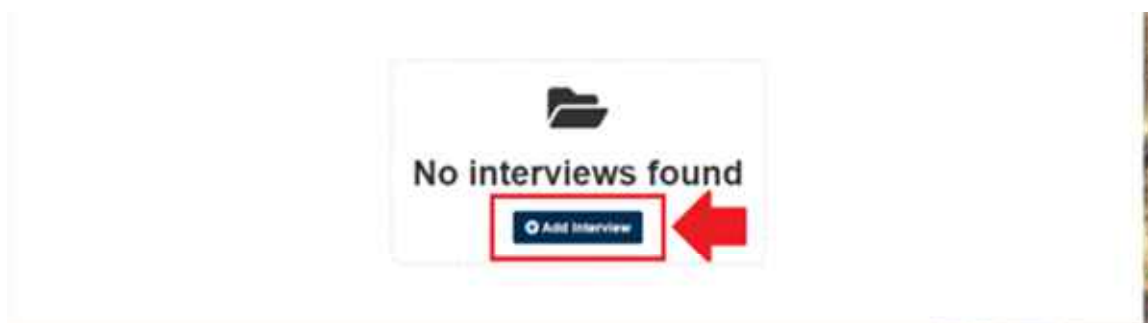
Interview Address allows you to add the address at which the interviews will take place, provided that you select 'New' from the range of options available.

Top tip: If you are planning to run virtual interviews, you can exchange the physical location of interviews for the ID of your Teams or Zoom meeting.

If you choose to do so, then please ensure that the email you send to applicants highlight where this information can be found (see below for the applicant view of the invitation).

Interviewer allows you to add the names and job titles of those who will be sitting on the interview panel. As you only have the option to add one row of information, it is suggested you separate the names and job titles of the interviewers using a semi-colon. Please note that this information will be visible to applicants.


Note: Attendees is redundant and should not be used.

Interview Stages and Slots allows you to select the interview stage from a dropdown menu ('Interview' for first round, 'Interview Second Stage' for second round, and so on and so forth), the number of candidates that the panel would like to see per interview, and gives you the option to either create a single interview slot or multiple interview slots.
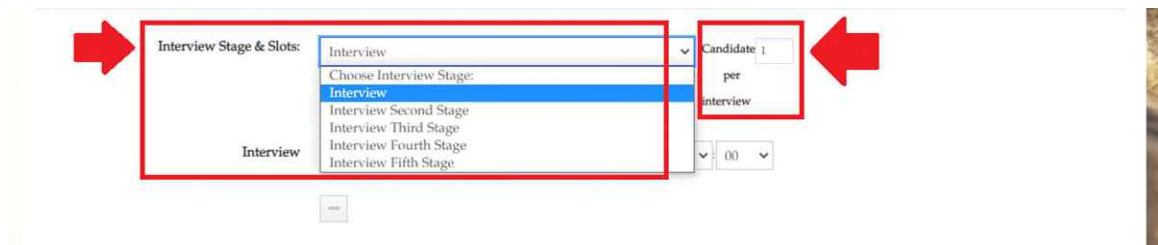
Top tip: If you are not including details of the interviews and are running more than one panel on the same day and at the same times, you can increase the number of candidates per interview to, for example, '3' and you will then be able to invite up to three applicants to join you per slot created.

Interview Stages and Slots allows you to select the interview stage from a dropdown menu ('Interview' for first round, 'Interview Second Stage' for second round, and so on and so forth), the number of candidates that the panel would like to see per interview, and gives you the option to either 'Create a Single Interview' slot or 'Create Bulk Interviews'.
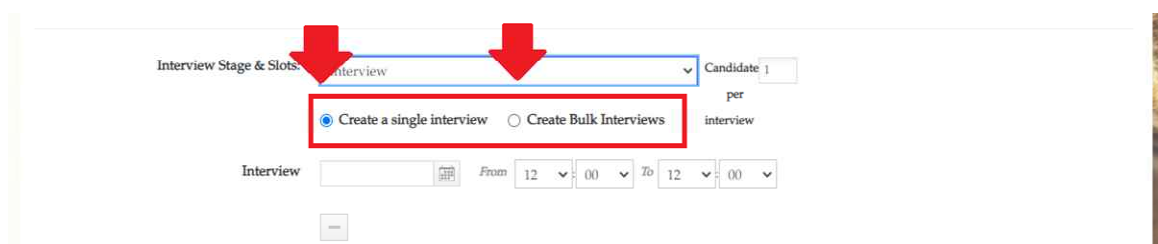
If you opt to 'Create a Single Interview', input the date and times of the first interview in the fields next to 'Interview', then select the '+' symbol beneath to add more. You can also use the '-' symbol to delete a slot, before pressing 'Save'.

If you opt to 'Create Bulk Interviews', you will be asked to complete a slightly more comprehensive form.

Repeat Interview allows you to set the date(s) on, and time(s) at, which the interviews will take place, using the calendar icones next to 'Start Date' and 'End Date' and the dropdown menus for each time stamp.

Duration enables you to set the length of time that each interview will take.

Exclude these days enables you, if applicable, to exclude specific days from the range of dates that you have selected using the 'Repeat Interview' function.

Exclude these times allows you, if applicable, to exclude certain times for the interviews (during which, for example, the panel might wish to take a lunch break or otherwise). You can use the '+Add' button to set-up additional exclusions.

Once you have created your interview slots, press 'Save' and the page will refresh with a 'Completed Successfully! Go to jobs dashboard' message showing in the green bar at the top of the 'Create/Edit Interview Slots' function.
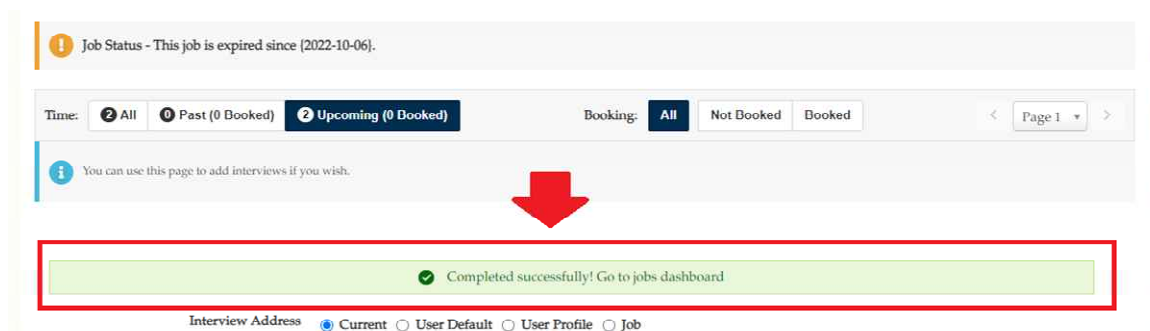

If you scroll down the page, you will also be able view the slots that you have created and delete any that you do not require, using the minus (-) symbol beneath each.
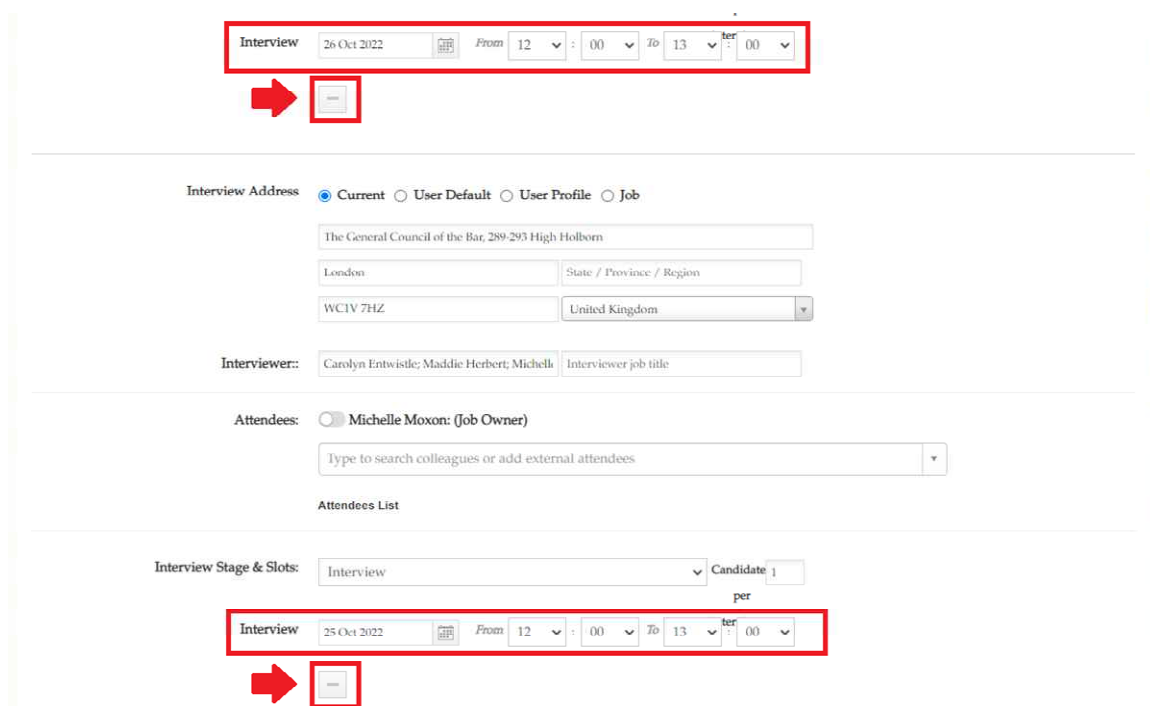
To invite your candidates to book interview slots, return to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, select the candidates that you would like to invite to interview from whichever status they currently reside in, then select 'Options' and 'Invite a candidate to book an interview slot'.
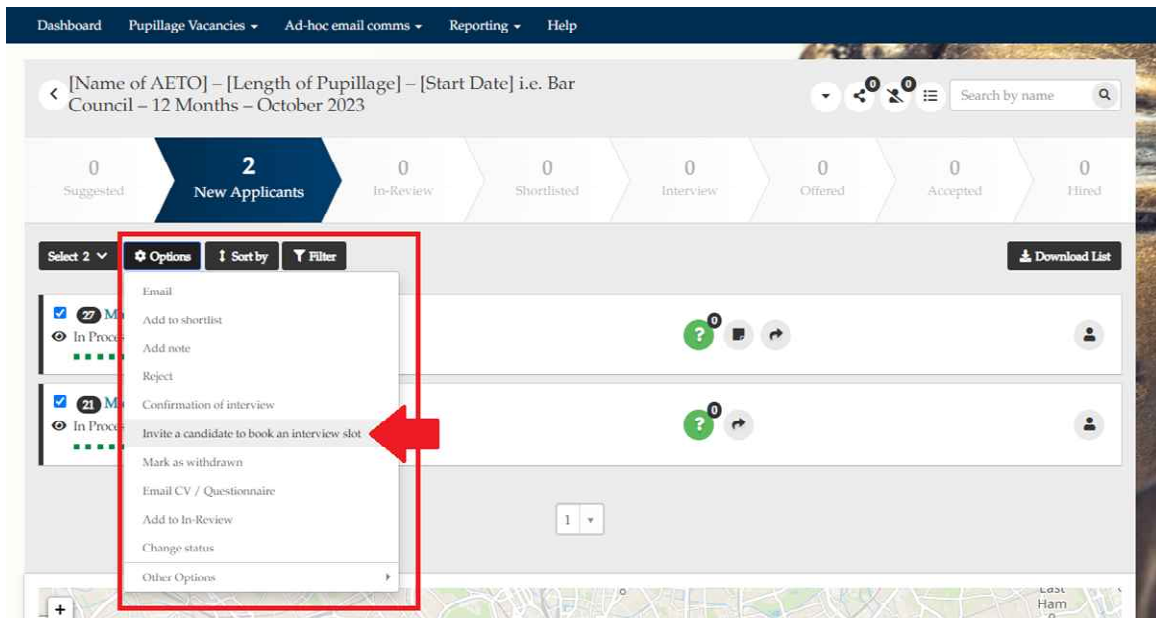
When the 'Invite a candidate to book an interview slot' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create a Single Interview' slot or 'Create Bulk Interviews' form you will have just completed.

Once you are happy with the interview details, select either 'Invite to interview only' or 'Continue to email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described under

section 7 above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

The applicants that you have contacted and moved to 'Interview' will now be able to login to their accounts and access a button appear to the right-hand side of your advertisement entitled 'Book/rebook an Interview'.
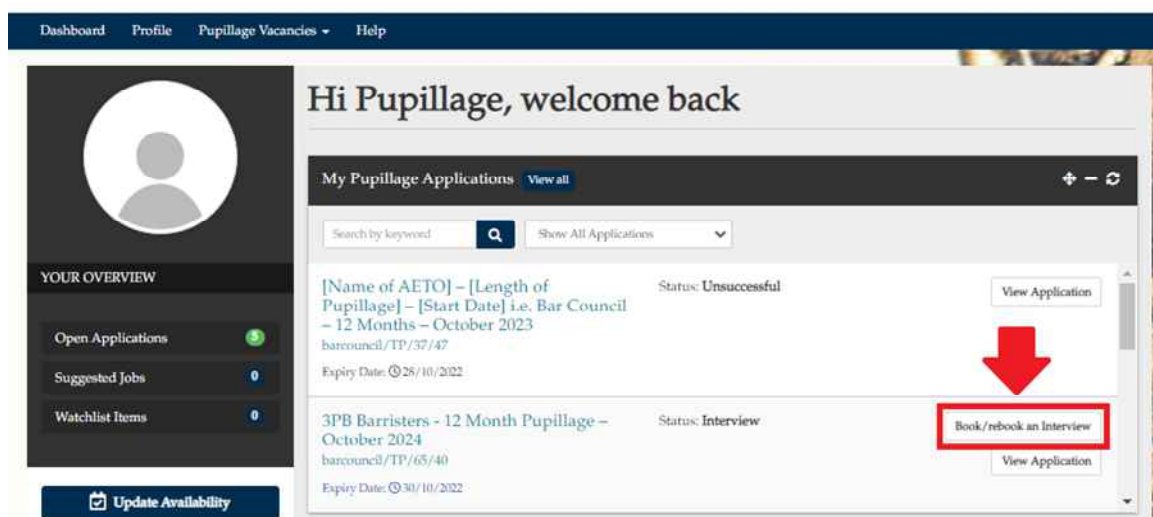
Once they have clicked on the 'Book/rebook an Interview' button to make their booking, they will be taken to the booking page and will be able to select an interview from the date(s) and time(s) that are still available, by clicking on the slot of their choice, followed by 'Book Interview'. If applicable, they will also be able to view the names of those sitting on the interview panel and the location of the interviews, which they can receive directions to through Google maps.
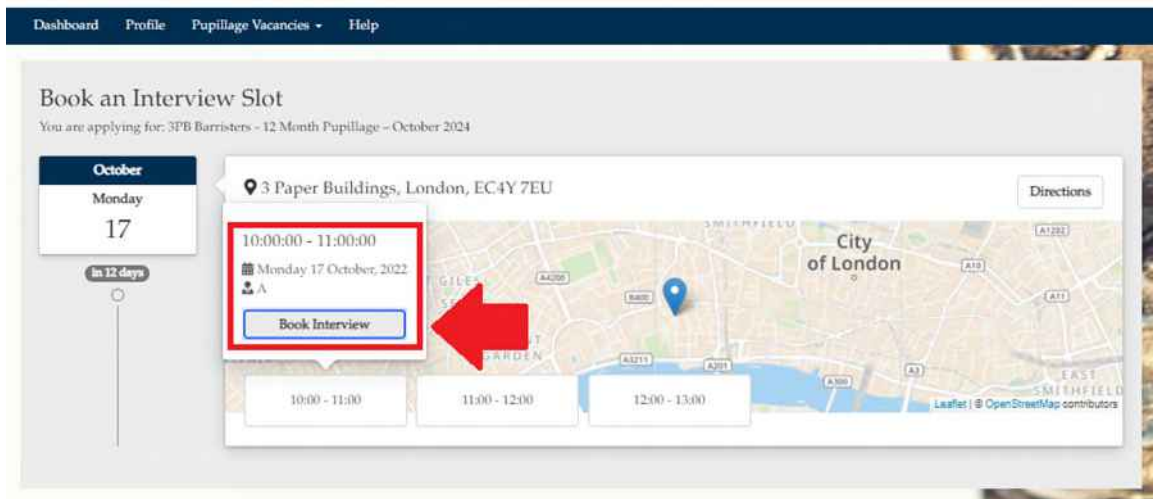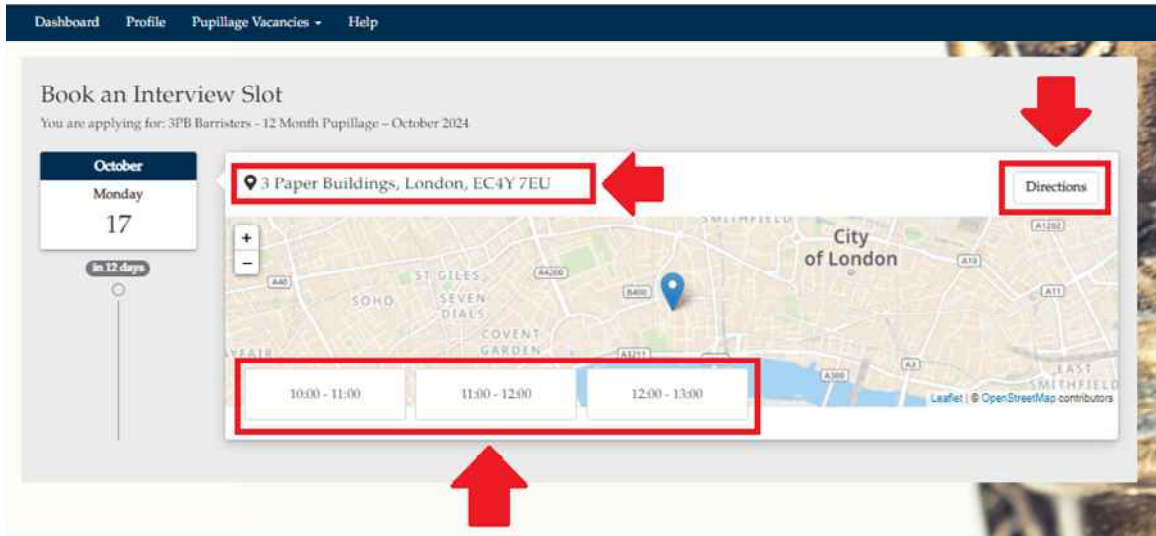
Once they have successfully booked their interview, a green tick will appear next to their name and, if you hover your mouse over it, you will be able to see which slot they have booked.
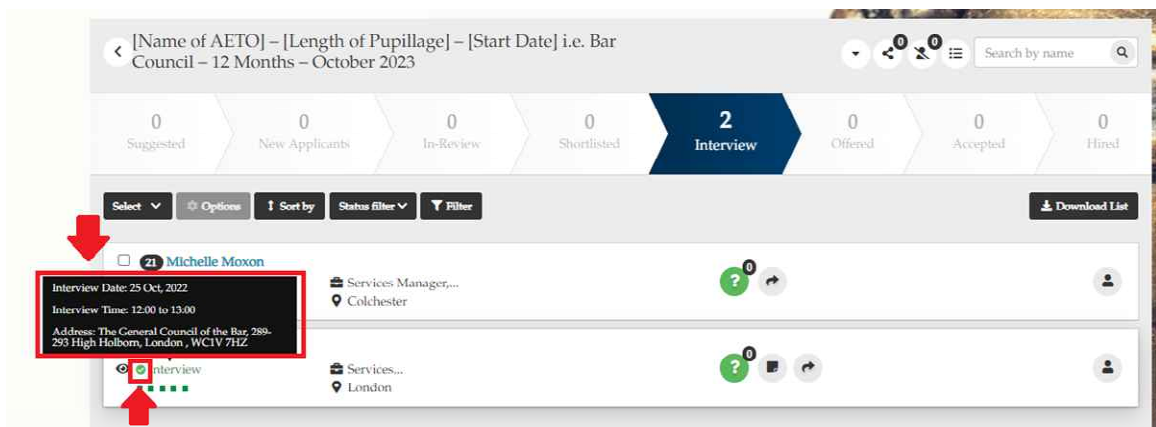
You can also view download a PDF of the interview timetable by downloading a CSV list of relevant applicants using the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.
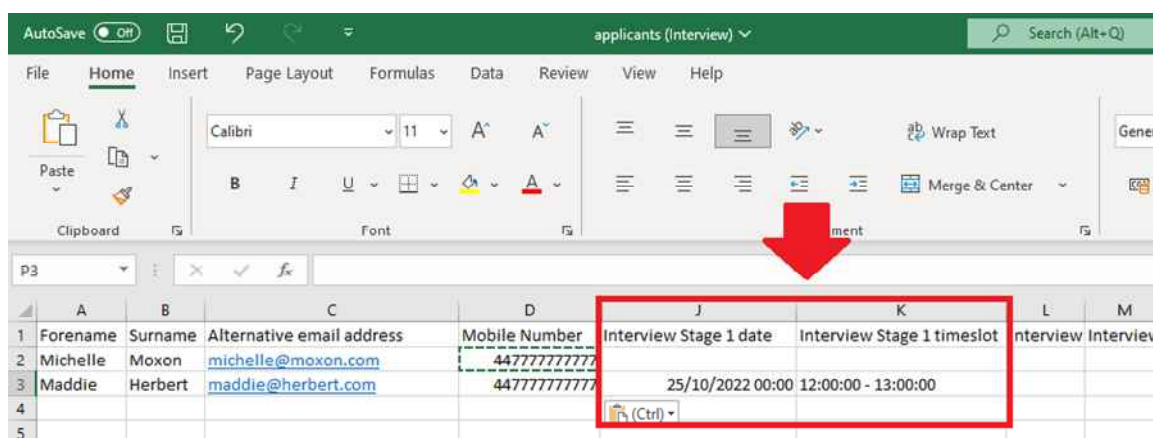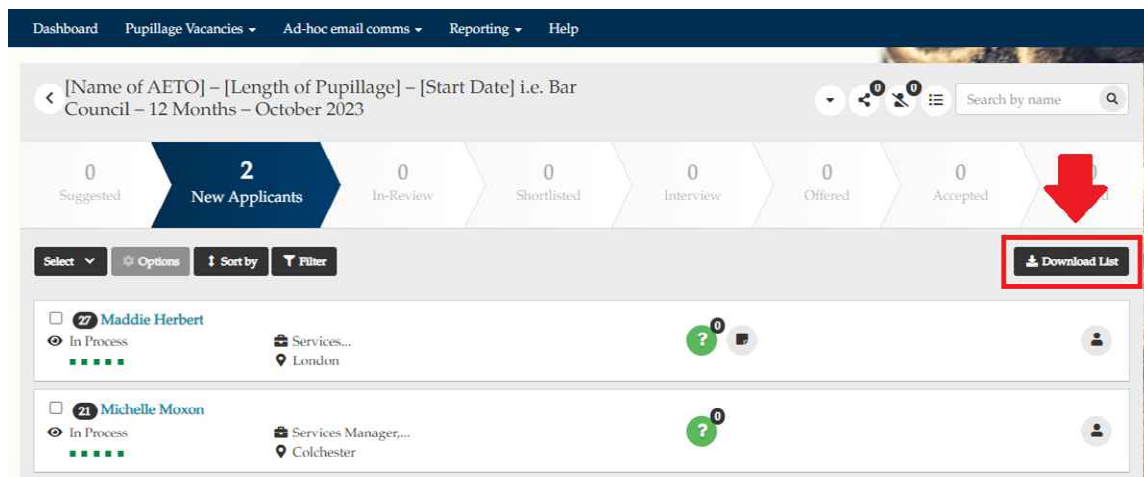
If you do not want the candidates to book their own interview times, you can assign them a slot on a per applicant basis. Follow the instructions above to 'Create a Single Interview' slot or 'Create Bulk Interviews', return to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, select the candidates that you would like to invite to interview from whichever status they currently reside in, then select 'Options' and 'Confirmation of Interview'.
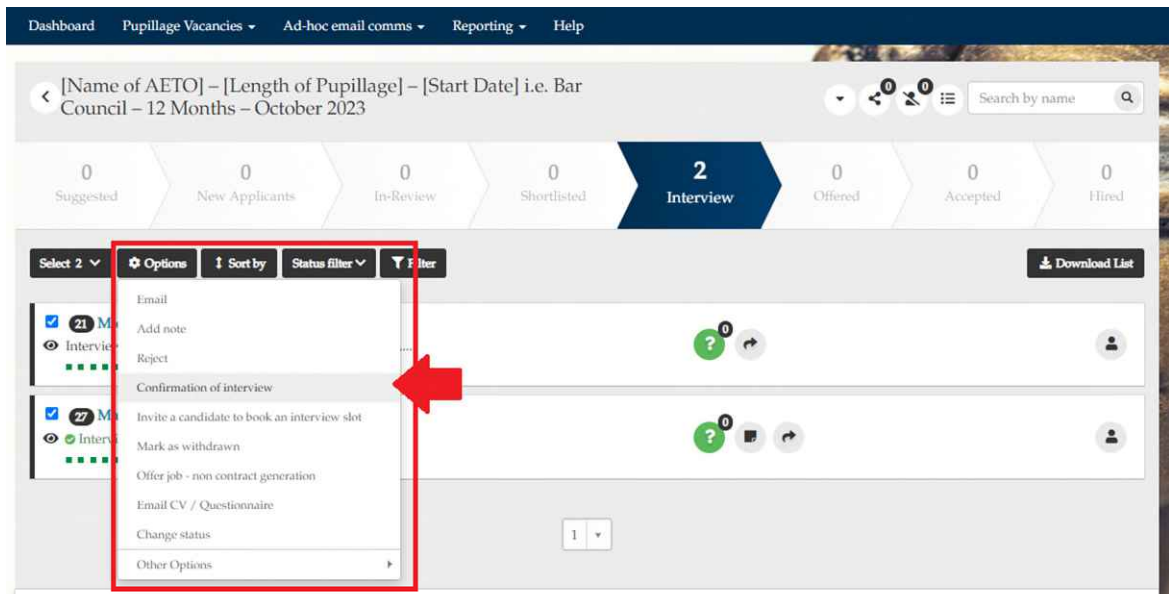
When the 'Confirmation of interview' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create a Single Interview' slot or 'Create Bulk Interviews' form you will have just completed.

Once you are happy with the interview details, you can select the name(s) of the applicant(s) that you would like to join you at the time specified using the 'Please Select' dropdown box. Once you have done so, their name will appear beneath the relevant date and time, and you can remove it using the 'X' button.
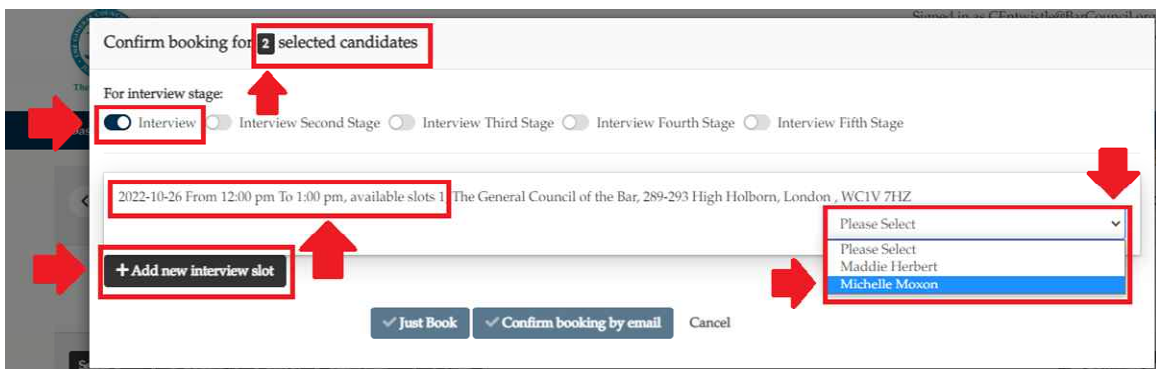
Finally, select 'Confirm booking by email' and edit the template email according to your preferences. Select 'Book interview and send email' to finalise the process, noting that it will send immediately to the number of candidates show in the top right-hand corner.

Note: The Bar Council does not recommend using the 'Just Book' or 'Book interview only' functionality in this instance as it will automatically move the candidates to the 'Interview' status and the lack of accompanying information contained within the 'Confirm booking by email' > 'Book interview and send email' template email is likely to cause confusion.

9) Changing interviews through the platform

You cannot cancel an applicant's interview slot on the Pupillage Gateway, but you can edit it to in your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. Go to the applicants in 'Interview', hover over the name of the relevant candidate, and select 'Interview' from the box that appears.
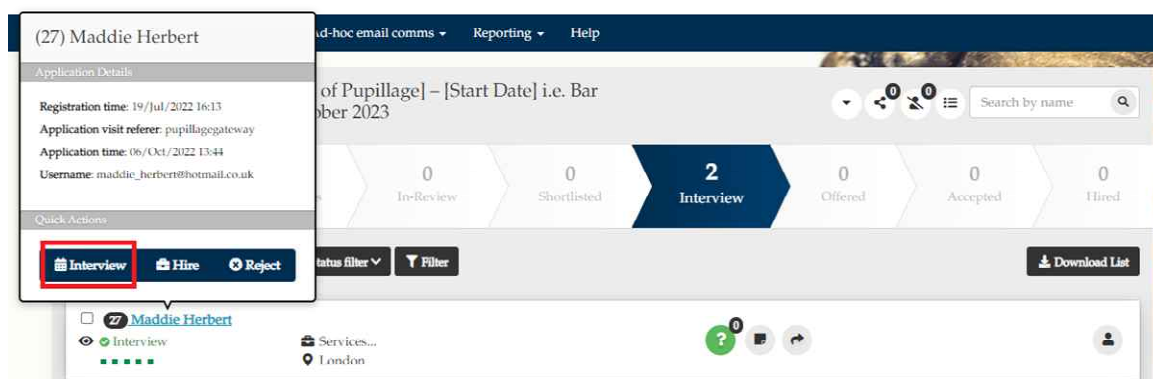
When the 'Confirmation of interview' pop-up notification appears, toggle on the relevant interview stage, followed by the interview date and/or time that you are changing the candidate to.
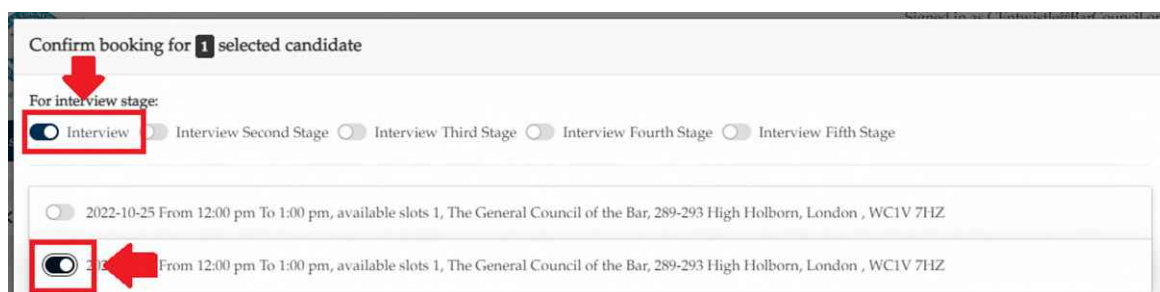
If the date and/or time that you are seeking to change them to isn't available, then it will have either been allocated to, or taken by, another candidate. To create an additional interview slot, use the '+Add new interview slot' button.

Once you have clicked '+Add new interview slot', input the date and times of the alternative interview slot in the fields next to 'Interview' and then select 'Confirm booking by email'. Edit the template email according to your preferences and select 'Book interview and send email' to finalise the process, noting that it will send immediately to the relevant candidate.

Note: The Bar Council does not recommend using the 'Just Book' or 'Book interview only' functionality in this instance as the relevant candidate will not be notified of the changes that you have made to their interview slot.

10) Making offers to applicants

Unlike the previous version of the Pupillage Gateway, you cannot use this version to set up your offers in advance of the advertised date. To give you sufficient time to carry out the relevant process, we have altered the time that you may make offers from 09:00 to 09:30.

To make an offer of pupillage through the platform, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, go to the applicants in 'Interview', select the names of the candidates that you would like to make an offer to, and then select 'Offer job – noncontract generation' from the 'Options' dropdown box.
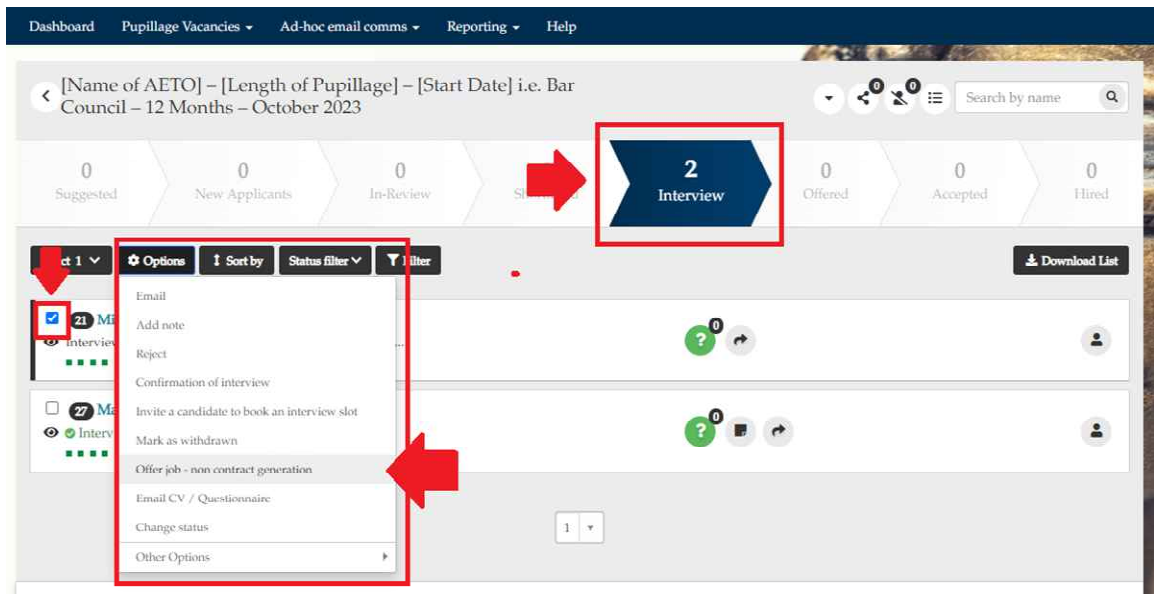
Once you have selected 'Offer job – noncontract generation' from the 'Options' dropdown box, select either 'Offer job only' or 'Offer job and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates show in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described under section 7 above to contact them separately.
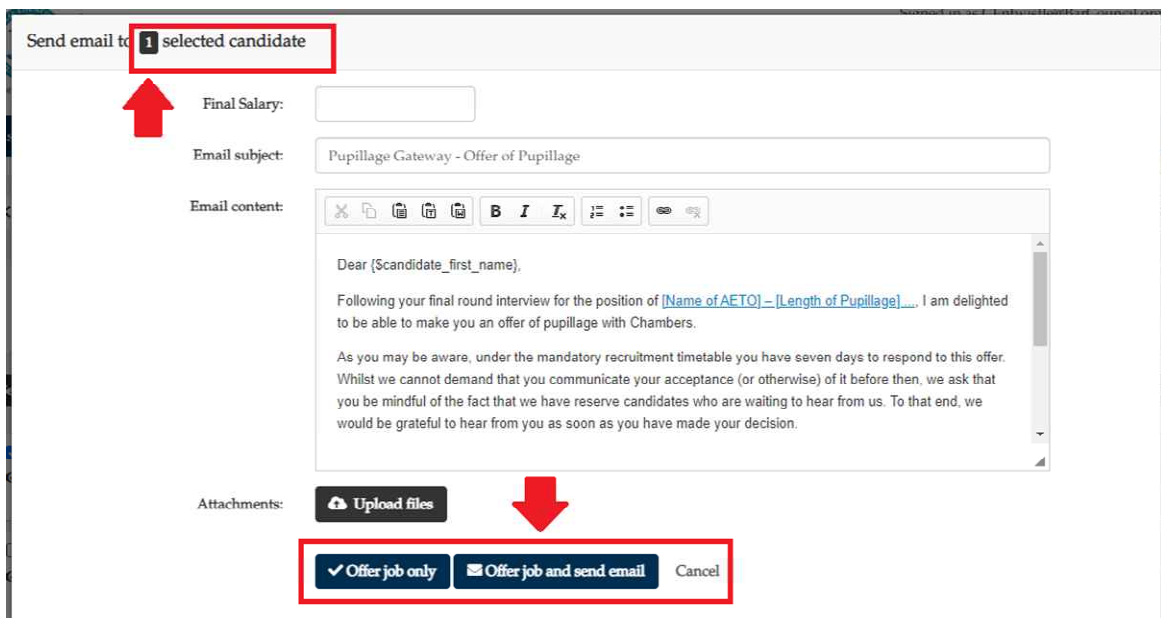
Alternatively, you can contact them by phone or using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

Once you have selected the 'Offer job only' or 'Offer job and send email' option, the candidate will be moved to the 'Offered' status. When they have accepted your offer, you can 'Mark [them] as accepted' using the 'Options' dropdown menu.
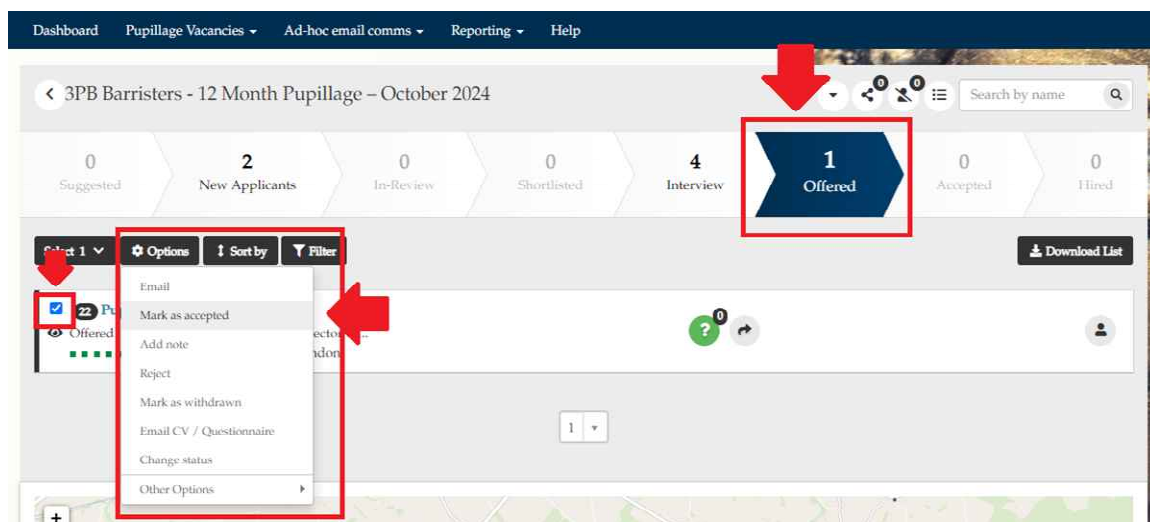
Once you have selected 'Mark as accepted' from the 'Options' dropdown box, select either 'Mark as accepted only' or 'Mark as accepted and email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described under section 7 above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

11) Contacting referees

You are not able to contact referees using the Pupillage Gateway, but you can obtain their contact details by downloading a CSV list of relevant 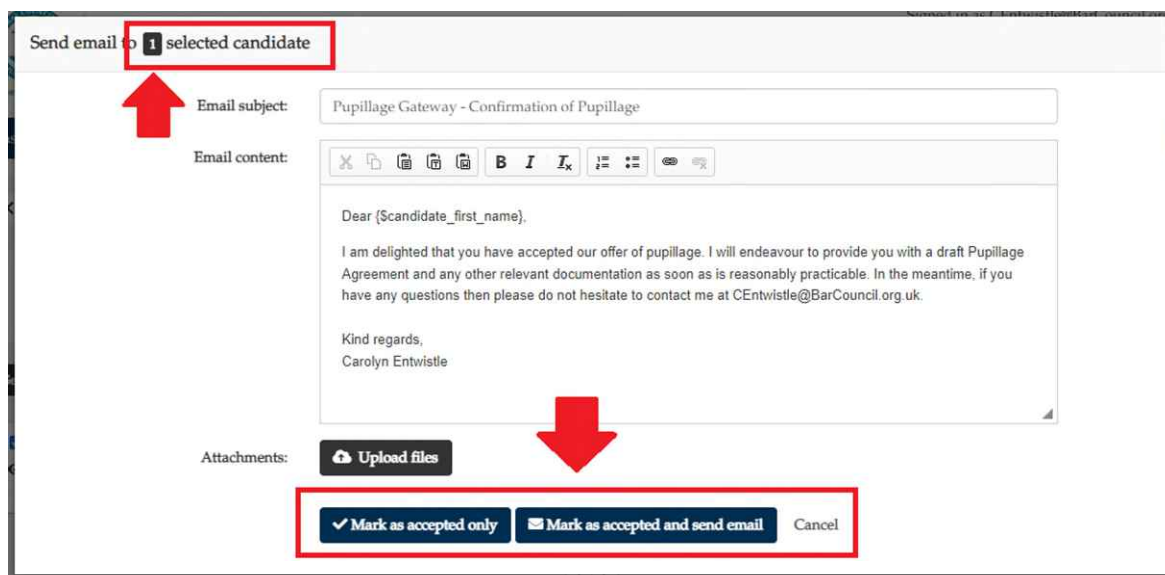applicants using the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.
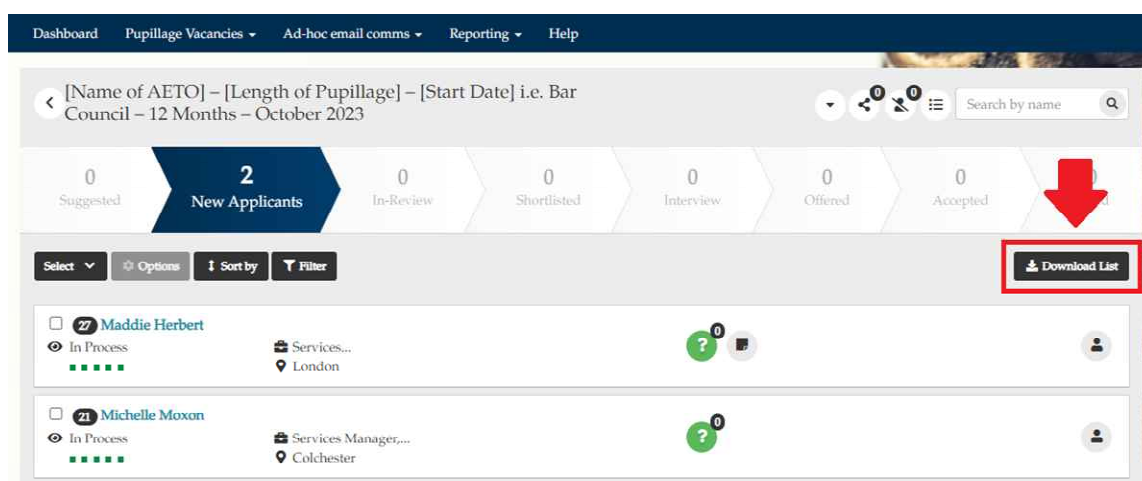
The referee contact details can be found under columns AL (Reference 1 Name) AN (Reference 1 Email Address), AP (Reference 2 Name) and AR (Reference 2 Email Address).
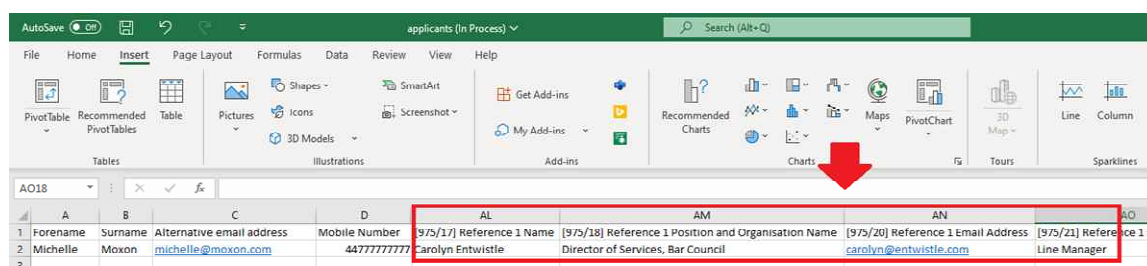
12) Viewing an applicant's history

For auditing or troubleshooting purposes it may be necessary to check the history of actions carried out by your Authorised Education and Training Organisation in relation to a specific candidate e.g. the 'Status(es)' they have been moved to and when, and any communications that have been sent to them through the Pupillage Gateway.

To view an applicant's history, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, click the list button entitled 'ATS Activity Log' in the top right-hand corner, next to the 'Search by name' search box.

The 'ATS Activity Log' pop-up box will appear, and you can use the box in the top right-hand corner to search by an applicant's name. Alternatively, you can filter the results using the 'Start Date', 'End Date' and 'Filter by Recruiter' options contained within the main navigation menu of the pop-up box.
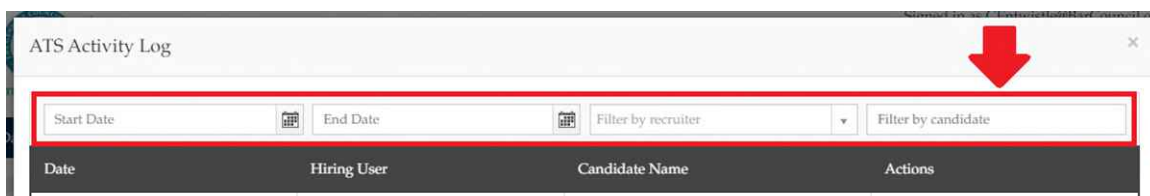
The results of your search will include the time and date of the relevant action, the name of the Recruitment Administrator (or 'Hiring Manager') responsible it, the name or number of the candidate to whom the action applied, and what the action was. You can also view any emails associated with a specific action by selecting the 'View Email' button that will appear beneath the description of the action taken.

13) Viewing equal opportunities monitoring reports

To view the equal opportunities monitoring report for your advertisement, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, click 'Reporting' in the main navigation board and select 'Insights'.
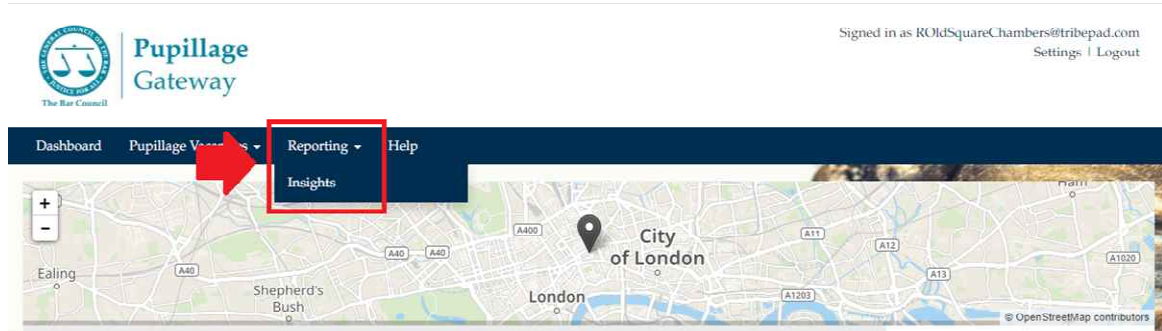
A new window will open, and you will need to login using your Pupillage Gateway account details. Accessing 'Insights' involves a two-f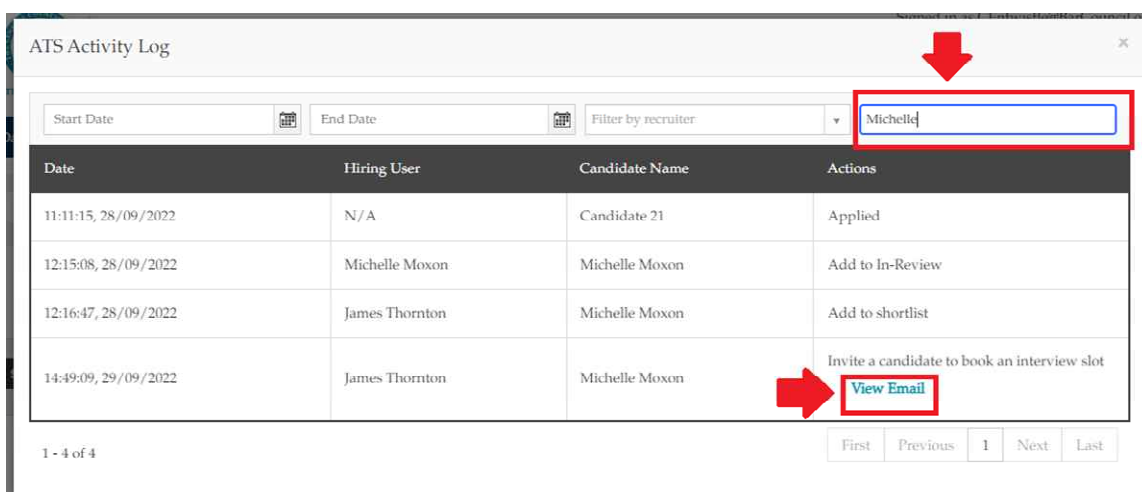actor authorisation process, and you will therefore also need to follow the instructions for generating a code using your mobile device, or for one to be sent to your email address.

Once you have logged on to 'Insights' use the dropdown 'Diversity' button contained within the right-hand menu to view the equal opportunities monitoring reports relevant to your Authorised and Education Training Organisation.
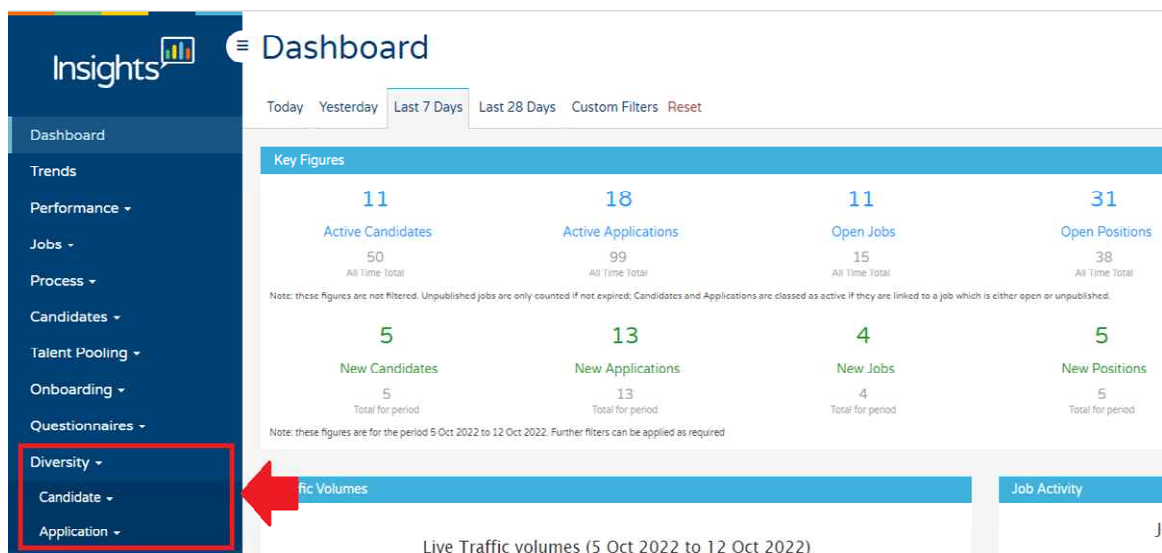
If you select 'Application', followed by 'Overview by Status', you will be able to view the percentage of candidates that have answered any given question contained within the Equal Opportunities Monitoring questionnaire, split by the

status(es) that they have been moved to. This information is real time so by the end of the process you should see only those in 'Rejected', 'Withdrawn', or 'Hired'.

For example, in the screenshot above, when asked to categorise their age group, 20% of applicants responded with "Prefer Not to Say", 40% responded with "25 – 34", and a further 40% responded with "20 – 24".

If you hover your mouse over each of the bars in a chart, you will also be able to view the number of candidates within the relevant status that have answered any given question contained within the Equal Opportunities Monitoring questionnaire.
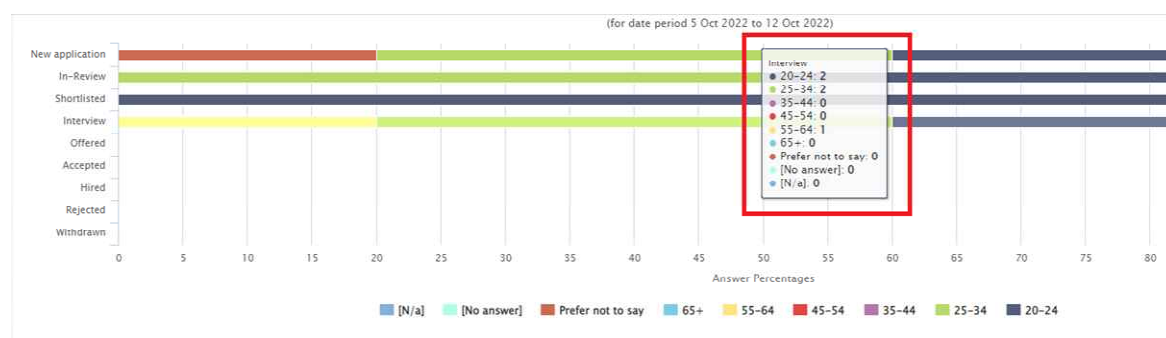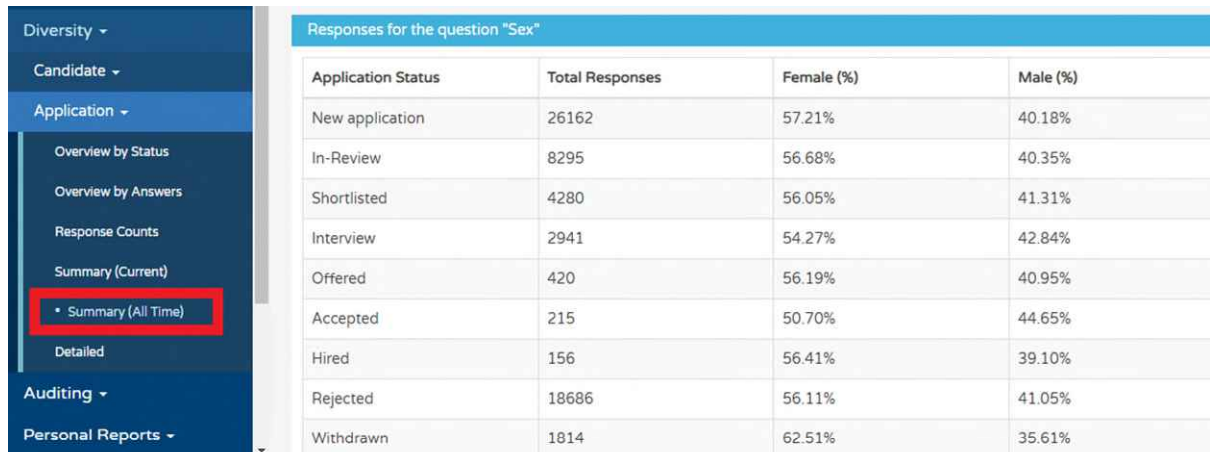
For example, in the screenshot above, when asked to categorise their age group, two interviewees responded with "20 – 24", two with "25 – 34" and one with "55 - 64".

Top tip: After the Pupillage Gateway timetable has come to an end, the Bar Council will circulate similar reports containing the aggregated data for all of the candidates that have made an application in the same period and for those candidates that made at least one application to Authorised and Education Training Organisations with the following specialisms: 'Chancery'; and

'Commercial'; and 'Crime'; and 'Family'; and 'General Civil'; and 'Mixed Practice'.
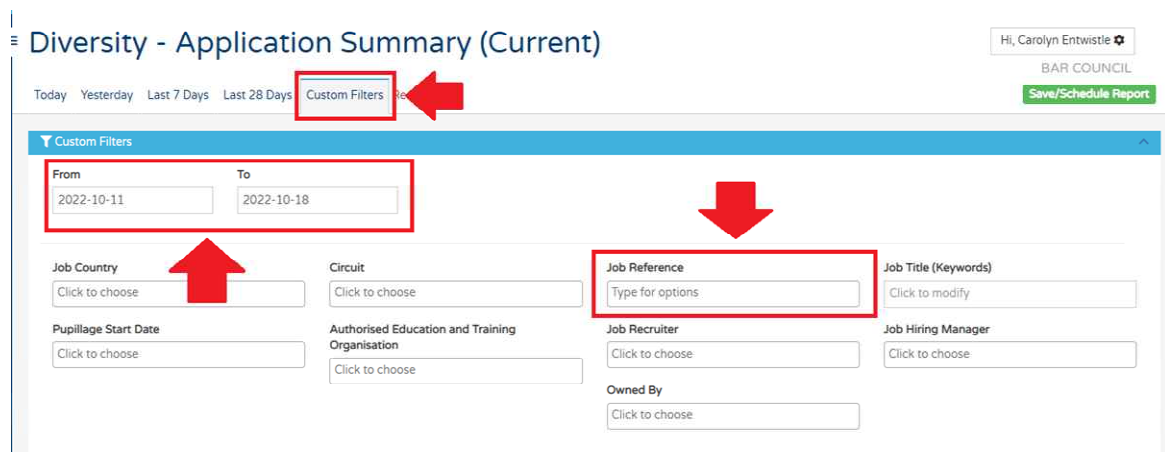
To download this information as a CSV file, instead of selecting 'Overview by Status' under 'Application', select 'Summary (all time)'.

When the data loads, select 'Custom Filters' from the top of the page. Here, you can filter by 'Job Reference' to ensure that you are only viewing the data relevant to a specific advertisement, and by the 'From' and 'To' dates that you wish to see.

Once you have set out your preferred filters, scroll down the page and press 'Submit', wait for the data to refresh, and then select 'CSV' from the 'Export' dropdown menu to download your report.
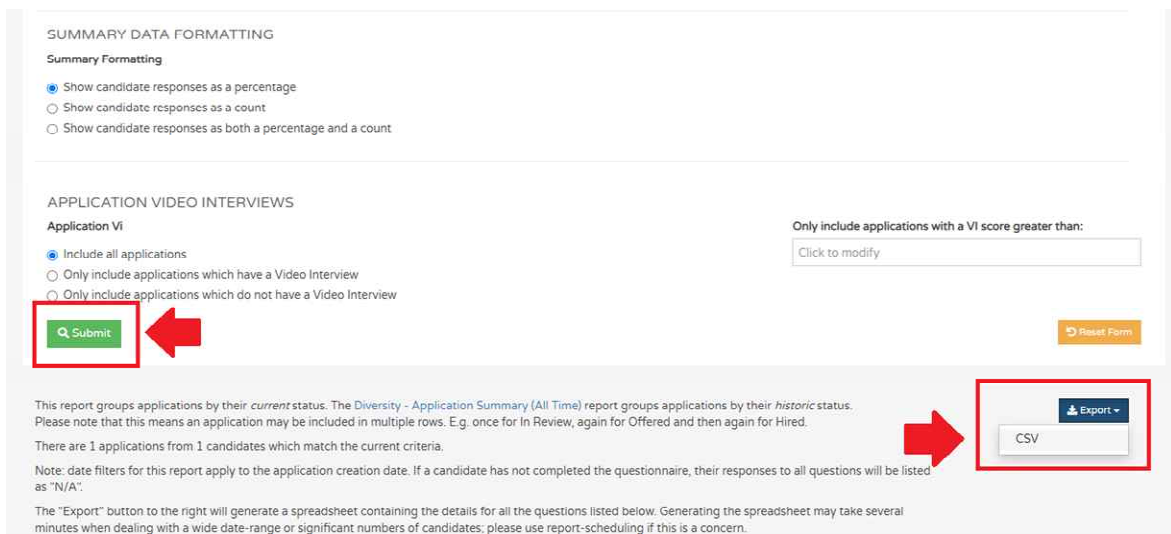
Top tip: You will see from the screenshot above that you can also choose whether to view the candidate responses 'as a percentage', 'as a count', or 'as both a percentage and count'.

To download the equivalent of the 'Equal Opportunities Monitoring by Applicant' report on the historic version of the Pupillage Gateway, select 'Applications' from the 'Diversity' menu, followed by the 'Detailed' report.
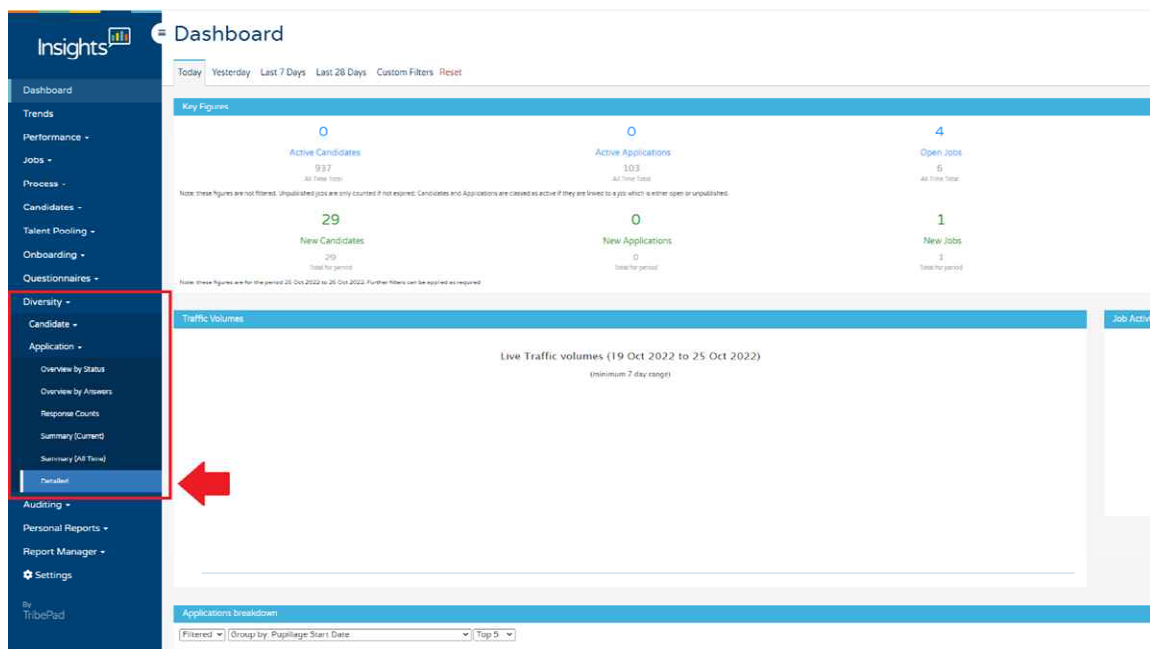
When the data loads, select 'Custom Filters' from the top of the page. Here, you can filter by 'Job Reference' to ensure that you are only viewing the data relevant

to a specific advertisement, and by the 'From' and 'To' dates that the application window closed 'From' and when your offers process ran 'To'.

Note: The Equality and Diversity form changes most years. To view data relating to previous application processes, please ensure that you have selected the correct 'Diversity Questionnaire Filter'. The one for the 2022/23 process is [980] Equality and Diversity Questionnaire (Version 12) [Inactive].

Scroll back to the top of the page and click 'Column' and untick all the options other than 'Candidate ID', those containing the responses to the Equal Opportunities Monitoring Form, and any beginning with 'Date in…' before pressing 'Update'.

at changes to the column visibility will only be applied if the report configuration has been refreshed via the 'Update' button below.

☐ Job Resourcer (Username)
☐ Job Recruiter (Name)
☐ Job Recruiter (Username)
☐ HR Divisional Contact (Name)
☐ HR Divisional Contact (Username)
☐ Job Hierarchy Internal ID
☐ Job Hierarchy Name
☐ Job Hierarchy Path
☐ Application Id
☐ Application Created
☐ Application Completed
☐ Application Completion Time
☐ Reject Reason
☐ Withdrawal Reason
☐ Application Processing Status
☐ Notes Notes
☑ Age group
☑ Sex
☑ Is the gender you identify with the same one that you were assigned at birth?
☑ Sexual Orientation
☑ Ethnic Origin
☑ Religious beliefs
☑ Do you consider yourself to have a disability as defined by the Equality Act 2010?
☑ Are you a primary carer for a child or children under 18?
☑ Do you look after, or give any help or support to family member, friends, neighbours or others because of long term physical or mental ill-health/disa [...]
☑ Degree Class
☑ Was this to study a qualifying law degree?

☑ What grade were you awarded for your conversion course in law?
☑ What grade were you awarded for the Vocational Component (Bar Course)?
☑ Have you completed a mini pupillage or work experience with an Authorised Education and Training Organisation?
☑ Have you received a scholarship, bursary, or other award from your Inn of Court?
☑ What type of school did you attend for the most time between the ages of 11-18?
☑ At any point in your school years (aged 11 - 18) were you eligible for free school meals?
☑ At any stage in your school years (aged 11 - 18) did your household receive income support?
☑ Did you take part in an outreach or widening access programme (for example with Pathways to Law or the Social Mobility Foundation) during your school [...]
☑ Occupation of Main Household Earner
☑ What is the highest level of qualification achieved by either of your parent(s) or guardian(s) by the time you were 18?
☑ Please indicate your approximal anticipated level of debt, if any, on completion of pupillage?
☑ Are you domiciled in the UK, EU, or internationally?
☑ Date in Status [Shortlisted]
☑ Date in Status [Rejected]
☑ Date in Status [Hired]
☑ Date in Status [Offered]
☑ Date in Status [In progress]
☑ Date in Status [Accepted]
☑ Date in Status [In-Review]
☑ Date in Status [Withdrawn]
☑ Date in Interview Status [Interview]
☑ Date in Interview Status [Video Interviewing]
☑ Date in Interview Status [Interview Second Stage]
☑ Date in Interview Status [Interview Third Stage]
☑ Date in Interview Status [Interview Fourth Stage]
☑ Date in Interview Status [Interview Fifth Stage]

Once the report has refreshed, select 'Export' in the top right-hand corner and 'CSV' to download an Excel copy of it.

« 1 2 3 »

Showing 1 to 20 of 76 entries

⬇ Export ▾

CSV
Offline (via Email)

nis to study ifying law a?	What grade were you awarded for your conversion course in law?	What grade were you awarded for the Vocational Component (Bar Course)?	Have you completed a mini pupillage or work experience with an Authorised Education and Training Organisation?	Have you received a scholarship, bursary, or other award from your Inn of Court?	What type of school did you attend for the most time between the ages of 11-18?	At any point in your school years (aged 11 - 18) were you eligible for free school meals?	At any stage in your school years (aged 11 - 18) did your household receive income support?	Did you take part in an outreach or widening access programme (for example with Pathways to Law or the Social Mobility Foundation) during your school [...]	Occupation of Main Household Earner	What is the highest level of qualification achieved by either of your parent(s) or guardian(s) by the time you were 18?	Pl yc ar of cc pu
	Studied a Qualifying Law Degree	Very Competent	Yes	Yes	Independent or fee-paying school supported by a means tested scholarship	Yes	Yes	Yes	Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver	Qualifications below degree level	N

We would suggest that those individuals who can see data of this nature needs to be extremely limited and password protected. Some chambers will only have one or two members of staff (the Recruitment Administrator and/or Diversity Data Officer, noting that they can be one and the same) with access to this type of data. If you are planning to store the information outside of Insights, then you should do so either in an anonymised and aggregated format, or by candidate number (and not candidate name).

14) Further assistance

If you are experiencing technical difficulties with the Pupillage Gateway platform, contact the Bar Council at pupillagegateway@barcouncil.org.uk. Please ensure that when contacting the Bar Council, you include screenshots of the specific section that is causing you difficulties and any relevant error message(s), alongside a text version of the wording that you are attempting to input into your application form. The more information that you give to the Bar Council Services Team, the quicker they will be able to assist with your query.

15) Version control

Date	Version	Description of Changes
14.10.2022	1.0	First version launched.
23.10.2023	2.0	Updated to: • Highlight new advertising format, including 'Content Assistance Feedback', 'Anonymous Applications', and 'Interview Workflow' functionality. • Refer to the use of word limits instead of character limits in the Bespoke Questionnaires. • Include most recent version of the Sample Application Form.

		• Refer to how to Recruitment Administrators can view candidate names before sending email communications. • Include a 'hack' for arranging Zoom or Teams interviews. • Refer to how Recruitment Administrators can download past Diversity Data Reports from Insights.
27.11.2023	2.1	Updated to include most recent version of the Sample Application Form (with the 'Other Disclosures' section replaced with questions pertaining to applicants' fitness to practise).
23.01.2024	2.2	• Updated Guidance Notes relating to the 'Other Disclosure' section of the Sample Application Form. • Changed instructions for processing applications to include new functionality that enables Recruitment Administrators to email themselves download links.

Annex 1: AETO User Information Form

User Information Form

Please complete the fields as fully as possible to allow us to set up your users accurately on the Pupillage Gateway. Please list the names and email addresses of users who will need access to the system, copying and pasting the relevant text boxes as many times as necessary.

Two user types are available: Recruitment Administrators will have full administration access to set up vacancies, shortlisting, and interview processes, change the status of, and communication, with applicants, and view any relevant equality and diversity reports. Recruitment Process Participants will have the ability to view the applications received (anonymized or not, depending on the Recruitment Administrator's preference) and use the shortlisting functionality.

Name of AETO	

First Name	
Last Name	
Email Address	
User Role (delete whichever is not applicable)	Recruitment Administrator/Recruitment Process Participant

Annex 2: Sample Application Form

Sample Application Form

Section 1: Personal Information

Title	Dr/Miss/Mr/Mrs/Ms/Mx
Pronouns (Optional)	Ey,Em/He,Him/She,Her/They,Them/Ze,Zir/Other (Other allows free text to be inserted)
First Name	
Last Name	
Mobile Number	
Email Address	

Address	

Top tip: The edit symbol for the Pupillage Gateway looks like a pencil

Section 2: Employment and Work Experience History

Position and Employment Status*	
Organisation Name*	

Start Date (DD/MM/YYYY)*	
End Date (DD/MM/YYYY)*	
Current Employee	Toggle on or off
Description of Role and Responsibilities* **300-character limit**	

Top tip: You can add more employment and work experience history by selecting the plus symbol that will appear under the last entry.

Note: As you go through your application, please ensure that you have completed all mandatory fields (marked with a red asterisk * or as a 'Required Question').

Note: When completing the 'Position and Employment Status' field, include the title of your role and specify which of the following categories it fell within: Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time).

Section 3: Education History

Top tip: You can add to your education history at any time of the year, simply access your account using the [User Login page](#), select 'Profile' from the main navigation menu and then 'Education History' from the menu that appears on the left-hand side of the page.

Type of Qualification*	
Start Date (DD/MM/YYYY)*	
End Date (DD/MM/YYYY)*	
Currently Studying Here	Toggle on or off
Name of Qualification	

Institution Name and Type*	

Guidance notes: Please include both the name of the institution at which you studied and specify, in brackets, which of the following categories it fell within: Fee-paying, State, Grammar, Academy

Grades Obtained or Pending	

Top tip: You can add more employment and work experience history by selecting the plus symbol that will appear under the last entry.

Note: When completing the 'Institution Name and Type' field, please include both the name of the institution at which you studied and specify which of the following categories it fell within: Fee-paying, State, Grammar, Academy.

Please bear in mind that some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most will do the same for those you have obtained during your Further Education. You must use the 'Grades Obtained or Pending' section below to specify the grades you have received or expect to receive for each qualification, including any GSCEs, A-Levels or equivalent. It is recommended that, in addition to specifying the final grade that you have received or expect in Further Education, you also include the percentages that you were awarded, or expect to be awarded, in respect of the individual modules associated with each qualification. If you do not include your grades then you risk not receiving any marks for your academic history, which could impact on the success of your application(s).

Section 3: Further Education History, Scholarships, Awards, and Prizes

Have you applied, or are you planning to apply, for a waiver from the Vocational Component?*	Yes/No

If 'Yes', please provide further details here. **200-word limit**	
Membership of an Inn of Court*	Gray's Inn/Inner Temple/Lincoln's Inn/Middle Temple/Not Applicable
Scholarship, Awards and Prizes **100-word limit**	

Guidance notes: Please provide details of any scholarships, awards, or prizes that you have obtained, alongside the name of the awarding body and the date obtained. For example 'Advocacy Scholarship, BPP University (2021)' or 'GDL Exhibition Award, Inner Temple (2019/20)' or 'Winner, Landmark Chambers Property Moot Competition (2021)'.

Section 4: Additional Skills, Hobbies, and Interests

Languages **100-word limit**	

Guidance notes: Please provide details of the languages that you speak and in brackets after each, your fluency in them:

Basic, Intermediate, Business, Fluent, Native. For example: 'English (Native); Urdu (Fluent); Spanish (Intermediate)'.

Professional Qualifications **100-word limit**	

Guidance notes: Please provide details of any additional qualifications, alongside the name of the awarding body and the date obtained. For example: 'Merit in Teaching English as Foreign Language (TEFL) at the International TEFL Academy (2020)' or 'Grade 7 Pianist at the Associated Board of the Royal Schools of Music (2018)'.

Positions of Responsibility **100-word limit**	

Guidance notes: Please provide details of any positions of responsibility you have held and that you have not already referred to within this application form.

Interests and Recreational Activities **100-word limit**	

Section 5: Extenuating Circumstances and Other Disclosure

Extenuating Circumstances* **200-word limit and the answer must be at least one word**	

Guidance Notes: Please provide details of any extenuating circumstances relevant to your application. If this section is not relevant to you, then simply respond with the word "None".

Do you have any convictions (spent or unspent), cautions or final warnings in any country, save those that are protected by law?*	Yes/No

Guidance Notes: Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting

	false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".
	If you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of your application. If you require further advice relating to this section, you may contact the Bar Council's Pupillage Helpline at PupilHelpline@BarCouncil.org.uk.

If 'Yes', please provide further details here. * **200-word limit**	

Are you, or have you ever been, subject to any proceedings by a higher education institution or professional / regulatory body? This includes pending proceedings and those that have concluded.*	Yes/No

Guidance Notes: Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".

	If you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of your application. If you require further advice relating to this section, you may contact the Bar Council's Pupillage Helpline at PupilHelpline@BarCouncil.org.uk.
If 'Yes', please provide further details here. * **200-word limit**	

Section 6: Referees

Guidance Notes: Please details of two referees. It is suggested that one be academic and the other be professional.   Please do not use relatives, partners, or friends as referees.

Reference 1 *	
Reference 1 Position and Organisation Name *	
Reference 1 Email Address*	
Reference 1 Description of Relationship*	

Reference 2 *	
Reference 2 Position and Organisation Name *	
Reference 2 Email Address*	
Reference 2 Description of Relationship*	

Section 7: Bespoke Questions of Authorised Education and Training Organisations

The Authorised Education and Training Organisations that use the system to manage their recruitment processes are able to include up to seven bespoke questions in their application forms. Ahead of the opening of the application window, these questions will be accessible through their advertisements and included under the 'How to Apply' section.

Section 8: Equal Opportunities Monitoring

The information contained within the Equal Opportunities Monitoring section will be treated in the strictest confidence and will be used by the Bar Council for the purposes of statistical monitoring only. All Authorised Education and Training Organisations that use the Pupillage Gateway to facilitate their respective recruitment processes can conduct the shortlisting and interview stages without reference to this information, as it is automatically separated from candidates' applications.

The Bar Council and its members are committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability, or age. So that we can monitor how we are performing against our strategic aim for improving equality and diversity at the Bar, we are seeking your help. To that end, it would be of great assistance if you would complete the monitoring form that will appear at Section 7 of your application.

Section 9: Application Summary and Agreements

- ✓ I confirm that my application is valid and that it contains only information that I honestly believe to be true and accurate. I understand that if I knowingly submit false information as part of my application, I will be asked to withdraw from this year's pupillage recruitment process and that I shall do so and may also be under an obligation to report the misconduct to the Bar Standards Board.

- ✓ I understand that my application must be my sole creation and original work, and that I am not permitted to use any Generative AI programmes, including Large Language Model (LLM) Programmes like ChatGPT, to write any of the responses contained within it. I confirm that this is the case and understand that any application which has been written with the use of any generative AI LLMs like ChatGPT or any similar programme will be excluded from the shortlisting process of the relevant Authorised Education and Training Organisation.

- ✓ Please note that you will not be able to edit the answers to your application questionnaires once it has been submitted. Furthermore, if you withdraw it after it has been submitted you will not be able to submit a replacement application, even if you are still acting within the relevant application window.

- ✓ I confirm that my application is valid and that I have read and agree to abide by the Terms and Conditions of the Pupillage Gateway. Furthermore, I give my consent for any 'special category' personal data that I have chosen to provide being processed in accordance with them.

Annex 3: Editable Email Templates

Editable Bar Council Template Emails

The Pupillage Gateway does not send any emails automatically (other than those relating to, for example, welcome and account deletion confirmation emails) and you can draft your own, but at specific stages you will be given the option to use a template email that the Bar Council has drafted for you to communicate with your applicants. If you don't like our suggested text, you can edit it before you send it, or delete the entire thing and insert your own.

Below is a list of the template emails that you will see appear whilst managing your recruitment process and the prompts that you can use as part of your mail merge, if you choose to edit them.

Stage	Content	Prompts
Unsuccessful	**Subject:** Pupillage Gateway - Your Application for {$job_title} Dear {$candidate_first_name}, Thank you for [your application/for attending an interview] for the position of {$job_with_link}. We regret to inform you that your application will not be taken any further on this occasion. Due to the high volume of applicants unfortunately at this stage of the process we are unable to offer feedback.	• {$candidate_first_name} • {$candidate_full_name} • {$candidate_last_name} • {$company_name} • {$recipient_firstname} • {$recipient_surname} • {$job_with_link} • {$job_title} • {$your_email}

	We would like to thank you for the time and effort spent on the applications process and we wish you all the best in securing pupillage in the future. Kind regards, {$your_full_name}	
Confirm Interview	**Subject:** Pupillage Gateway - Confirmation of Interview for {$job_title} Dear {$candidate_first_name}, I am pleased to confirm the details of your forthcoming pupillage interview for {$job_with_link}. Date: {$interview_date} Time: {$interview_time} Location: {$interview_location} If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview, please do not hesitate to contact me at {$your_email} prior to the interview so we can adjust accordingly. I would otherwise be grateful if you could please confirm your attendance by return email. Please note that, whilst you can log into your account and use the 'Book/Rebook and Interview' button next to the relevant application under 'My Pupillage Application' to cancel your interview, you will not be able to rearrange it using this function. It is therefore recommended that, if you need to cancel for any reason, you contact me directly at {$your_email}. Kind regards, {$your_full_name}	• {$candidate_first_name} • {$candidate_last_name} • {$candidate_full_name} • {$company_name} • {$interview_date} • {$interview_time} • {$interview_location} • {$interview_time_to} • {$interview_interviewer} • {$interviewer_job_title} • {$your_full_name} • {$your_email} • {$job_with_link} • {$job_title}

Invite to Book an Interview	**Subject:** Pupillage Gateway - Invitation to Interview for {$job_title} Dear {$candidate_first_name}, Thank you for [your application/for attending an interview] for the role of {$job_with_link}. We are pleased to advise that we would like to invite you to a [first/second/final] round interview with {$company_name}. Please log into your account and use the 'Book/Rebook and Interview' button next to the relevant application under 'My Pupillage Application' to schedule your interview. If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview please do not hesitate to contact me at {$your_email} prior to the interview so we can make adjustments accordingly. If you need any adjustments to be made or facilities provided to enable you to attend your interview please let me know prior to the interview so these can be arranged. Kind regards, {$your_full_name}	• {$candidate_first_name} • {$candidate_last_name} • {$candidate_full_name} • {$company_name} • {$interview_date} • {$interview_time} • {$interview_location} • {$interview_time_to} • {$interview_interviewer} • {$interviewer_job_title} • {$your_full_name} • {$your_email} • {$job_with_link} • {$job_title}
Offer	**Subject:** Pupillage Gateway - Offer of Pupillage Dear {$candidate_first_name}, Following your final round interview for the position of {$job_with_link}, I am delighted to be able to make you an offer of pupillage with Chambers. As you may be aware, under the mandatory recruitment timetable you have seven days to respond to this offer. Whilst we cannot demand that you communicate your acceptance (or otherwise) of it before then, we ask that you be mindful of the fact that we have reserve	• {$candidate_first_name} • {$candidate_surname} • {$candidate_full_name} • {$job_title} • {$job_location} • {$job_salary_from} • {$job_with_link} • {$your_full_name} • {$your_email}

	candidates who are waiting to hear from us. To that end, we would be grateful to hear from you as soon as you have made your decision. We very much hope that you will join Chambers and if you have any queries about our offer of pupillage or would like to speak to a former pupil or pupil supervisor about their respective experiences, then please do not hesitate to contact me at {$your_email}. In the meantime, I will endeavour to provide you with a draft Pupillage Agreement and any other relevant documentation as soon as is reasonably practicable. Kind regards, {$your_full_name}	
Offer Withdrawn/Declined	**Subject:** Pupillage Gateway - Your Application for {$job_title} Dear {$candidate_first_name}, Thank you for notifying us of your intention to accept an offer from another Authorised Education and Training Organisation. Whilst we are disappointed to hear that you will not be joining us, we are delighted to hear that you have secured pupillage and we wish you all the best with your future career at the Bar. Kind regards, {$your_full_name}	• {$candidate_first_name} • {$candidate_last_name} • {$candidate_full_name} • {$company_name} • {$your_full_name} • {$your_email} • {$job_with_link} • {$job_title}
Hire Candidate	**Subject:** Pupillage Gateway - Confirmation of Pupillage Dear {$candidate_first_name}, I am delighted that you have accepted our offer of pupillage. I will endeavour to provide you with a draft Pupillage Agreement and any other relevant documentation as soon as is reasonably practicable. In the meantime, if you have any questions then please do not hesitate to contact me at {$your_email}.	• {$candidate_first_name} • {$candidate_last_name} • {$candidate_full_name} • {$company_name} • {$your_full_name} • {$your_email} • {$job_with_link} • {$job_title}

	Kind regards, {$your_full_name}	

Annex 4: Anonymising your Rare Recruitment Report

**Anonymising your Rare Recruitment Report**
Guidance Note

Introduction

Since candidates are no longer able to view their unique ID or application numbers through the Pupillage Gateway, the Bar Council has been working with Rare Recruitment to find an alternative method for anonymising the contextual recruitment report that you receive from them following the closure of the application window.

Instead of requesting that candidates use their unique ID or application numbers as their identifier, Rare Recruitment is now asking them to use their first and last names, and email addresses. To that end, the report that you receive from them in the first instance will contain these personal details and, if you wish to use them on an anonymised basis during your shortlisting process, you will need to replace them with the ID number that you have access to through your Recruitment Administrator account on the Pupillage Gateway. This Guidance Note is designed to help you successfully complete this process.

Guidance

Log into your Pupillage Gateway account and click 'Download List' in the right hand side.
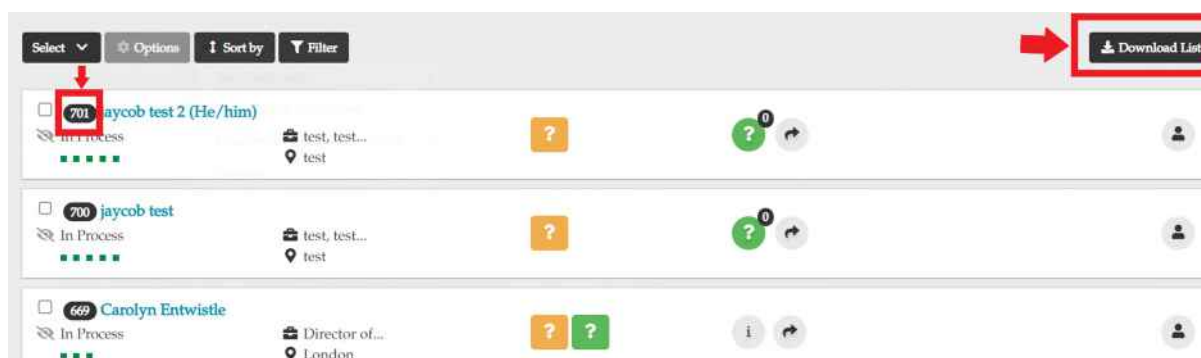
This will download all the candidate details as shown in the status you are currently using which include the candidate ID. As shown above, dependent on your user type and anonymisation policy within the gateway, they will show in the main screen. It is also shown for Recruitment administrators.

When you have downloaded your contextual recruitment report from the Rare Recruitment HR Portal, open both documents in Excel and 'Sort and Filter' the 'Candidate Email' column (D) in the Pupillage Gateway CSV and the 'Email Address' column (F) in the Rare Recruitment CSV from 'A-Z'.
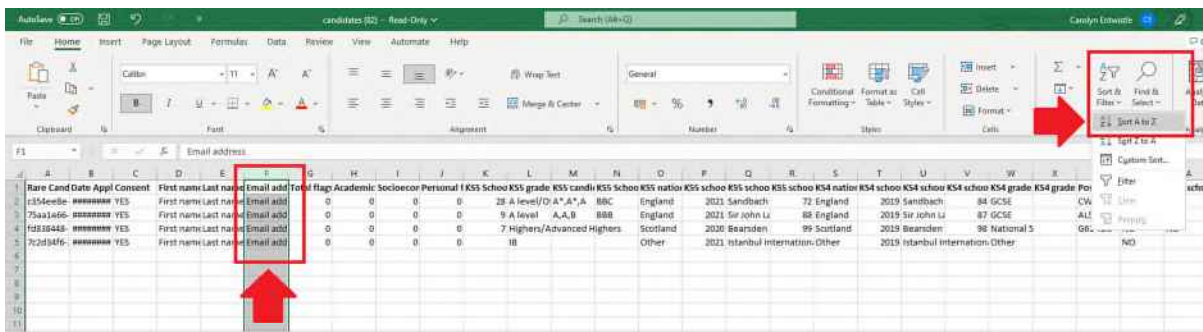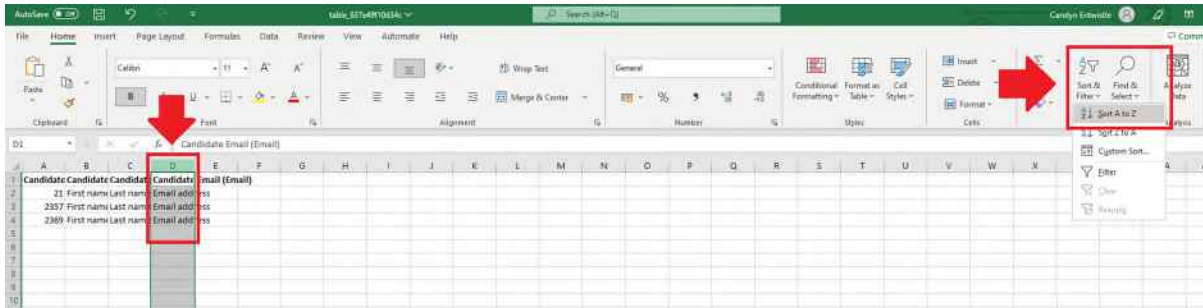
Once you have filtered both documents, copy and paste the 'Email Address' column (F) in the Rare Recruitment CSV to column to the empty column 'E' in the Pupillage Gateway CSV.

Highlight the contents of both columns and then select 'Conditional Formatting', followed by 'Highlight Cells Rules' and 'Duplicate Values' from the 'Home' menu. When the 'Format cells that contain' column appears, select 'OK'.
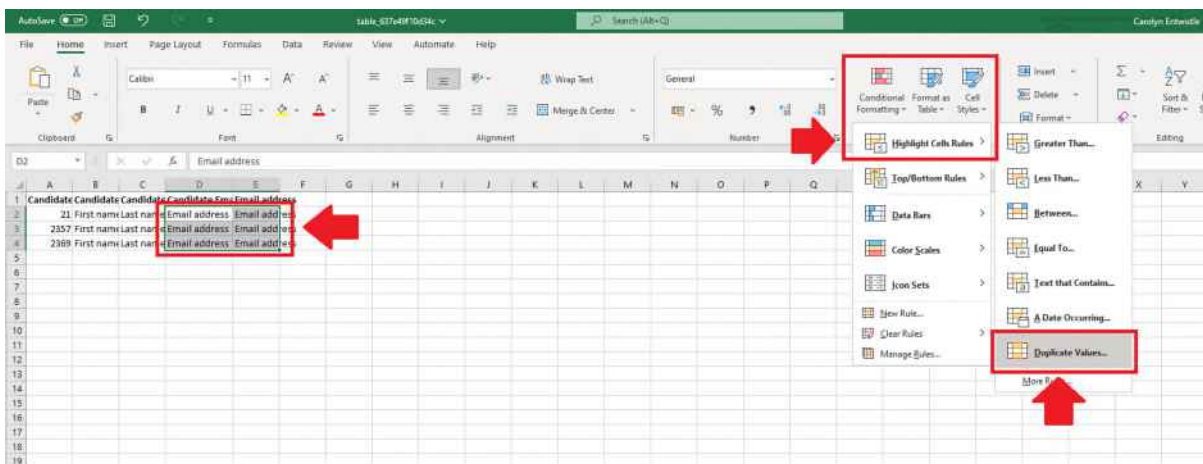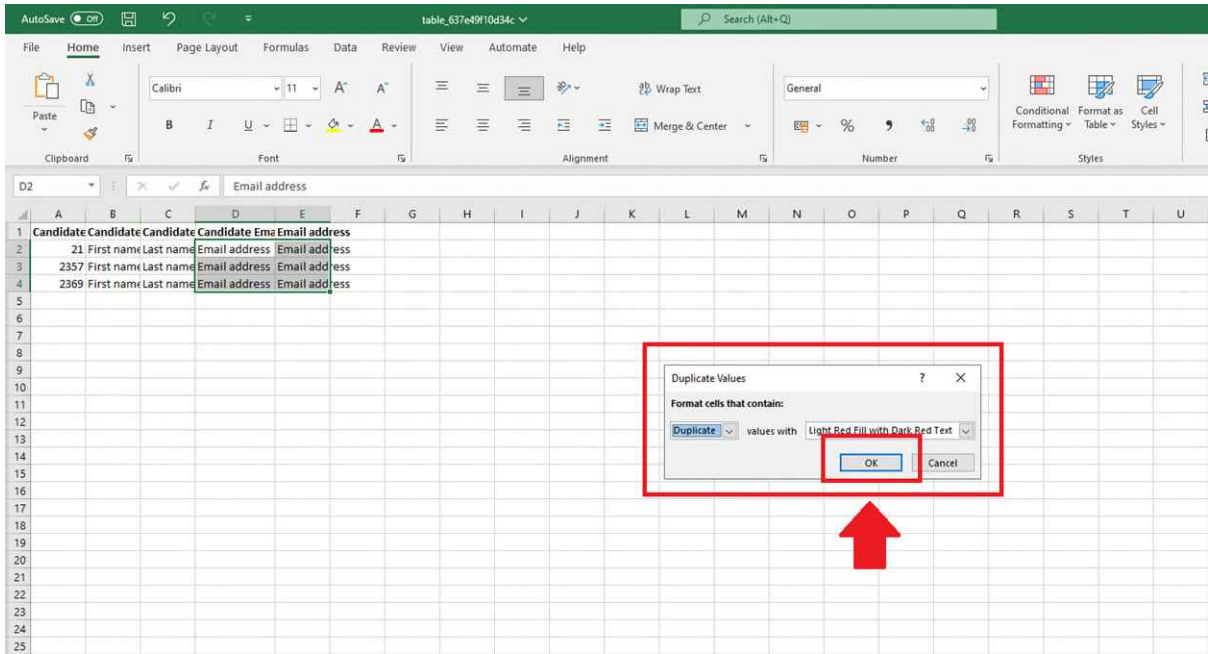
Any email addresses that appear on both spreadsheets will now be highlighted in red. Where an email address does not appear on the Rare Recruitment CSV but it does in the Pupillage Gateway CSV, it will not be highlighted.
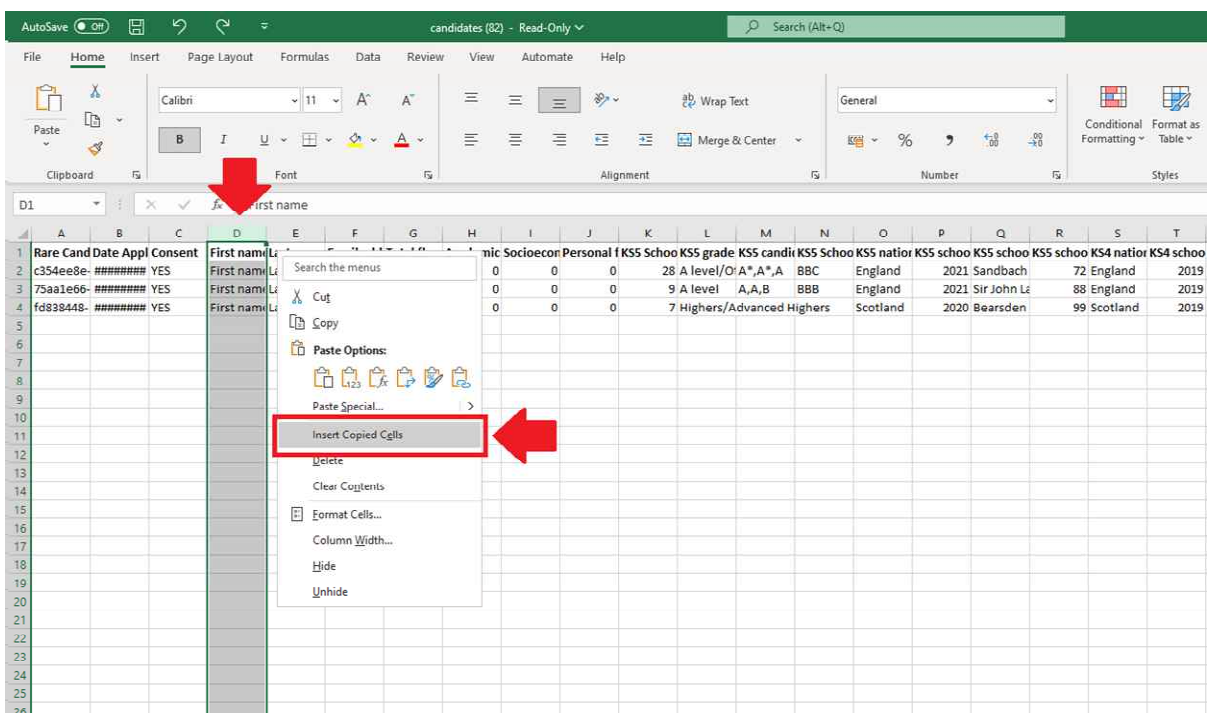
For all instances in which the information in 'Candidate Email' column (D) is not highlighted, select the cells in that row from A to D, right-click and then select 'Delete > Shift cells up' and 'OK'.
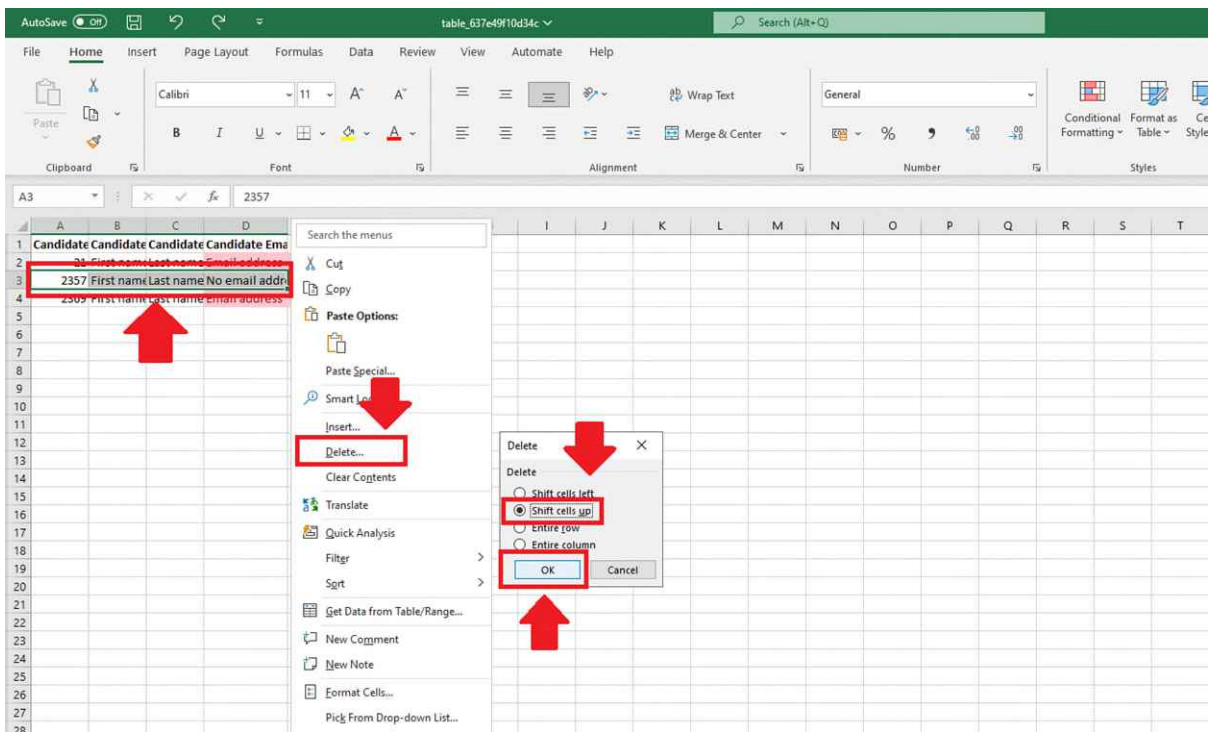
When you are left with only duplicates highlighted in red, highlight the 'Candidate Email' column (D) once more and 'Sort and Filter' it from 'A-Z'. Once you have done so, highlight the Candidate ID column (A), right-click and select 'Copy'.
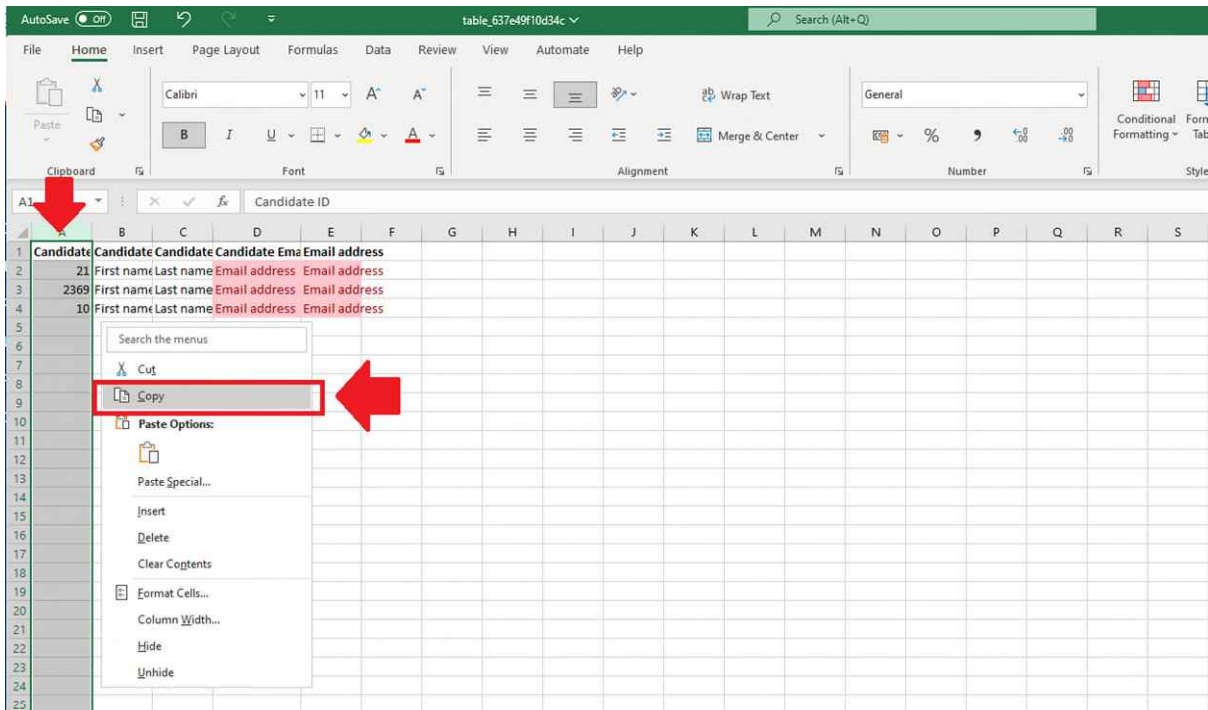
Open the Rare Recruitment CSV, highlight column D, right-click and select 'Insert copied cells'. Once you have done so, the 'Candidate IDs' of those who have participated in the contextual recruitment process will appear alongside their 'First Names' (previously column D, now column E).

If you would like to, you can now use the two spreadsheets to spot-check that the candidates in the Rare Recruitment CSV now have the correct 'Candidate ID' next to their names. Once you have done so, highlight the 'First Name' column (E), 'Last Name' column (F) and 'Email Address' column (G), right-click and select 'Delete'. Your contextual recruitment report from Rare Recruitment is now anonymised.