



Pupillage Gateway

Authorised Education and Training Organisation Recruitment Administrator User Guide

Version 3.1 – 13 September 2024

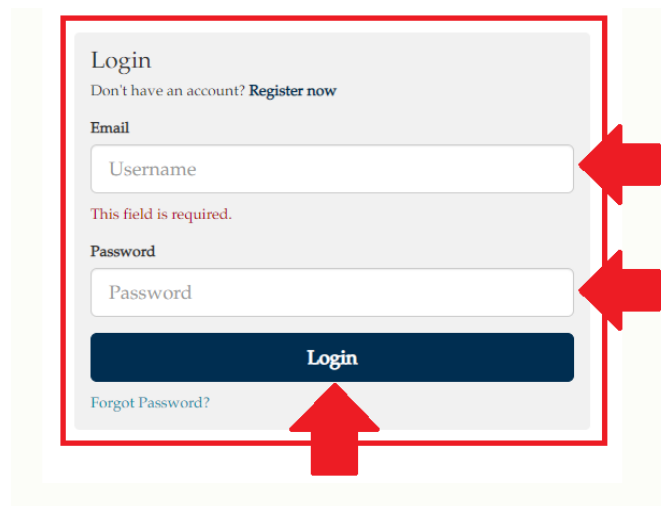
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1) Logging into the Pupillage Gateway

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.



Login

Don't have an account? [Register now](#)

Email

Username

This field is required.

Password

Password

Login

[Forgot Password?](#)

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.

The image shows a login form titled "Login". At the top, it says "Don't have an account? Register now". Below this, there is an "Email" section with a text input field containing "Username". A red error message "This field is required." is displayed below the input field. Underneath is a "Password" section with a text input field containing "Password". A dark blue "Login" button is positioned below the password field. At the bottom left of the form, there is a link labeled "Forgot Password?". This link is enclosed in a red rectangular box, and a red arrow points from the right side of the box towards the left.

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'.

The image shows a form titled "Forgot your password?". At the top center is a blue circular icon containing a white padlock. Below the icon, the text "Forgot your password?" is displayed. A red arrow points downwards from the text area. Below the text is a text input field containing "Username", which is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: a dark blue "Submit" button with a white checkmark icon, and a light gray "Cancel" button. A red arrow points from the left towards the "Submit" button, which is also highlighted with a red rectangular box.

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.



Pupillage
Gateway

Dear

Thank you for your request to create a new password for your Pupillage Gateway account. To reset your password, please click the link below

<https://recruitment.pupillagegateway.com/members/modules/user/fpl.php?r=rh3wqamxxp4kh113n7a8cx195zn>

If you experience any further problems when trying to access your account, please contact the Pupillage Gateway Support Team at candidatehelp@barcouncil.org.uk.

Kind regards,
The Pupillage Gateway Team

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

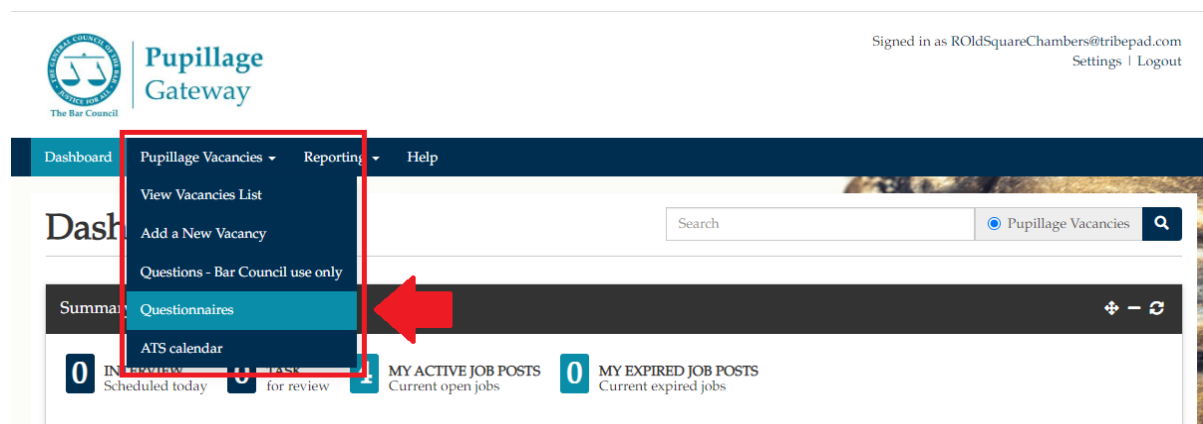
3) Creating a bespoke questionnaire

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.

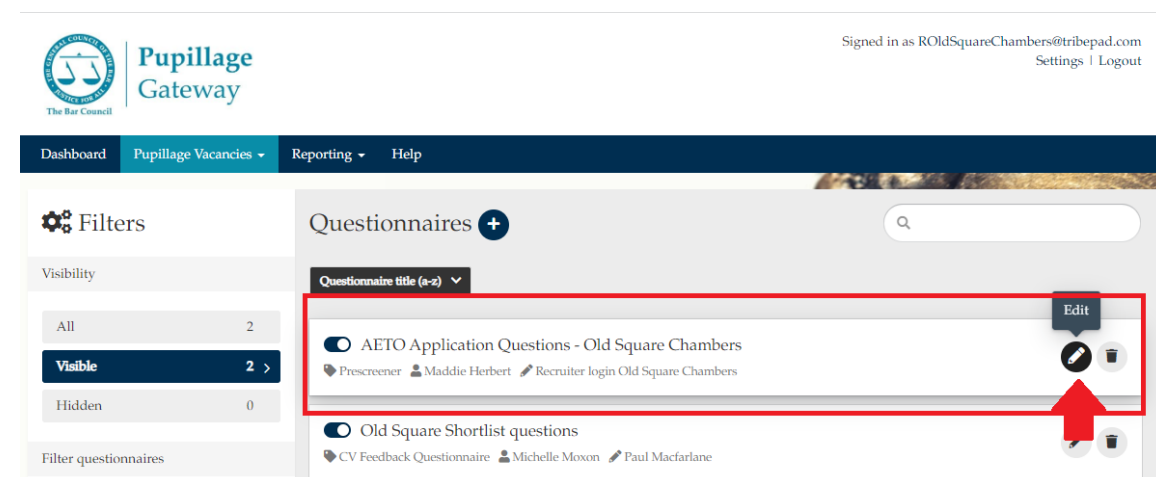
Top tip: Before you decide which questions you would like to ask, we recommend that you review the Standardised Bar Council Questionnaire (the details of which are contained within the Sample Application Form under Annex 2 of this User Guide).

Note: The Bar Council no longer automatically includes the questions 'Why do you believe you will make a good barrister?' and 'Why do you want to join our chambers?' questions in the Standardised Bar Council Questionnaire. If you would like to use these questions, you will need to include them in your bespoke questionnaire instead.

To create or amend your bespoke questionnaire, select 'Questionnaires' from the 'Pupillage Vacancies' dropdown box contained within the main navigation bar of the Pupillage Gateway.

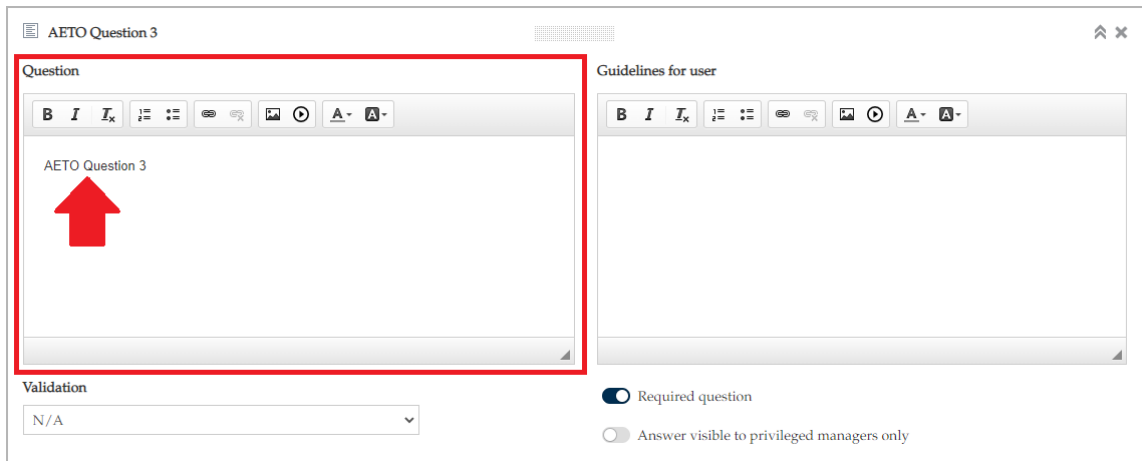


Click on the edit symbol next to the questionnaire entitled 'AETO Application Questions – [Name of Chambers]'.

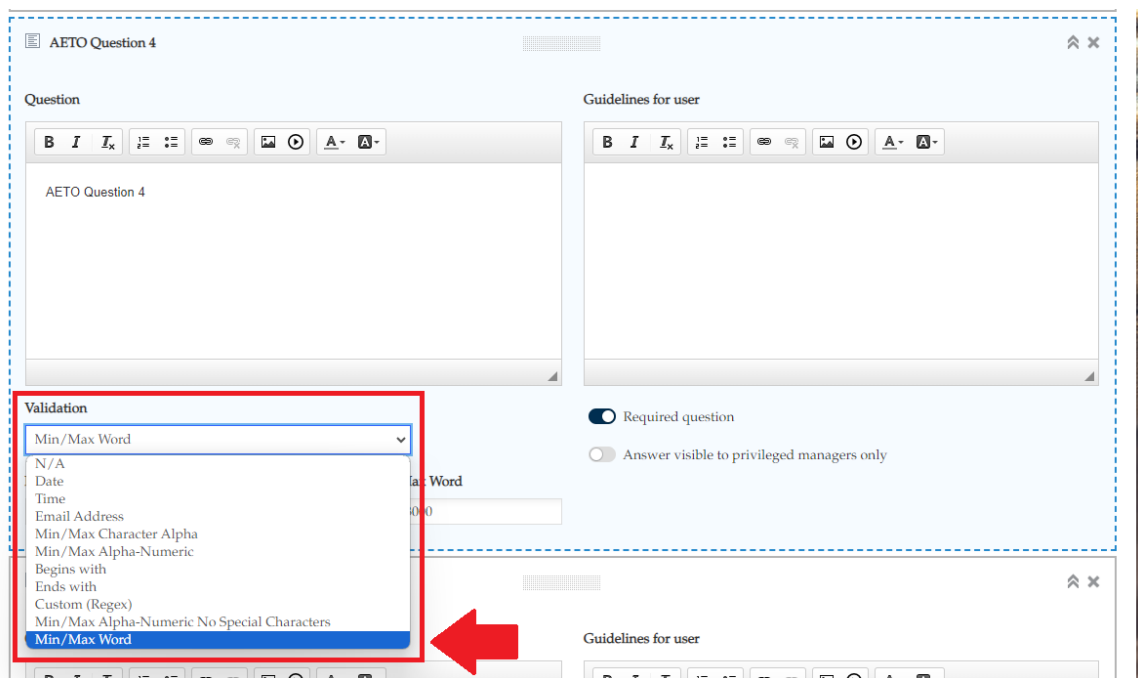


Top tip: The edit symbol for the Pupillage Gateway looks like a pencil.

To add your bespoke questions to the form, delete the text contained within the 'Question' text box and replacing it with your own.



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.



AETO Question 4

Question

AETO Question 4

Guidelines for user

Validation

Min/Max Word

Min Word: 20

Max Word: 3000

Required question

Answer visible to privileged managers only

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"*.

AETO Question 4

Question

AETO Question 4

Guidelines for user

Validation

Min/Max Word

Min Word: 20

Max Word: 3000

Required question

Answer visible to privileged managers only

Step 3: Questionnaire

Extenuating Circumstances and Other Disclosure

9


Required question:
Extenuating Circumstances

None

Characters left: 896
The answer must be at least 4 characters.
The answer may not be greater than 900 characters.

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.

AETO Question 4

Question

Guidelines for user

Validation


Min/Max Word

Min Word

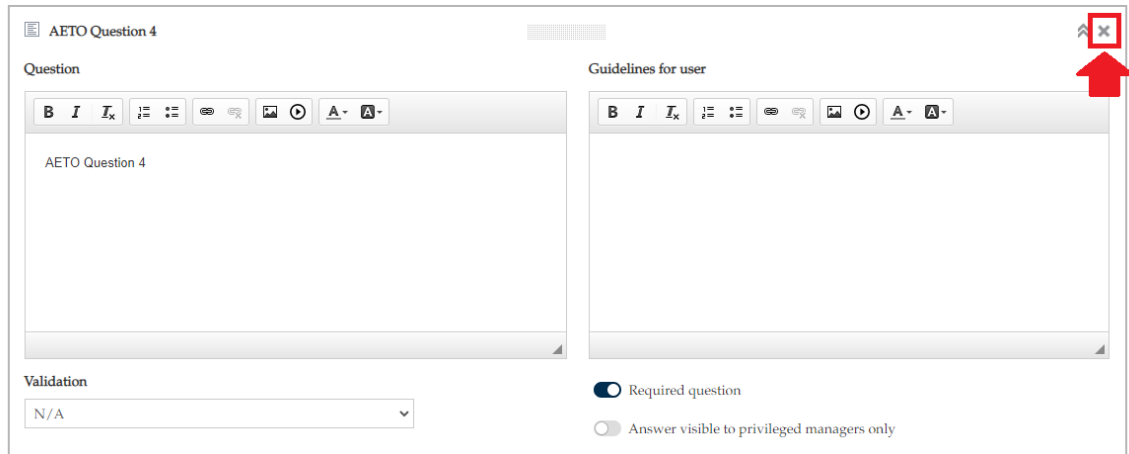
Max Word

Required question

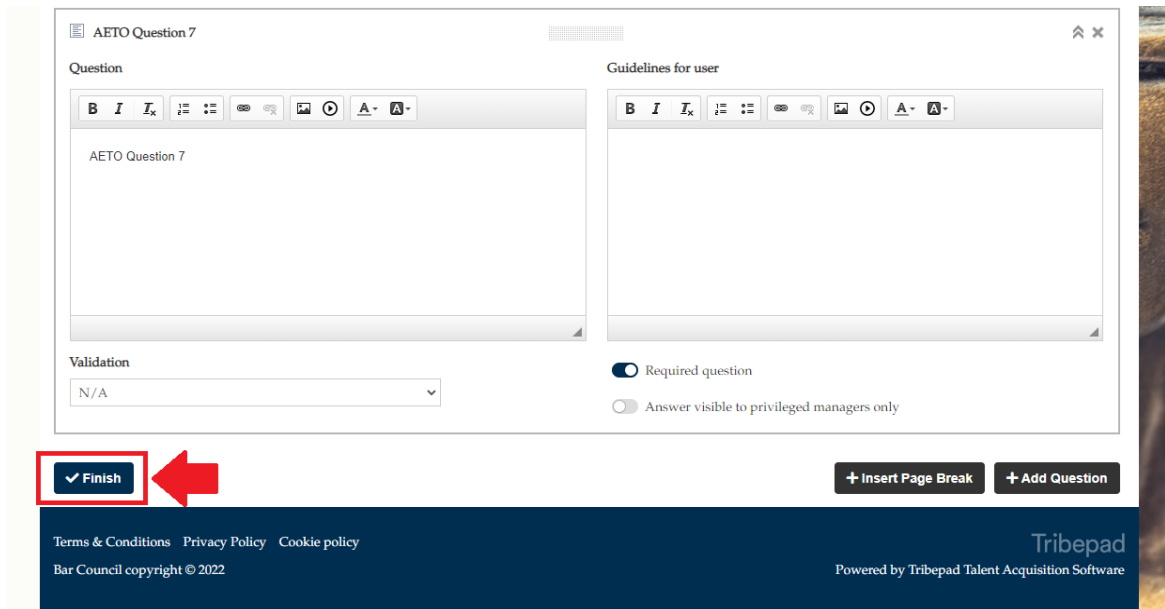
Answer visible to privileged managers only



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.

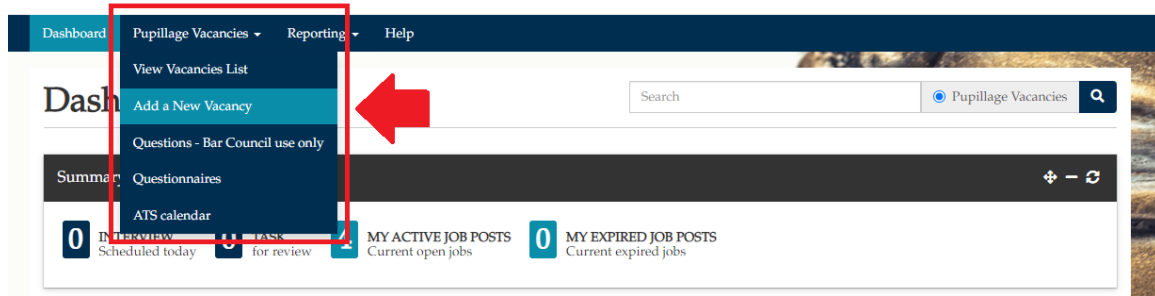


When you are happy with your bespoke questions, scroll to the bottom of the page and press 'Finish'.

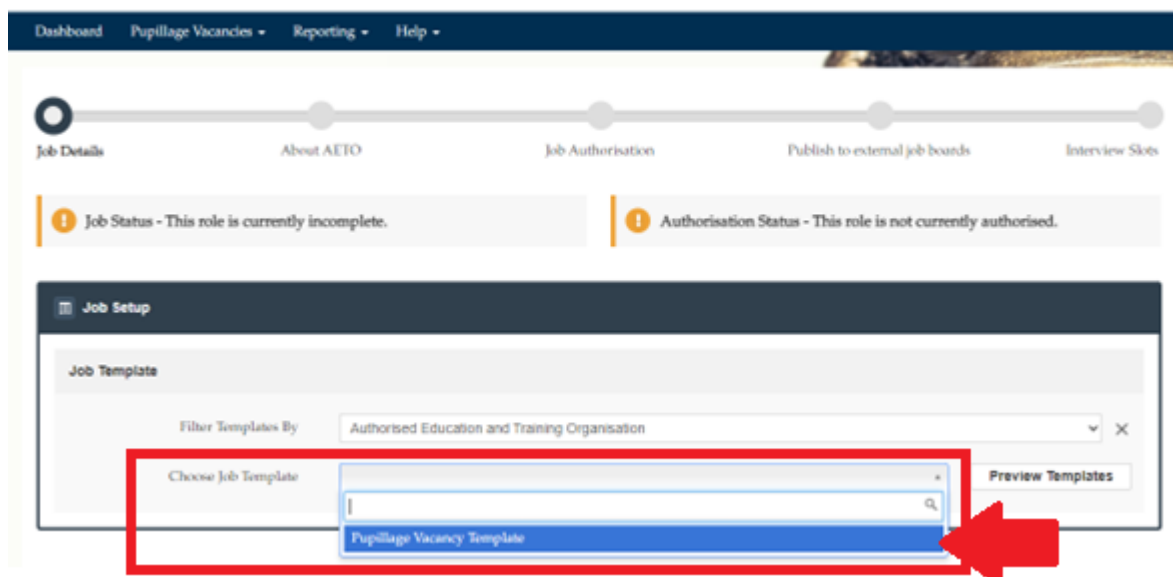


4) Creating an advertisement

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.

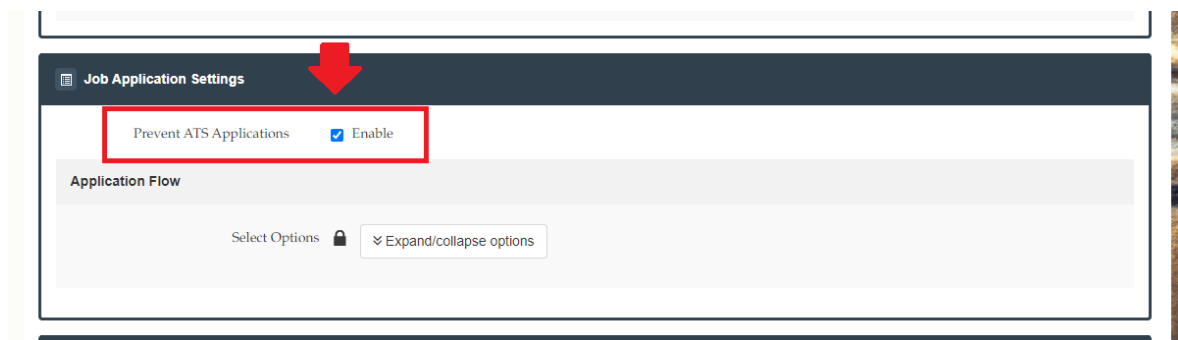
Circuit*	Select a 'Circuit' (Midlands or Multiple Circuits or North Eastern or Northern or South Eastern or South Eastern (London) or Wales & Chester or Western).
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Authorised Education and Training Organisation*	Select your 'Authorised Education and 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

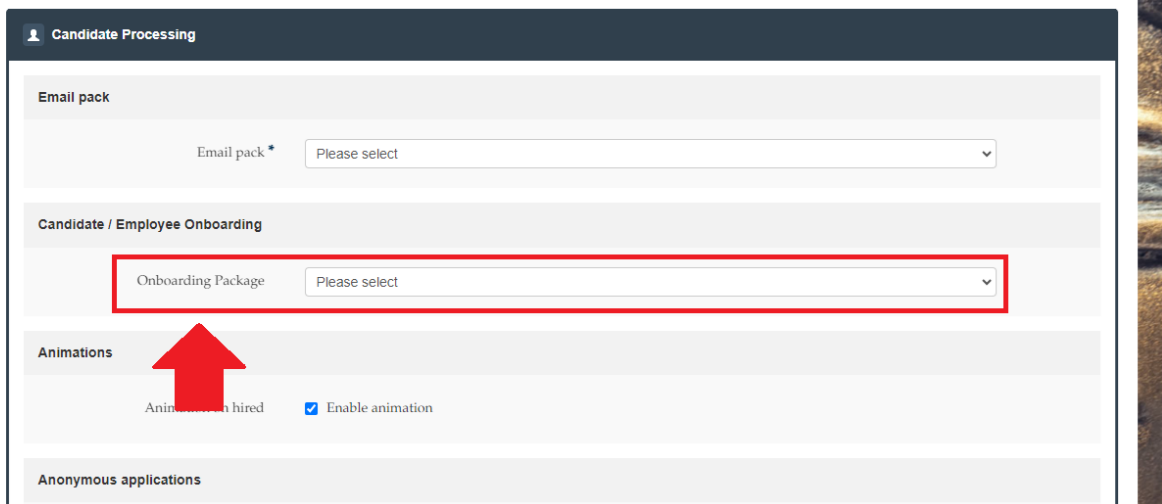
This section now enables you to anonymise your applications and process references through the Pupillage Gateway.

Using the dropdown box next to 'Candidate/Employee Onboarding', you can select either:

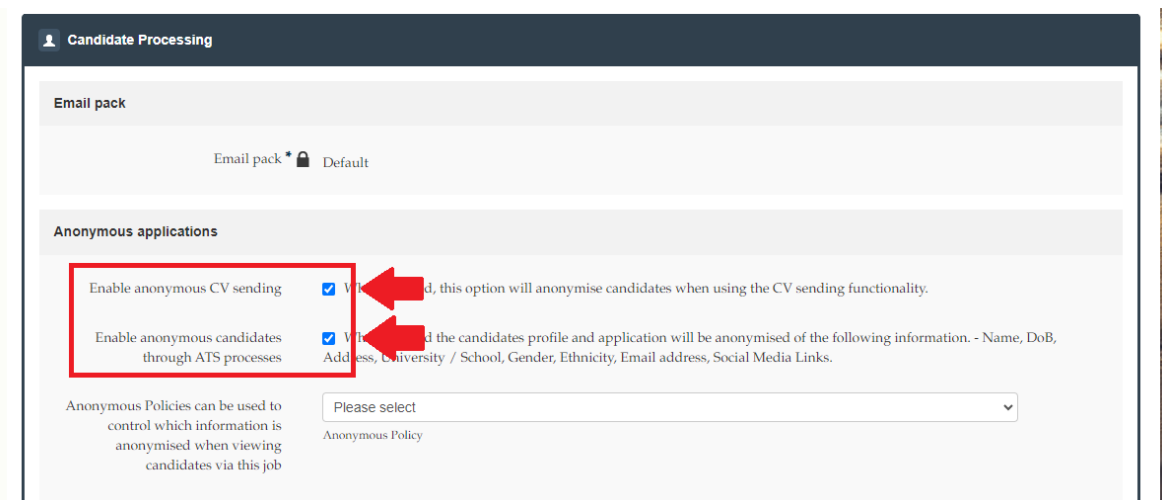
- **Bar Council Standardised Reference Checks** enables you to automatically obtain the details of your applicants' referees and request that those referees provide you with a reference, at any stage of the recruitment process.

- **Bar Council Standardised Referee Details** enables you to automatically obtain the details of your applicants' referees at any stage of the recruitment process, and then download those details for manual follow-up.

Note: If you use 'Bar Council Standardised Referee Details' you will be able to use the information you obtain to manually request that the applicants' referees provide you with a reference through the Pupillage Gateway.



Under 'Anonymous Applications', 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.

Candidate Processing

Email pack

Email pack *

Anonymous applications

Enable anonymous CV sending When selected, this option will anonymise candidates when using the CV sending functionality.

Enable anonymous candidates through ATS processes When selected the candidates profile and application will be anonymised of the following information. - Name, DoB, Address, University / School, Gender, Ethnicity, Email address, Social Media Links.

Anonymous Policies can be used to control which information is anonymised when viewing candidates via this job

- Please select
- Personal Details Anonymised
- Personal Details and Academic Institutions Anonymised
- System Default

Shortlist Stage

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

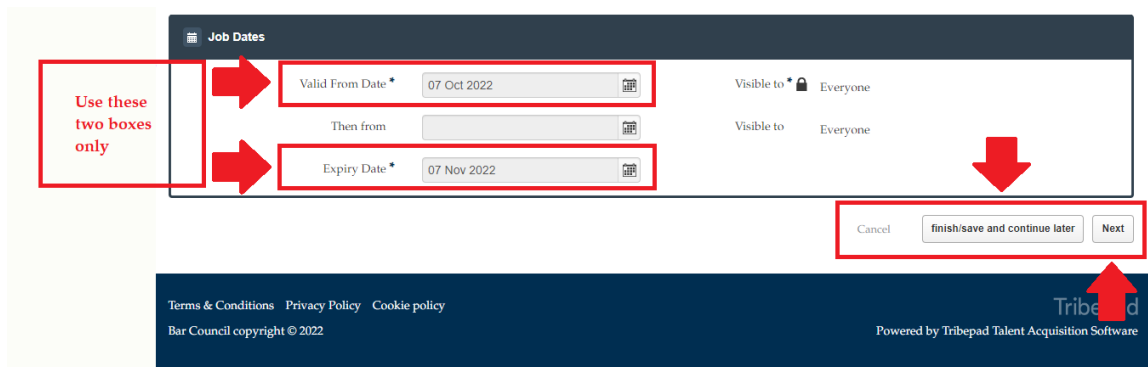
Top tip: The Bar Council's [Fair Recruitment Guide](#) states that: "...any Authorised Education and Training Organisations... anonymise copies of the original applications by removing candidates' details such as name, address and perhaps even the names of school, college or university. Removing the 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.



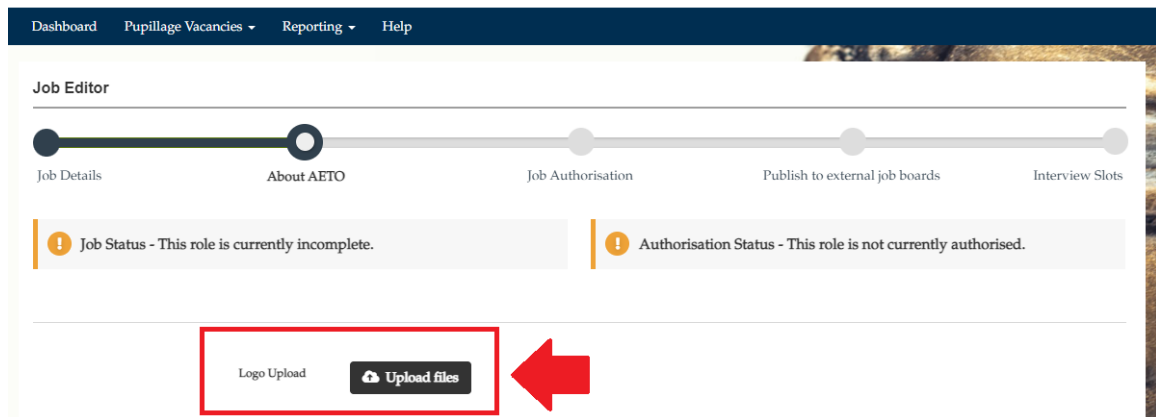
Press 'Next' to continue with the advertisement process or 'Finish/Save and Continue Later' to come back to it later.

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.

B *i* U **A:**        

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'.

Single description (external)

Content assistant feedback

- Gender bias** ?
Masculine: 0, Feminine: 2
- Reading ease** ?
Score: 25
- Advert length** ?
Count: 143 - The ideal word count is 601.
- Long sentences** ?
4 sentences are considered too long.

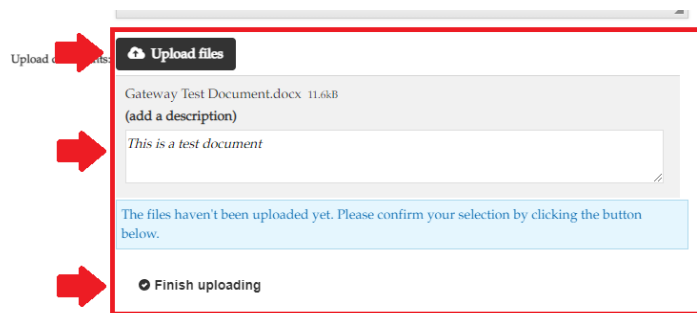
Accessibility
Guidance on [writing accessible content](#)

<p>Gender bias</p>	<p>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.</p>
<p>Reading ease</p>	<p>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.</p>
<p>Advert length</p>	<p>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.</p>
<p>Long sentences</p>	<p>The slider is an indication of all your sentences combined, so the lower the score the better. Green $\leq 10\%$, Amber $\leq 50\%$, and Red $> 50\%$.</p>

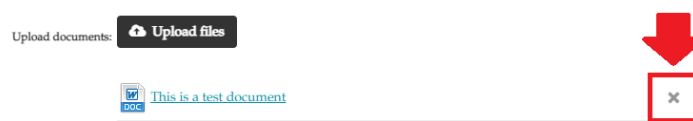
Top tip: You can use the 'More Rich Media' button, which appears in the top menu of the 'Single Description (External)' box to add images and YouTube or Vimeo videos to your advertisement.



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.

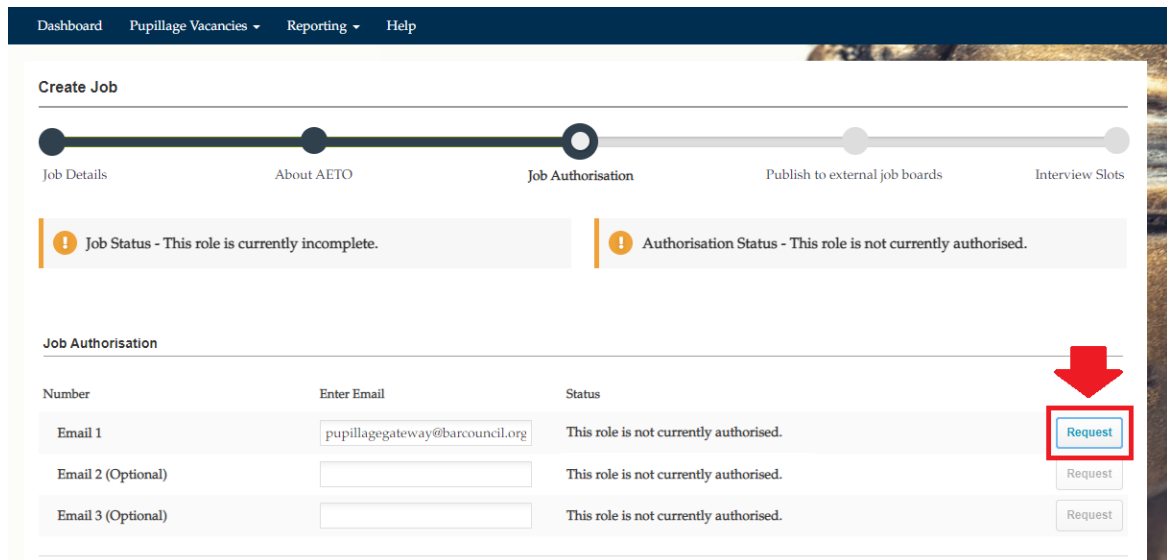


Finally, tag the areas of practice that are relevant to your Authorised Education and Training Organisation, with each separated by a comma e.g. Chancery, Commercial, Crime, Family, General Civil, Mixed Practice.

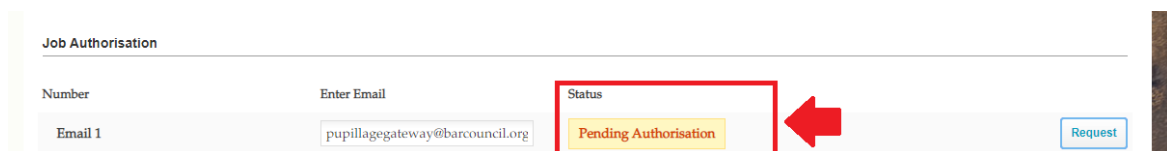
Once you are happy with what you have entered in the ‘About Authorised Education and Training Organisation’ section, you can then use either the ‘External Preview’ or ‘Internal Preview’ buttons to see what your vacancy will look like once it has been authorized and posted to the site. You can go ‘Back’ 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.

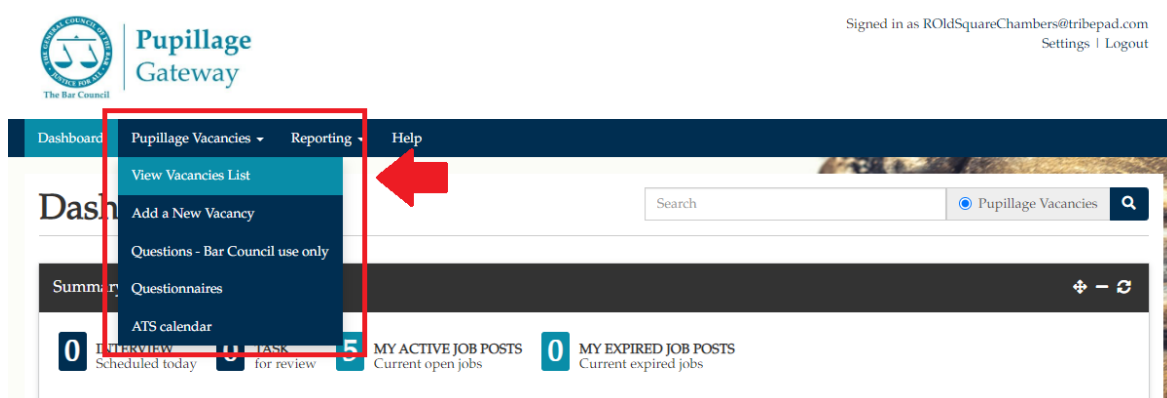


Once you have pressed 'Request', the 'Status' of the advertisement will change to 'Pending Authorisation'.



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.



Dashboard Pupillage Vacancies Reporting Help

View Vacancies List + Pupillage Vacancy Title, Job Refer

Job Status	Count
Active jobs	4
Unfinished jobs	0
Expired jobs	0
Upcoming jobs	1
Closed jobs	0

Sort by created time

Anonymised No Changes - 11:09 - 071022

barcouncil/TP/37/55 Everyone London/Birmi... Recruiter login Old Square Chambers

10 Oct 2022 - 07 Nov 2022

0 New Applicants | 0 Submitted | 0 In-Review | 0 Shortlisted | 0 Interview | 0 Offered | 0 Accepted | 0 Others

Owner: 10 Results per page 1

Dashboard Pupillage Vacancies Reporting Help

View Vacancies List + Pupillage Vacancy Title, Job Refer

Job Status	Count
Active jobs	4
Unfinished jobs	0
Expired jobs	0
Upcoming jobs	1
Closed jobs	0

Sort by created time

Anonymised No Changes - 11:09 - 071022

barcouncil/TP/37/55 Everyone London/Birmi... Recruiter login Old Square Chambers

10 Oct 2022 - 07 Nov 2022

0 New Applicants | 0 Submitted | 0 In-Review | 0 Shortlisted | 0 Interview | 0 Offered | 0 Accepted | 0 Others

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.

Dashboard Pupillage Vacancies Reporting Help

View Vacancies List + Pupillage Vacancy Title, Job Refer

Job Status	Count
Active jobs	5
Unfinished jobs	0
Expired jobs	0
Upcoming jobs	0
Closed jobs	0

Sort by created time

Anonymised No Changes - 11:09 - 071022

barcouncil/TP/37/55 Everyone London/Birmi... Recruiter login Old Square Chambers

07 Oct 2022 - 07 Nov 2022

0 New Applicants | 0 Submitted | 0 In-Review | 0 Shortlisted | 0 Interview | 0 Offered | 0 Accepted | 0 Others

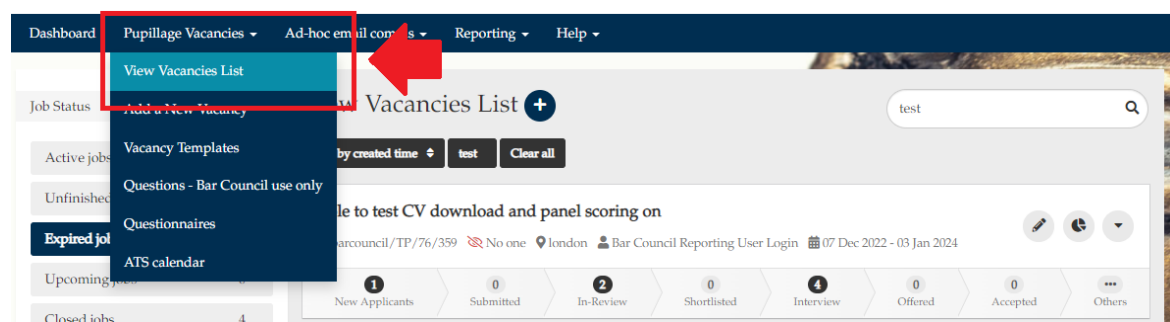
7) Creating panels to shortlist, processing applications, and emailing candidates

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'.

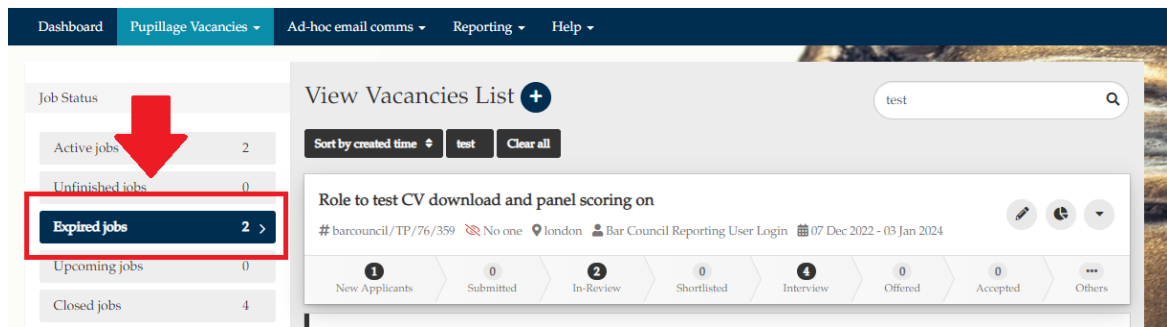


Note: You will not be able to view the applications until, at the latest, the time and date advertised on the Pupillage Gateway timetable. The Bar Council Services Team will email you when they are able to release them to you.

To start processing the applications, click on 'Pupillage Vacancies' and select 'View Vacancies List' from the dropdown menu.

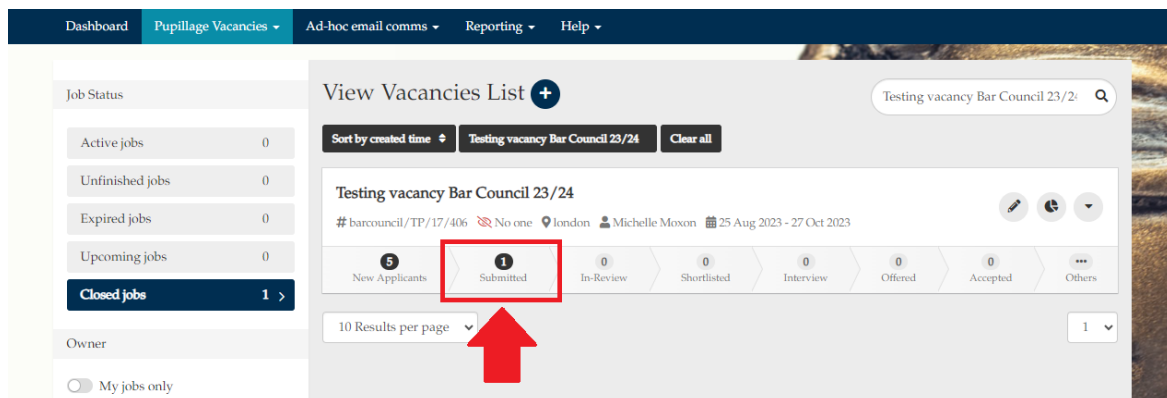


Under 'Job Status', select 'Expired Jobs'.

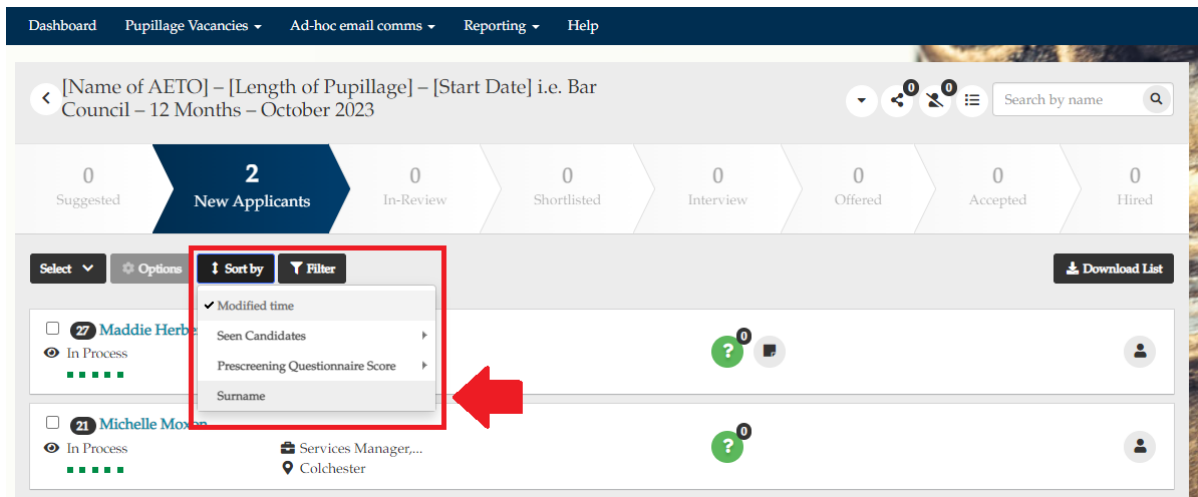


At the beginning of the shortlisting process, two sets of figures will appear beneath the title of the vacancy. The figure above 'New Applicants' shows the number of candidates that started, but did not complete, an application to your Authorised Education and Training Organisation. The number above '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.



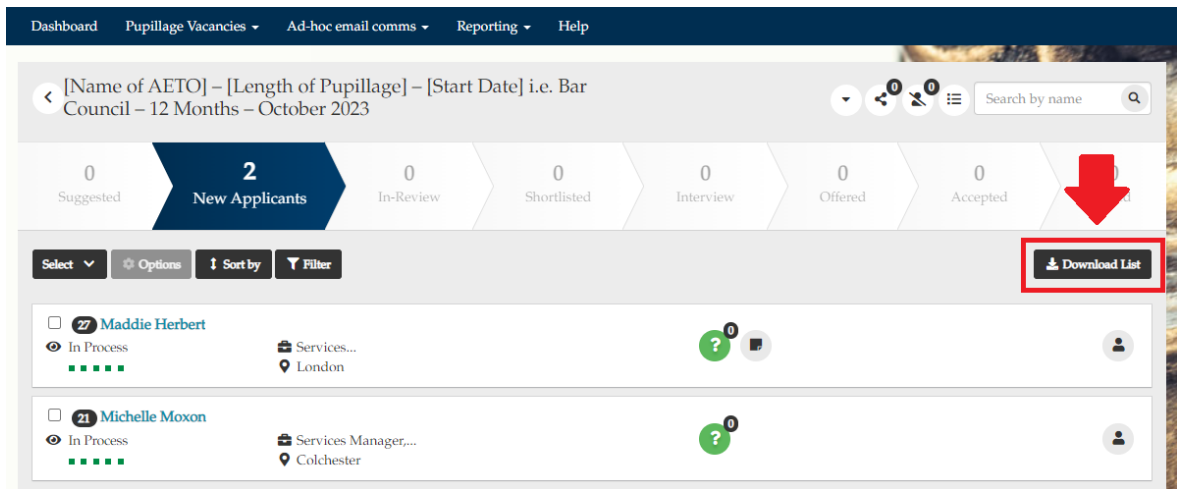
You can sort your applicants by either first name, which is how they will originally appear, or by 'Surname' by clicking on the 'Sort by' dropdown box and then selecting 'Surname' from the bottom of the list.



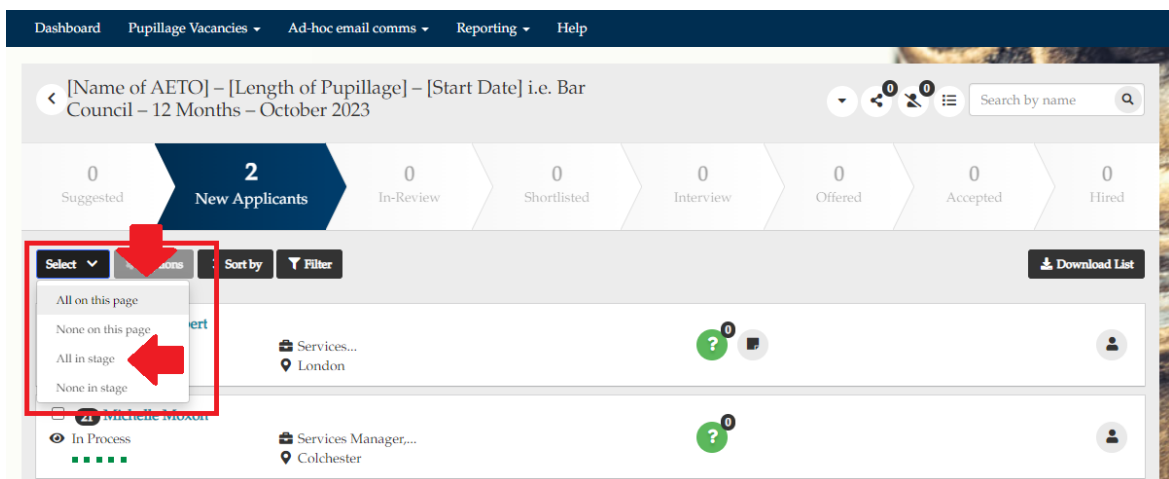
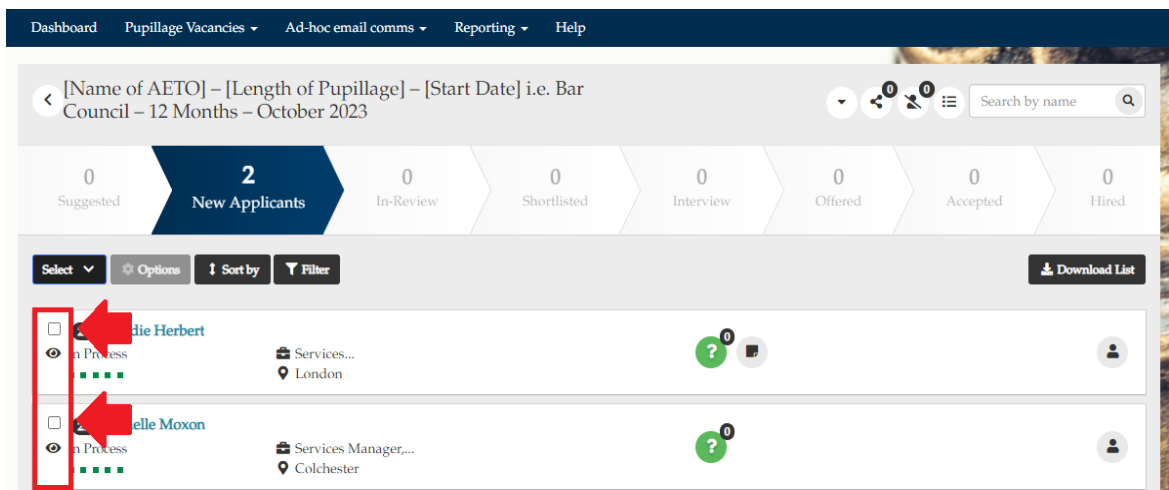
Top tip: We recommend that you move your 'Submitted' applicants to 'In Review' at this stage, as it will make the recruitment process easier to manage and ensure that your equality and diversity data reports are clear. You can do this by selecting 'All in Stage' from the 'Select' dropdown menu, then 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'.

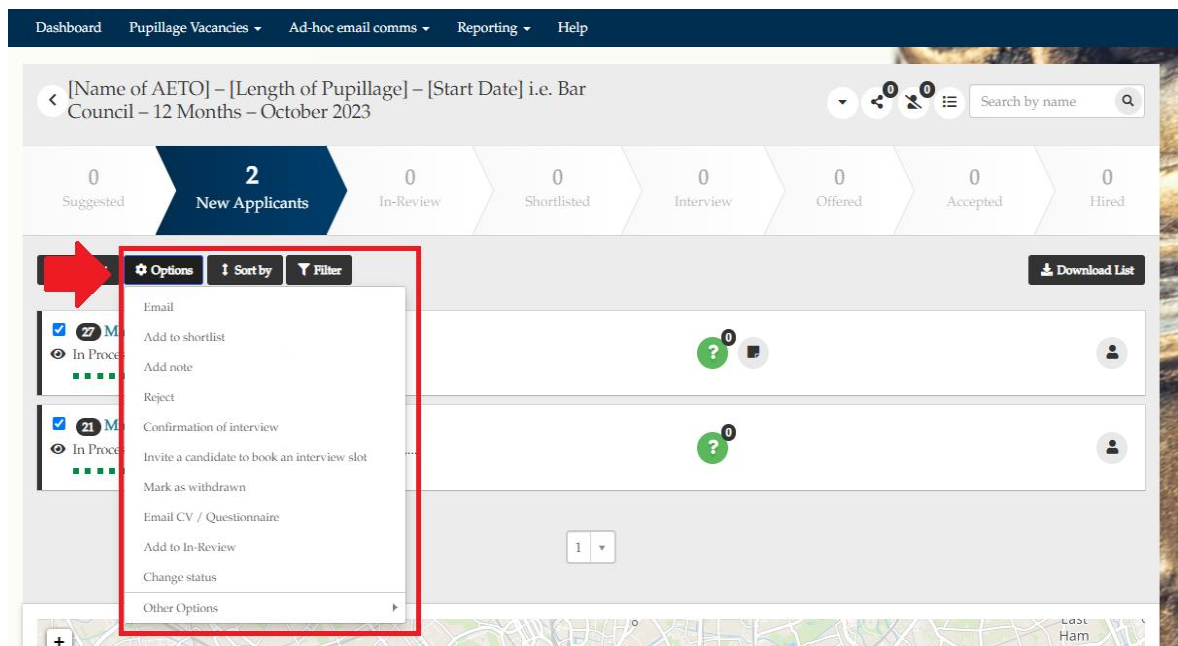


When processing applications, you have the option to select applications from specific candidates by simply ticking the box that appears next to their name. Alternatively, you can select all the applications on one page or select all the applications that your AETO has received using the 'Select' dropdown menu and then choosing either 'All on this page' or 'All in stage'.



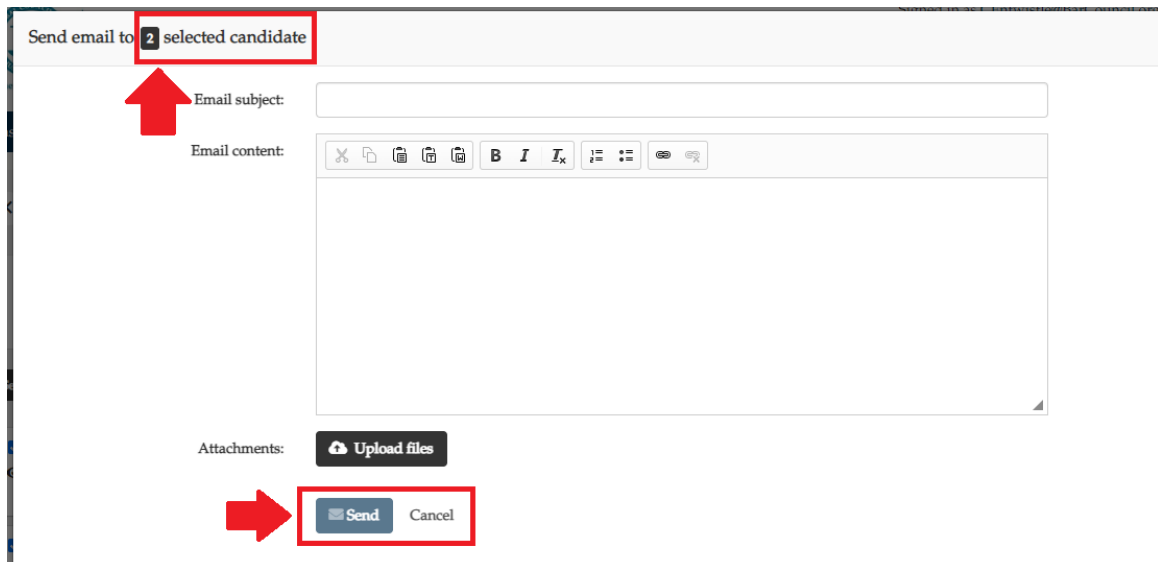
Note: If you select applications on an individual basis, the selections that you have made on one page will remain in place if you move to another page.

Once you have selected the applicants that you would like to process, you have several 'Options' available to you under the relevant dropdown menu.

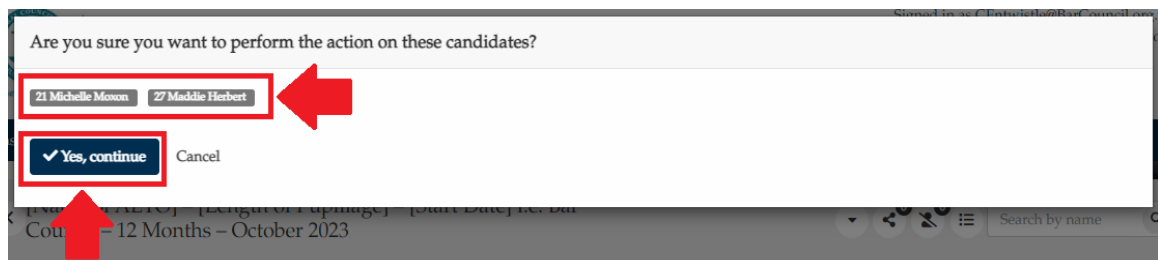


Email allows you to send a bespoke emails to the applicants in the relevant stage, with the option to add attachments. Edit the template email beforehand, noting that it will send immediately to the number of candidates show in the top right-hand corner.

Note: Bespoke emails will not be recorded as part of your Applicant Tracking System activity log.



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.

Send email to **1 selected candidate**

Reason: Please select

Email subject: Your Application - [Name of AETO] - [Length of Pupillage] - [Start Date] i.e. Bar Council - 12 Months - Octo

Email content:

Hi {Scandidate_first_name},

Thank you for your application for the position of [Name of AETO] - [Length of Pupillage]....

We regret to inform you that your application will not be taken any further and you have not been selected for interview for pupillage this year. The quality of applicants was very high this year.

We would like to thank you for the time and effort spent on the applications process, and wish you all the best in securing pupillage in the future.

Attachments: Upload files

Reject only Reject and send email Cancel

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.

Dashboard Pupillage Vacancies Ad-hoc email comms Reporting Help

< Old Square Chambers - 12 Months - October 2023

0 Suggested 2 New Applicants 2 In-Review 0 Shortlisted 0 Interview 0 Offered 0 Accepted 0 Hired

Select Options Sort by Filter

Download List

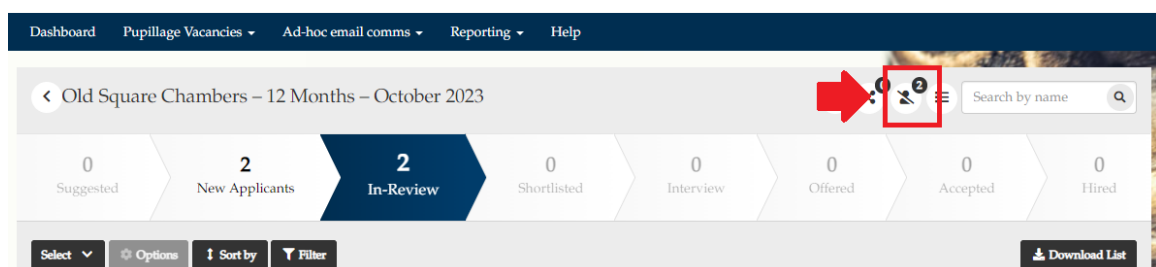
Top tip: One of the most frequent complaints from applicants is that AETOs have rejected them 'by silence'. Please don't forget to change the status of, and contact, those candidates that have not been successful.

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.

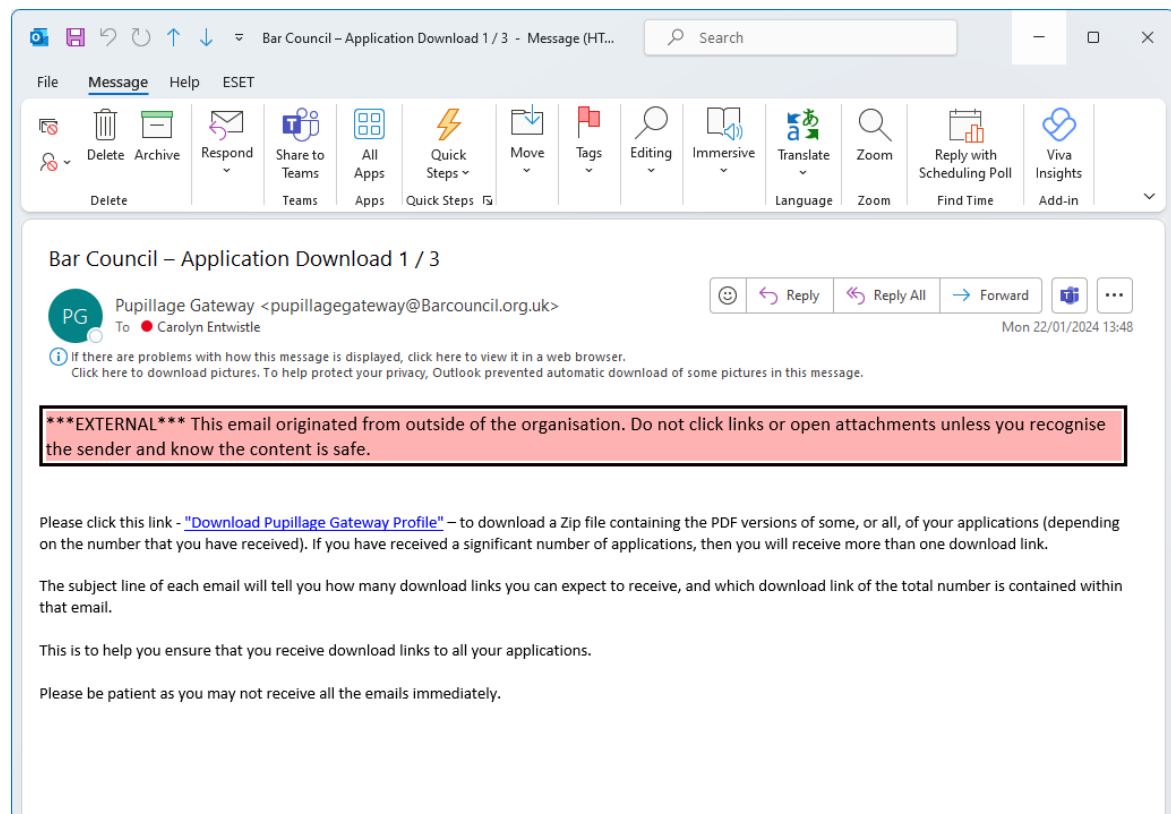
Mark as withdrawn allows you to mark the relevant applicants as withdrawn, for example if they contact you to inform you that they will no longer be pursuing a pupillage with your Authorised Education and Training Organisation. As with the 'Reject' option above, you will receive a a pop-up template email 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).

Attachments: Upload files

2 CVs attached

Anonymous CV ▼

Merge files: Keep separate Single file Single file per candidate

Include portfolio documents attached to the candidate's application (n.b. not in use)

Attach application questions answered by applicants

Include all

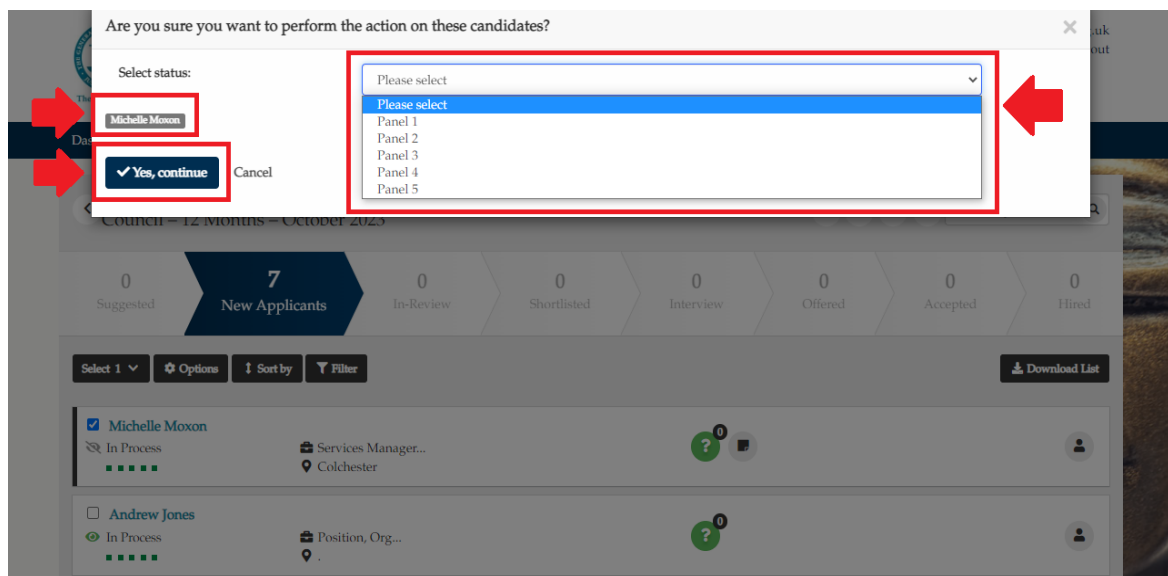
Attach questionnaires required for managing your recruitment process e.g. shortlisting criteria

Send Cancel

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).

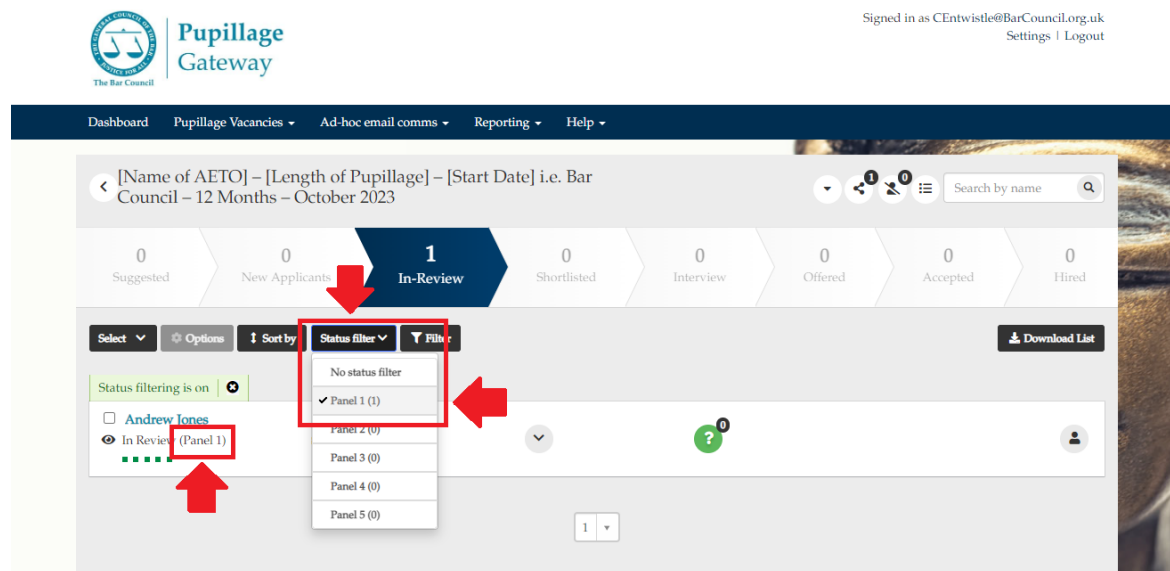
Add to In-Review moves the relevant applicants from 'New Applications' to 'In-Review' and also gives you the opportunity to divide your candidates' applications amongst up to 20 panels.

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.

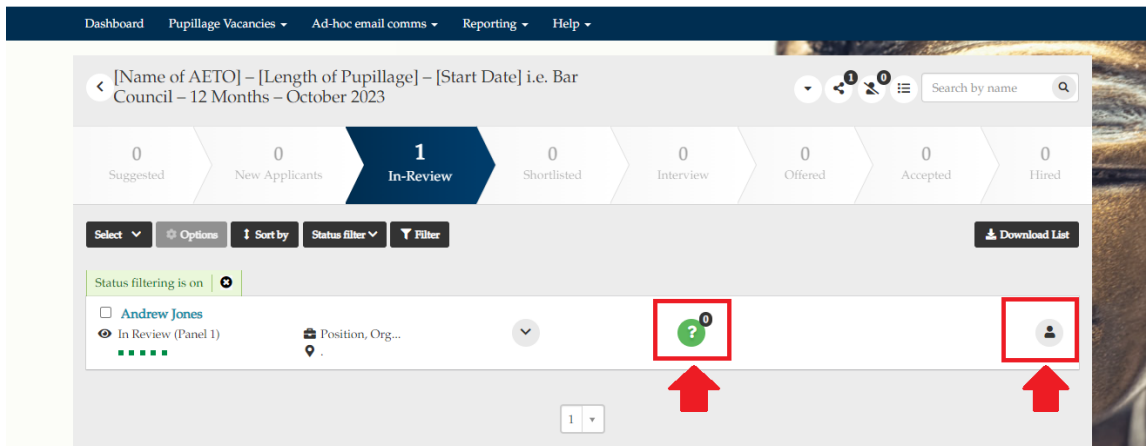


Note: If you do not wish to allocate your candidates to a 'Panel' you can simply leave the selection blank and click 'Yes, continue'.

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.

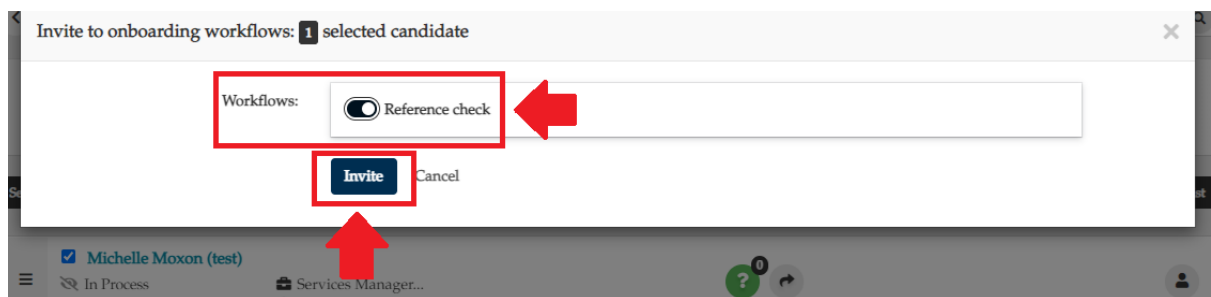
Other Options – Mark as selected moves the relevant applicants to ‘Accepted [an offer of pupillage]’. As with the ‘Reject’ option above, you will receive a a pop-up template email asking you if you would like to ‘Mark as accepted only’ or ‘Mark as accepted and send email’. If you choose the latter, you 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 – Non Contract Generation moves the relevant applicants to 'Hire [for pupillage]'. As with the 'Reject' option above, you will receive 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.

Other Options – Invite to onboarding allows you to send your reference checks to the candidates at any given time throughout the window period. A pop-up notification will appear that will require you to toggle on 'Reference check' under 'Workflows', before selecting 'Invite'. Alternatively, you will see the option to request 'Reference checks' each time you move candidates through each stage of the process. See section references for further details.



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

8) Using the contextual recruitment functionality

New for this year we are introducing a contextual recruitment tool on the Pupillage Gateway.

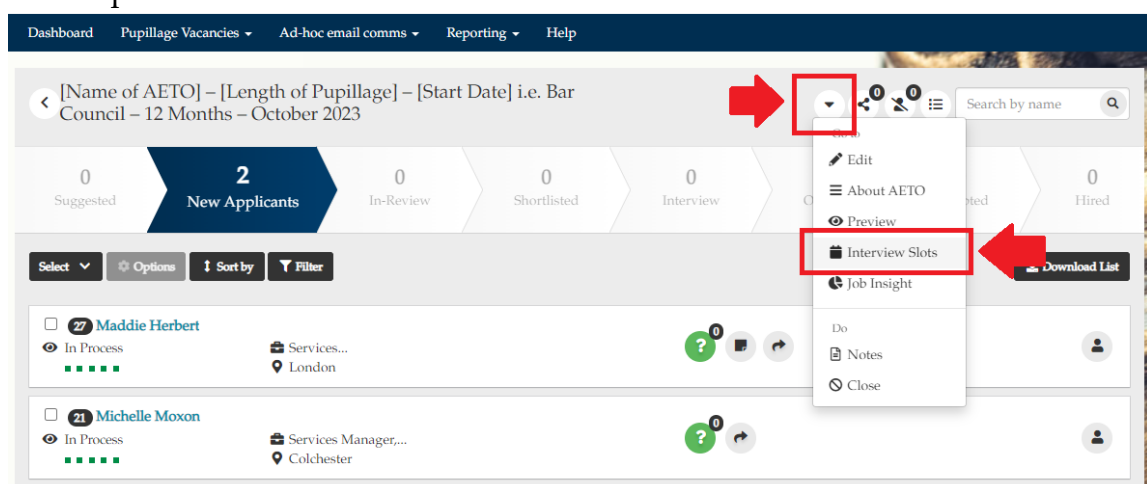
Contextualised recruitment is already used by a number of chambers to consider applications within the context of applicants educational, socio-economic and personal background. You can use this information to assess whether applicants have overachieved in light of their circumstances and the system helps you to identify applicants who are resilient outperformers beyond just looking at grades alone.

Applicants will have the option of completing this additional form when submitting an application through the pupillage gateway. It isn't compulsory for applicants to share this information with recruiters. The form asks questions about their education history, whether they spent any time in care or had caring responsibilities, their asylum seeker status, and some standard socio-economic questions, including whether they had free school meals, their parent or carer's occupation, whether they were the first in your family to go to university and whether you had to undertake paid work to support your studies.

The contextual recruitment tool is currently being built and tested and there will be more information available for chambers in the Pupillage Gateway user guides and training sessions.

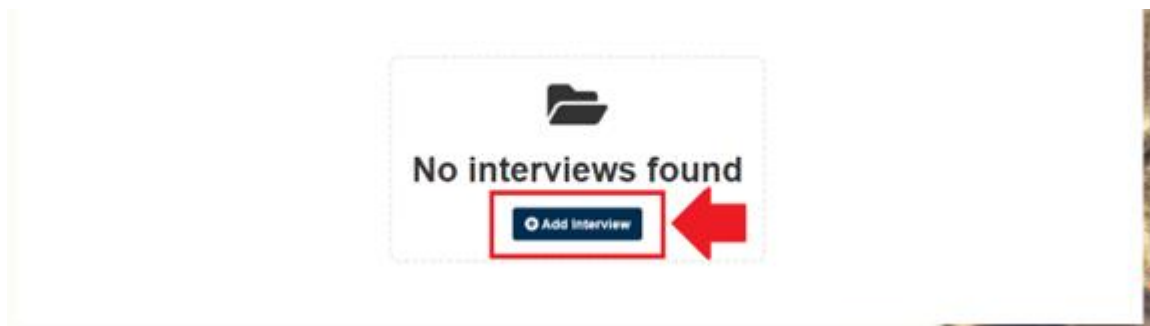
9) Arranging interviews through the platform

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.

A screenshot of a web form titled "Interview Address". At the top, there is an information icon and the text "You can use this page to add interviews if you wish." Below this, there are five radio button options: "New", "Previous", "User Default", "User Profile", and "Job". The "New" option is selected and highlighted with a red box. Below the radio buttons are four input fields: "Address", "City", "State / Province / Region", and "Postcode". The "Postcode" field has a dropdown menu currently showing "United Kingdom". A red arrow points to the "New" radio button from above, and another red arrow points to the "Address" input field from the left.

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.

Interview Address New User Default User Profile Job

Teams Interview

Meeting ID: 382 073 163 654

State / Province / Region

Passcode: i8rDAi

Country

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.

Interview Address New Previous User Default User Profile Job

Address

City

State / Province / Region

Postcode

United Kingdom

Interviewer: Carolyn Entwistle; Michelle Moxon; Maddie; Barrister(s)

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.

Interview Stage & Slots:

Interview

Choose Interview Stage:

Interview

Interview Second Stage

Interview Third Stage

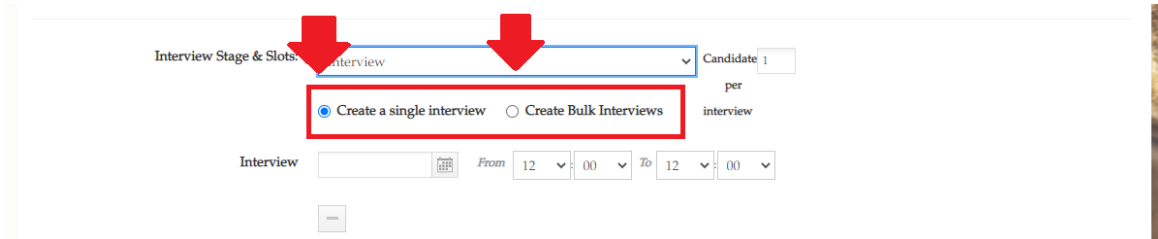
Interview Fourth Stage

Interview Fifth Stage

Candidate 1 per interview

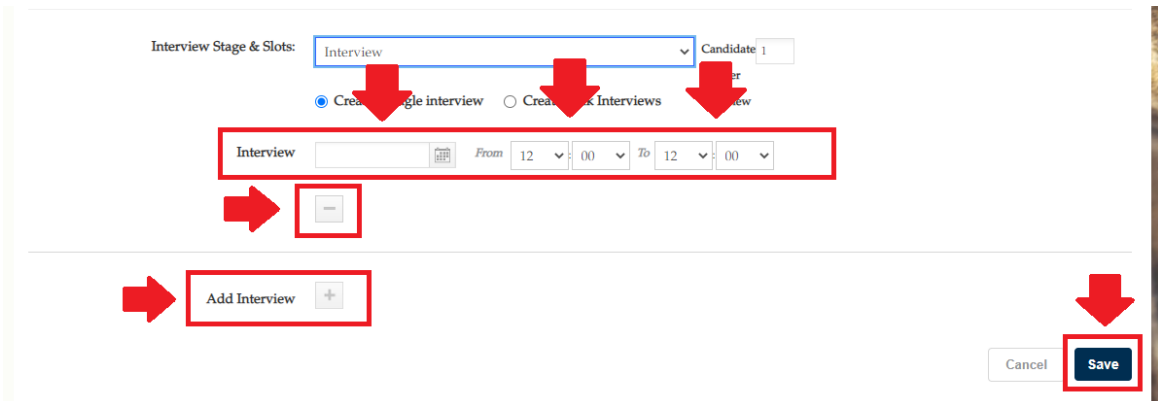
00

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.



The screenshot shows the 'Interview Stage & Slots' form. At the top, there is a dropdown menu for 'Interview Stage & Slots' with 'Interview' selected. To its right is a 'Candidate' field with the value '1'. Below these are two radio button options: 'Create a single interview' (which is selected) and 'Create Bulk Interviews'. Underneath, there is an 'Interview' field, a calendar icon, and a time range selector with 'From' and 'To' fields, both set to '12:00'. A minus sign icon is located below the time range.

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'.



This screenshot shows the same form as above, but with additional annotations. Red arrows point to the 'Create a single interview' radio button, the 'Create Bulk Interviews' radio button, and the 'Candidate' field. A red box highlights the 'Interview' field, the calendar icon, and the time range selector. Below this, a red arrow points to a minus sign icon. At the bottom left, a red arrow points to the 'Add Interview' button with a plus sign. At the bottom right, a red arrow points to the 'Save' button.

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

Interview Stage & Slots: Interview Candidate 1 per interview

Create a single interview Create Bulk Interviews

i You can create a maximum of 500 interviews.

Repeat Interview: Start Date [calendar icon] End Date [calendar icon] 12:00 [dropdown] 12:00 [dropdown]

Duration: 0 Hours [dropdown] 0 Minutes [dropdown]

Exclude these days: Mon Tue Wed Thu Fri Sat Sun

Exclude these times: From time [dropdown] To time [dropdown] [Remove]

+ Add

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.

i Job Status - This job is expired since [2022-10-06].

Time: **2** All **0** Past (0 Booked) **2** Upcoming (0 Booked) Booking: All Not Booked Booked < Page 1 >

i You can use this page to add interviews if you wish.

✓ Completed successfully! Go to jobs dashboard

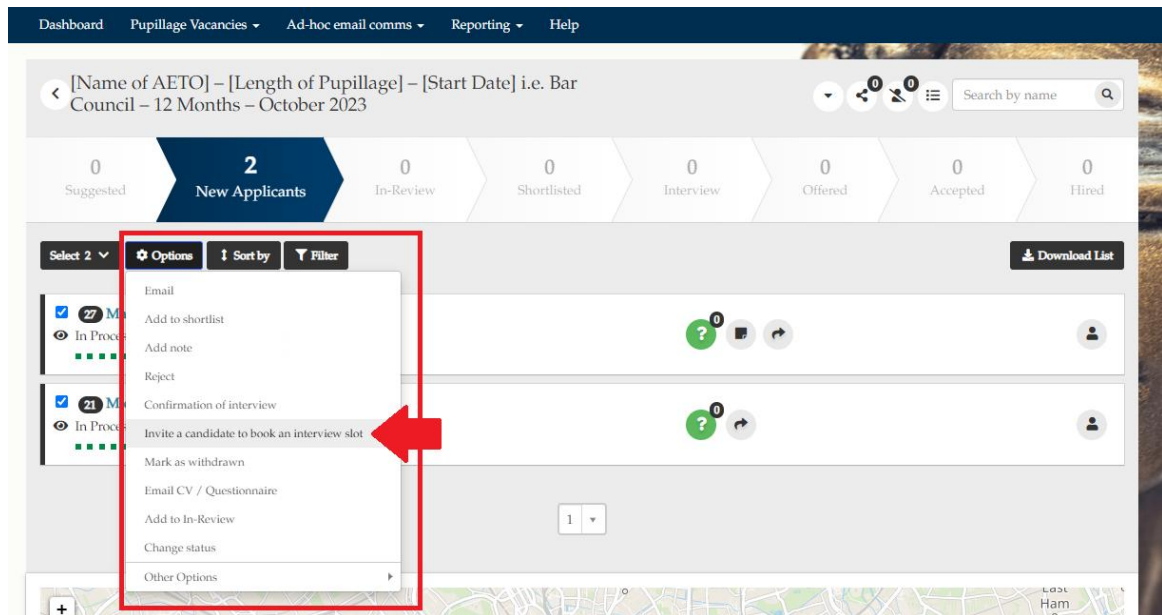
Interview Address Current User Default User Profile Job

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.

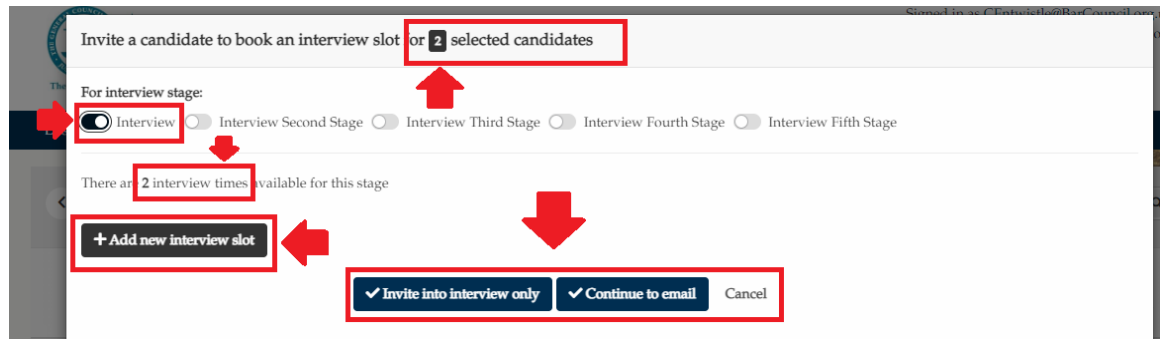
The screenshot displays an interview booking interface. At the top, there is a section for 'Interview' with a date field set to '26 Oct 2022' and a time range from '12:00' to '13:00'. Below this, a red box highlights the date and time fields, and a red arrow points to a minus sign (-) in a small box, indicating a delete function. The main form includes sections for 'Interview Address' (with radio buttons for 'Current', 'User Default', 'User Profile', and 'Job'), 'Interviewer::' (with a list of names and a job title field), and 'Attendees:' (with a radio button for 'Michelle Moxon: (Job Owner)' and a search field). Below these is an 'Attendees List' section. At the bottom, there is another 'Interview' slot for '25 Oct 2022' from '12:00' to '13:00', also with a red box highlighting the date and time fields and a red arrow pointing to a minus sign (-) in a small box.

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'.

Top tip: The Bar Council suggests that you allow candidates to choose their preferred time through the Pupillage Gateway as doing so will reduce the volume of your communications with them.

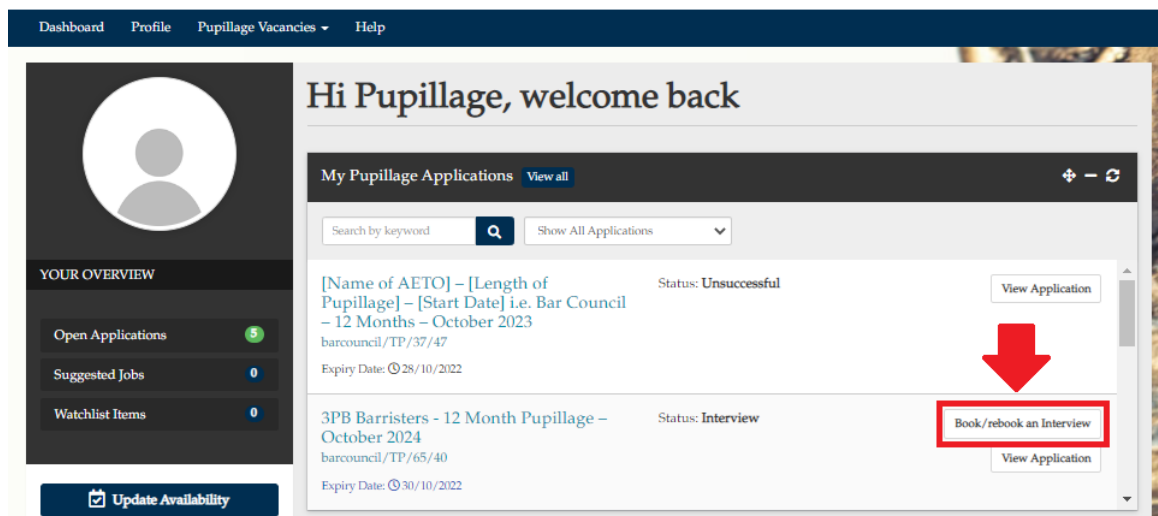


When the 'Invite a candidate to book an interview slot' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create a Single Interview' slot or 'Create Bulk Interviews' form you will have just completed.

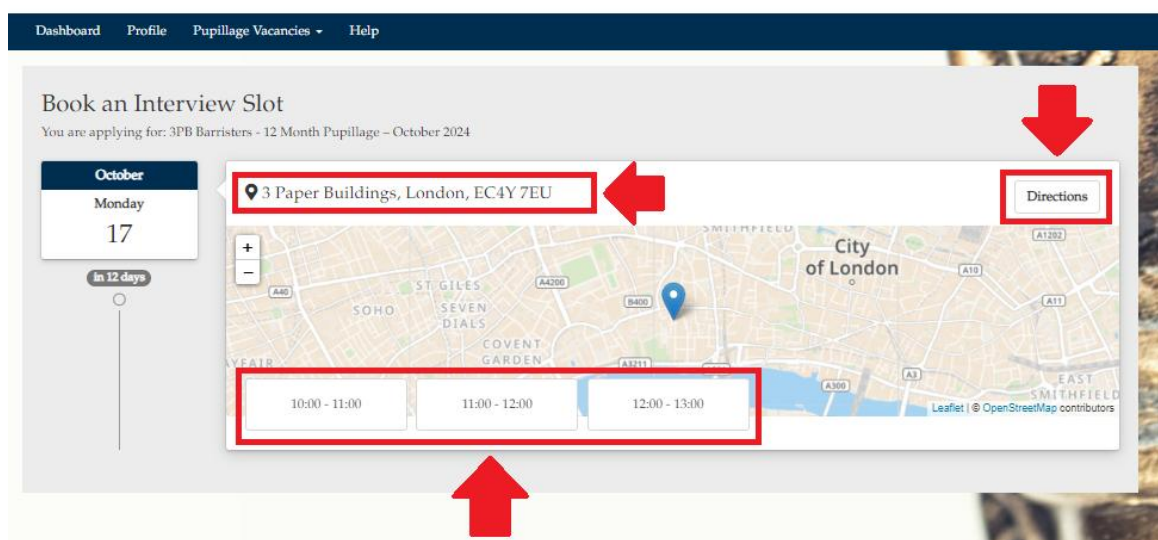


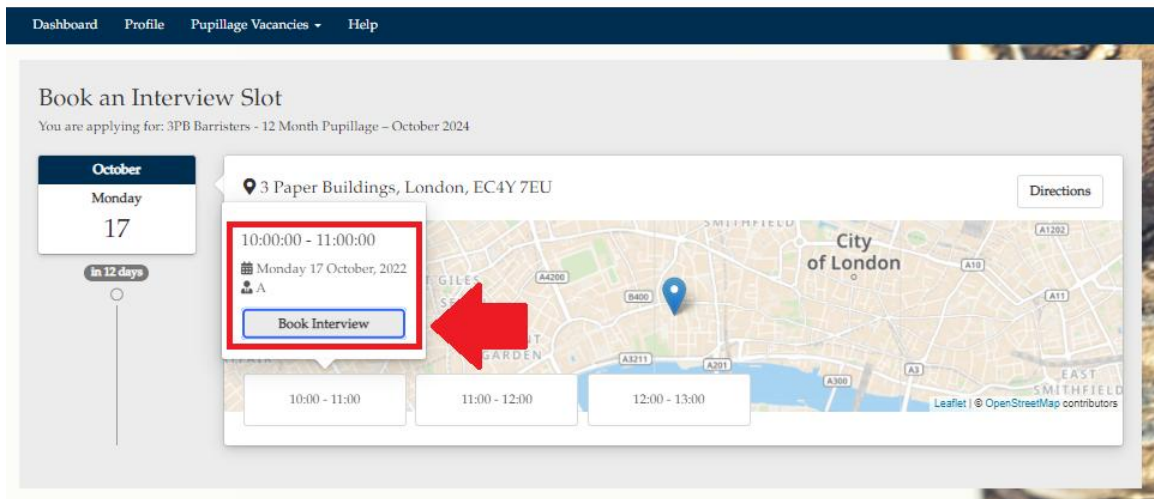
Once you are happy with the interview details, select either 'Invite to interview only' or 'Continue to email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand corner. If you choose the 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'.

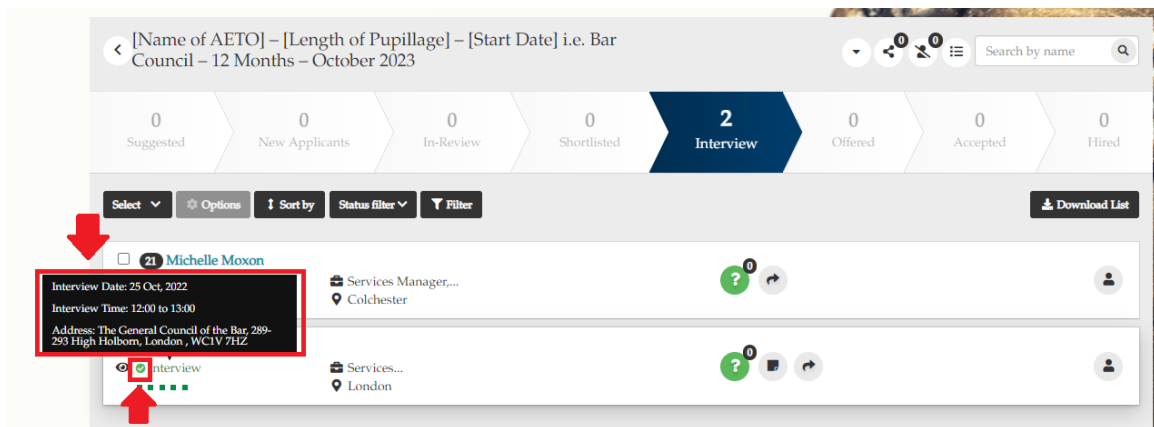


Once they have clicked on the 'Book/rebook an Interview' button to make their booking, they will be taken to the booking page and will be able to select an interview from the date(s) and time(s) that are still available, by clicking on the slot of their choice, followed by 'Book Interview'. If applicable, 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.

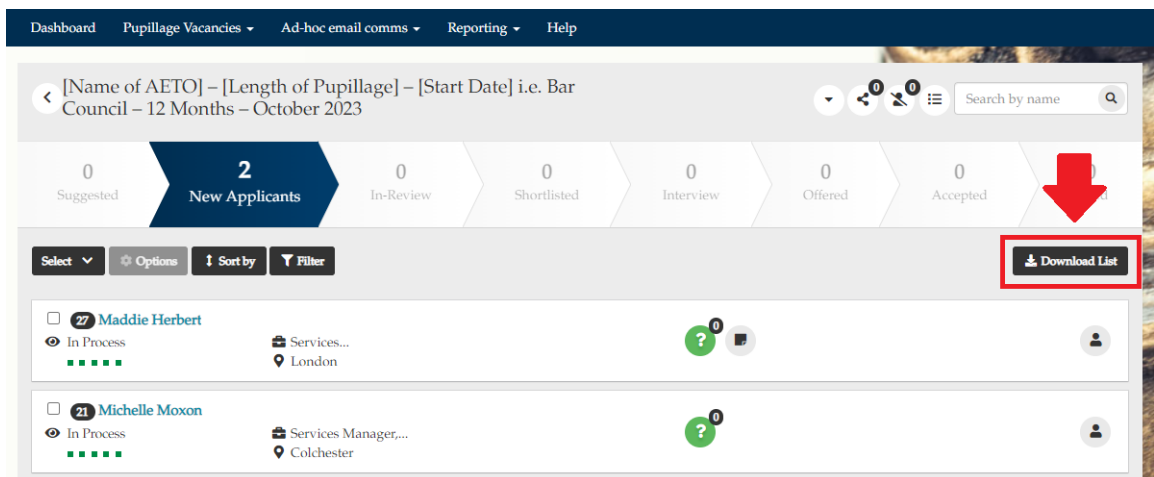




Once they have successfully booked their interview, a green tick will appear next to their name and, if you hover your mouse over it, you will be able to see which slot they have booked.



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.



	A	B	C	D	J	K	L	M
1	Forename	Surname	Alternative email address	Mobile Number	Interview Stage 1 date	Interview Stage 1 timeslot	interview	Interview
2	Michelle	Moxon	michelle@moxon.com	4477777777				
3	Maddie	Herbert	maddie@herbert.com	4477777777	25/10/2022 00:00	12:00:00 - 13:00:00		
4								
5								

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'.

Dashboard Pupillage Vacancies Ad-hoc email comms Reporting Help

[Name of AETO] – [Length of Pupillage] – [Start Date] i.e. Bar Council – 12 Months – October 2023

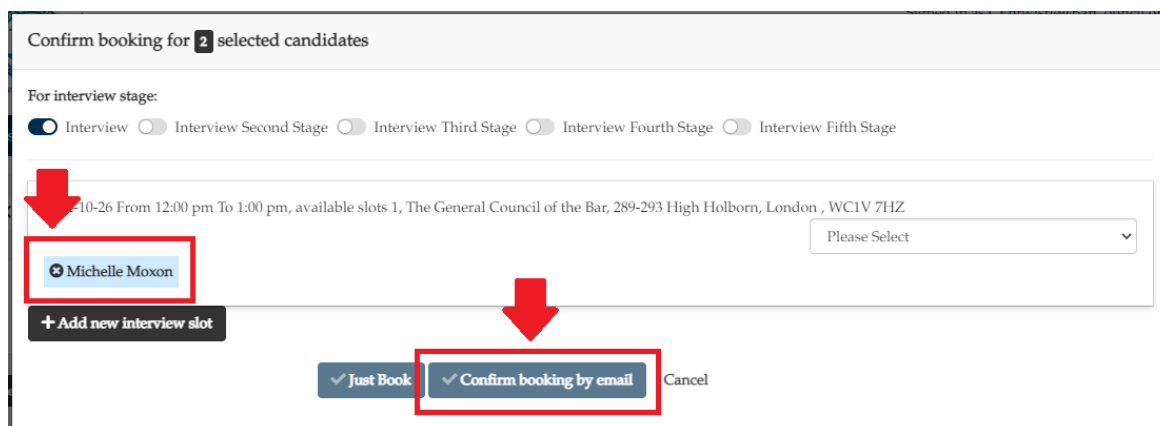
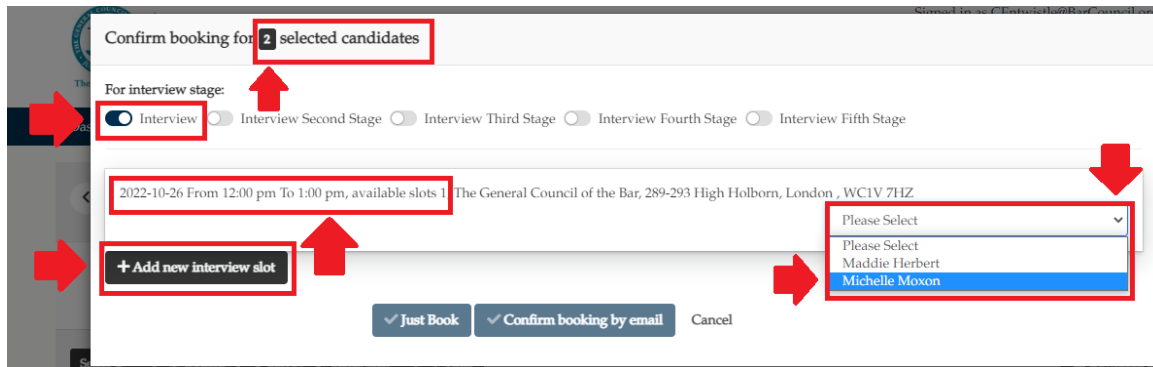
0 Suggested 0 New Applicants 0 In-Review 0 Shortlisted **2 Interview** 0 Offered 0 Accepted 0 Hired

Select 2 Options Sort by Status filter Filter Download List

- Email
- Add note
- Reject
- Confirmation of interview
- Invite a candidate to book an interview slot
- Mark as withdrawn
- Offer job - non contract generation
- Email CV / Questionnaire
- Change status
- Other Options

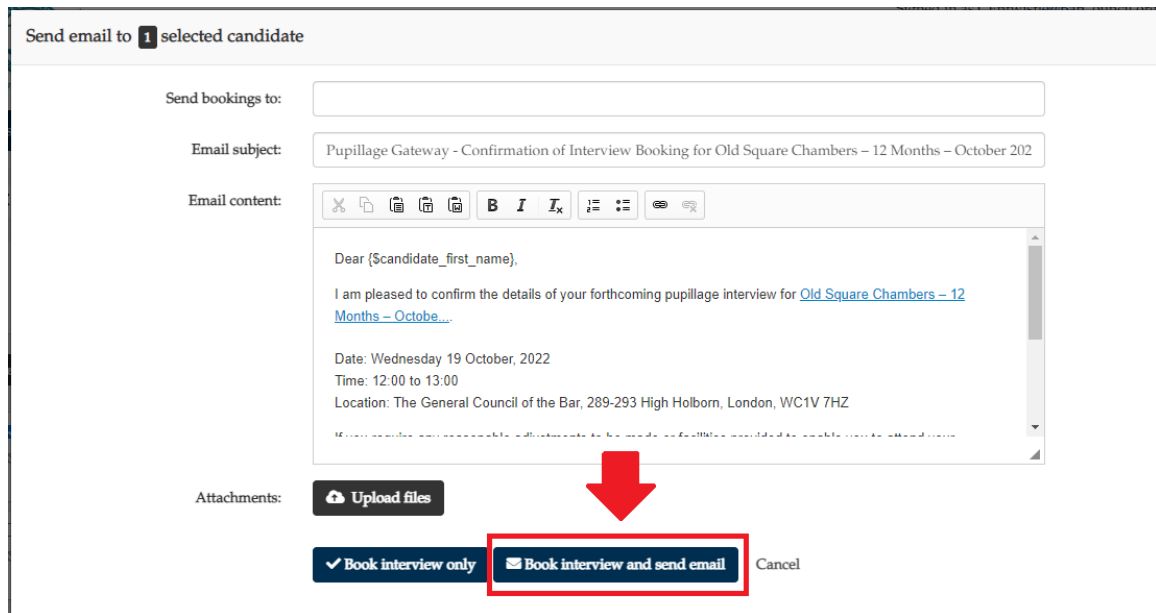
When the 'Confirmation of interview' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create a Single Interview' 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.



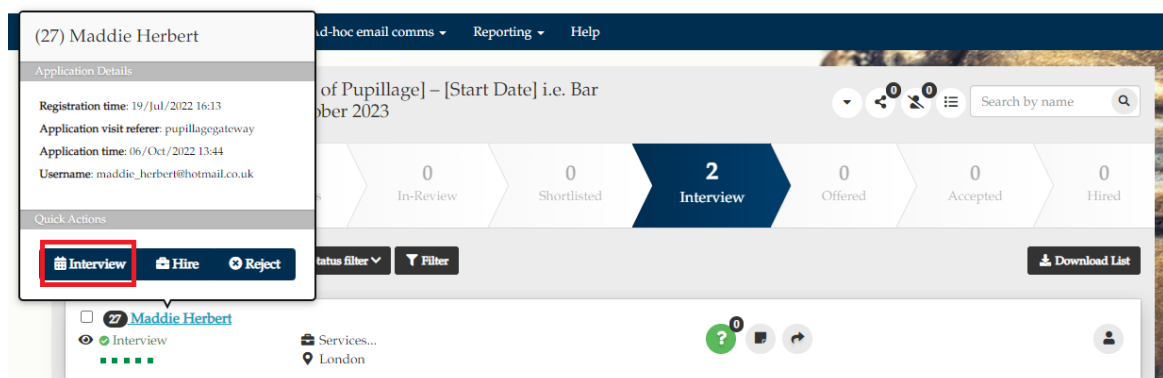
Finally, select 'Confirm booking by email' and edit the template email according to your preferences. Select 'Book interview and send email' to finalise the process, noting that it will send immediately to the number of candidates show in the top right-hand corner.

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.



10) 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.

Confirm booking for **1** selected candidate

For interview stage:

Interview Interview Second Stage Interview Third Stage Interview Fourth Stage Interview Fifth Stage

Interview Address New Previous User Default User Profile Job

The General Council of the Bar, 289-293 High Holborn

London State / Province / Region

WC1V 7HZ United Kingdom

Interviewer: Carolyn Entwistle; Maddie Herbert; Michelle Mox Job title

Attendees: Michelle Moxon: (Job Owner)

Type to search colleagues or add external attendees

Attendees List

Candidates per interview

Create a single interview Create Bulk Interviews

Interview 26 Oct 2022 From 12:00 To 13:00

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.

Send email to **1** selected candidate

Send bookings to:

Email subject: Pupillage Gateway - Confirmation of Interview Booking for Old Square Chambers – 12 Months – October 202

Email content:

Dear (\$candidate_first_name),

I am pleased to confirm the details of your forthcoming pupillage interview for [Old Square Chambers – 12 Months – Octobe...](#)

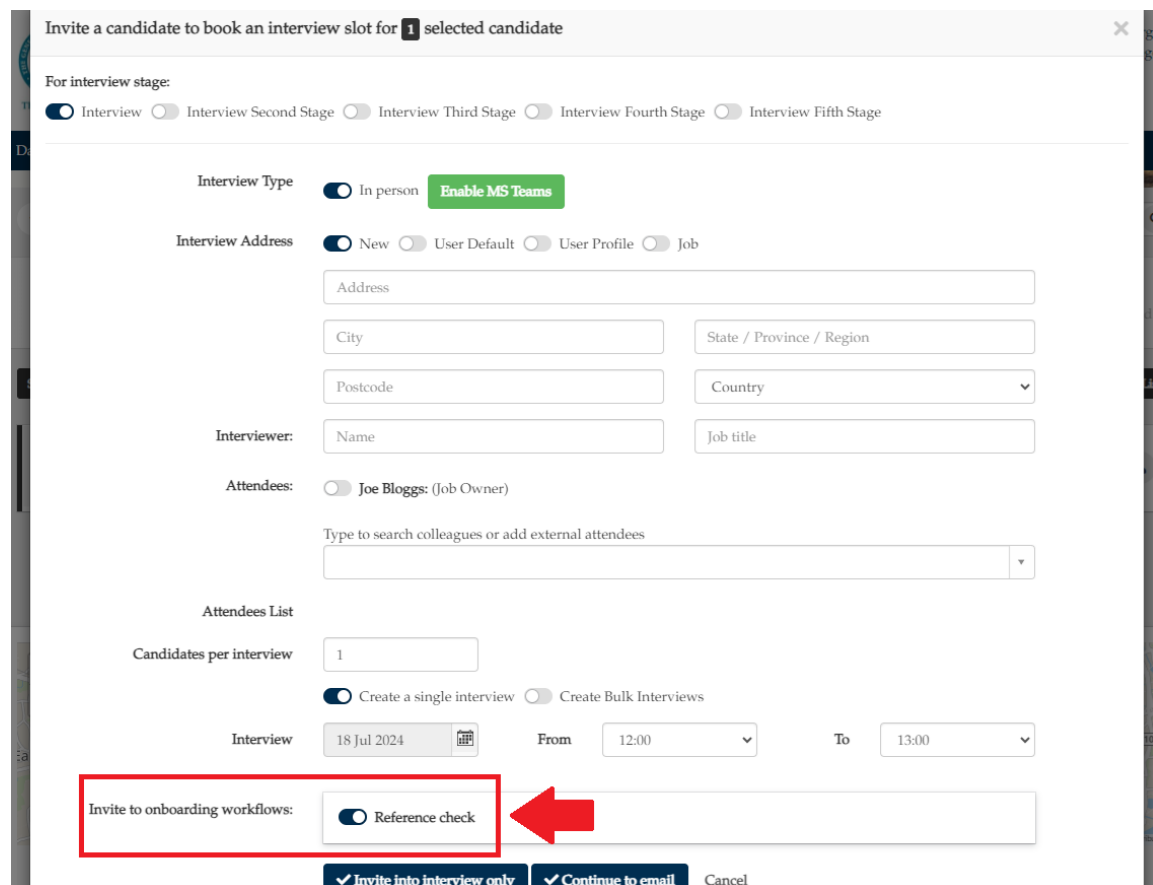
Date: Wednesday 19 October, 2022
 Time: 12:00 to 13:00
 Location: The General Council of the Bar, 289-293 High Holborn, London, WC1V 7HZ

Attachments:

11) Contacting referees

Regardless of the option you have selected under Section 5 of the Job Setup form (see section 4 on 'Creating an advertisement' for further information), there are two ways that you can begin the process of obtaining the details of your applicants' referees, or copies of full references.

The first option is to toggle on 'Reference check' under 'Invite to onboarding workflows'

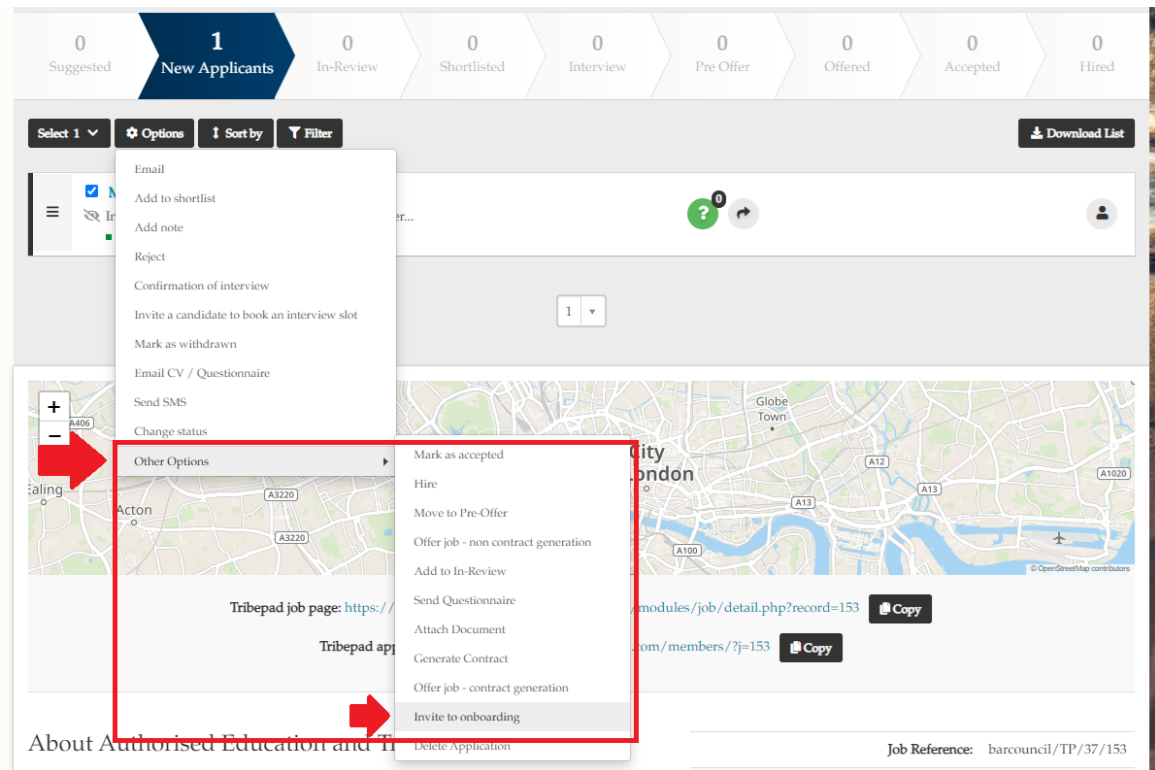


The screenshot shows a web form titled "Invite a candidate to book an interview slot for 1 selected candidate". The form is divided into several sections:

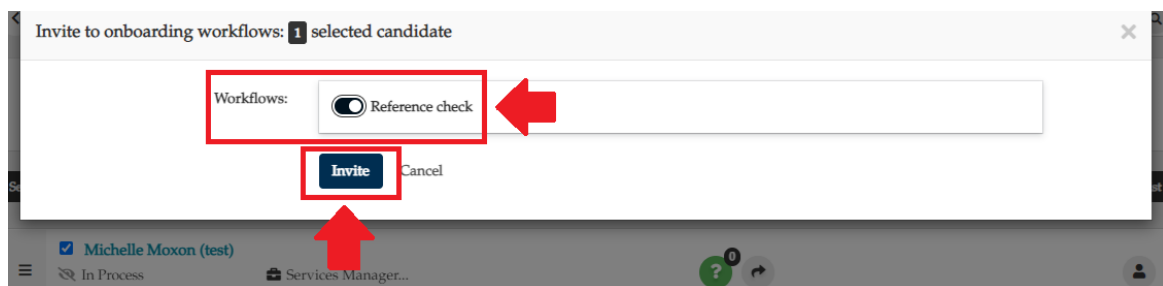
- For interview stage:** Radio buttons for "Interview" (selected), "Interview Second Stage", "Interview Third Stage", "Interview Fourth Stage", and "Interview Fifth Stage".
- Interview Type:** Radio buttons for "In person" (selected) and "Enable MS Teams" (a green button).
- Interview Address:** Radio buttons for "New" (selected), "User Default", "User Profile", and "Job". Below are input fields for "Address", "City", "State / Province / Region", "Postcode", and "Country".
- Interviewer:** Input fields for "Name" and "Job title".
- Attendees:** Radio button for "Joe Bloggs: (Job Owner)" (selected). Below is a search bar "Type to search colleagues or add external attendees".
- Attendees List:** A table with one row showing "Candidates per interview" as 1.
- Interview:** Radio buttons for "Create a single interview" (selected) and "Create Bulk Interviews". Below are date and time pickers: "18 Jul 2024", "From 12:00", and "To 13:00".
- Invite to onboarding workflows:** A section with a red box around the "Reference check" toggle (which is turned on) and a red arrow pointing to it.

At the bottom, there are three buttons: "Invite into interview only", "Continue to email", and "Cancel".

The second option is to select the applicants that you would like to receive the referees' details or references for, at any stage of the process, by selecting 'Other Options' from the 'Options' menu, followed by 'Invite to onboarding'.



If you select this option you will receive a pop-up notification that will require you to toggle on 'Reference check' under 'Workflows', before selecting 'Invite'.



Once you have completed either of the above actions, the relevant applicants will receive the following email through the Pupillage Gateway:

Subject:

Complete your referee details for {\$job_title}

Content:

Dear {\$candidate_first_name},

This is an automated email sent by the Pupillage Gateway on behalf of an Authorised Education and Training Organisation

Your pupillage application for the position of {[\\$job_with_link](#)} requires you to upload the contact details of your referees to the Pupillage Gateway, so that they can be contacted by the relevant Authorised Education and Training Organisation. Please click the 'Start now' button below to complete the process within the next three days.

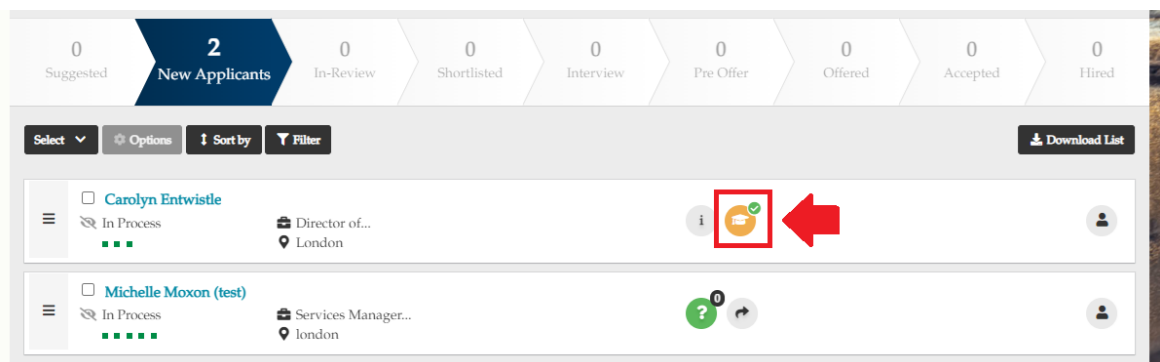
Kind regards,
The Pupillage Gateway Team

<<<Start now>>>

The form that they will be asked to complete will contain the following mandatory fields for up to two referees:

- Referee name
- Referee job title
- Organisation name
- Referee email address
- Description of your relationship to the referee

Once your applicant has been sent the referee form to complete an orange academic symbol will appear next to their name. For those who chose to manually download the referee details the academic symbol will turn green once the candidate completes their forms.



If you have selected the Bar Council Standardised Reference Checks Onboarding Package, your applicant's referees will then receive the following email through the Pupillage Gateway:

Dear {\$referee_name},

This is an automated email sent by the Pupillage Gateway on behalf of an Authorised Education and Training Organisation

As you may be aware, {\$candidate_full_name} has applied for the position of {\$job_with_link} as part of this year's pupillage recruitment process.

They have informed us that you are willing to act as one of their referees and we would therefore be grateful if you complete the form below within the next five working days. Please click the 'Start now' button below to complete the process.

If you are not willing or able to act as a referee, please contact {\$job owner email} directly.

Kind regards,

The Pupillage Gateway Team

<<<Start now>>>

The form that they will be asked to complete will contain the following fields:

- Referee name
- Referee job title
- Organisation name
- Applicant name
- Description of your relationship to the applicant, including details of how long you knew them in an academic or professional setting
- Please confirm details of the applicants' qualifications and grades where known (non-mandatory)
- Please provide details of their suitability for pupillage, bearing in mind the common criterion outlined in the guidelines.

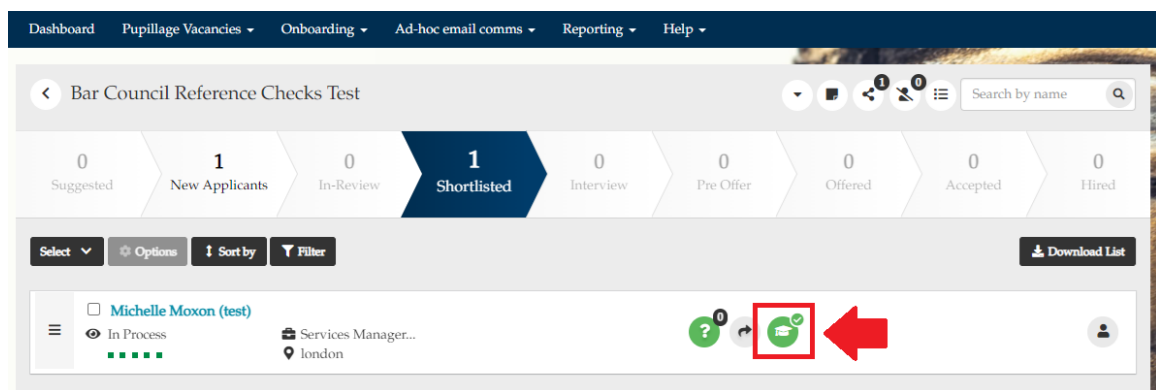
Guidelines: The common criterion, which has been established by the Bar Council and is based on the most used indicators across the profession, includes intellectual capability, oral and written advocacy skills, analytical skills, communication, resilience, the ability to work both independently and as part of a team, and the ability to work effectively in pressurised environments.

12) Downloading the information received through the Bar Council Standardised Reference Checks process

Once one or more of your applicant's chosen referees have completed the reference form on their behalf, the academic icon next to the applicant's name will turn green.



Top tip: The academic symbol for the Pupillage Gateway looks like a mortarboard.



The screenshot shows a dashboard for 'Bar Council Reference Checks Test'. The navigation bar includes 'Dashboard', 'Pupillage Vacancies', 'Onboarding', 'Ad-hoc email comms', 'Reporting', and 'Help'. The main content area features a progress bar with stages: Suggested (0), New Applicants (1), In-Review (0), Shortlisted (1), Interview (0), Pre Offer (0), Offered (0), Accepted (0), and Hired (0). Below the progress bar are controls for 'Select', 'Options', 'Sort by', and 'Filter', along with a 'Download List' button. A table lists the applicant 'Michelle Moxon (test)' with a status of 'In Process' and a location of 'london'. A green academic icon (mortarboard) is highlighted with a red box and a red arrow pointing to it.

Click on the icon to open the 'Reference Check' workflow. Scroll down to the completed 'Referee Workflow' form(s) and select > to open the relevant reference.

Bar Council Reference Checks Test > Bar Council Standardised Reference Checks Auto Send

Workflows

Items: **All** Pending Candidate For review Completed

Completed Workflows **3**

Reference check Completed 5 days ago

Assigned to: Candidate - created 12 days ago

- Reference checks for AETO's
- Completed - 5 days ago
- Sent to referee - 6 days ago **Required** Any Type Reference
- Sent to referee - 6 days ago **Required** Any Type Reference

Referee Workflow Completed 6 days ago

Assigned to: mmoxon (mmoxon@barcouncil.org.uk) - created 6 days ago

- Reference Form
- Completed - 6 days ago

To download the information contained within the form, select the download icon from the top of the page and toggle on everything except 'Include diversity answers' before selecting 'Download PDF'.

Dashboard Pupillage Vacancies **Onboarding** Ad-hoc email comms Reporting Help

Michelle Moxon

Bar Council Reference Checks Test > Bar Council Standardised Reference Checks Auto Send

< Onboarding

Reference checks for AETO's

Completed - 5 days ago

86.134.115.0 iOS Mobile Safari 17 Completed 5 days ago

Sent to referee - 6 days ago Completed by referee - 6 days ago **Required** Any Type Reference

Include candidate workflows
 Include diversity answers
 Include admin workflows
 Include document contents
 Include file contents

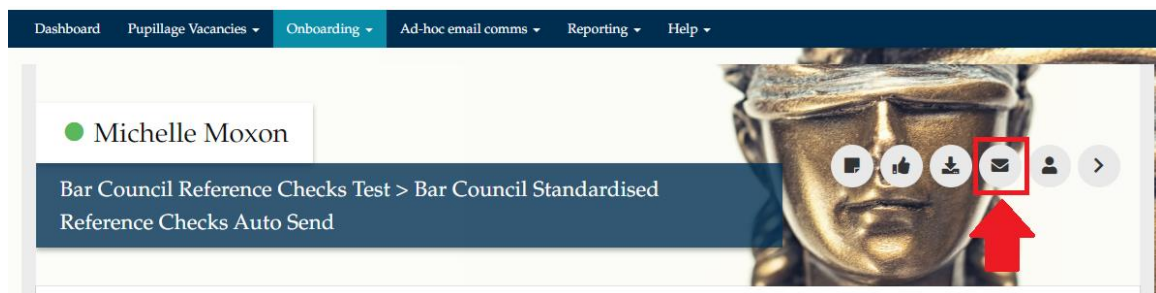
Download PDF



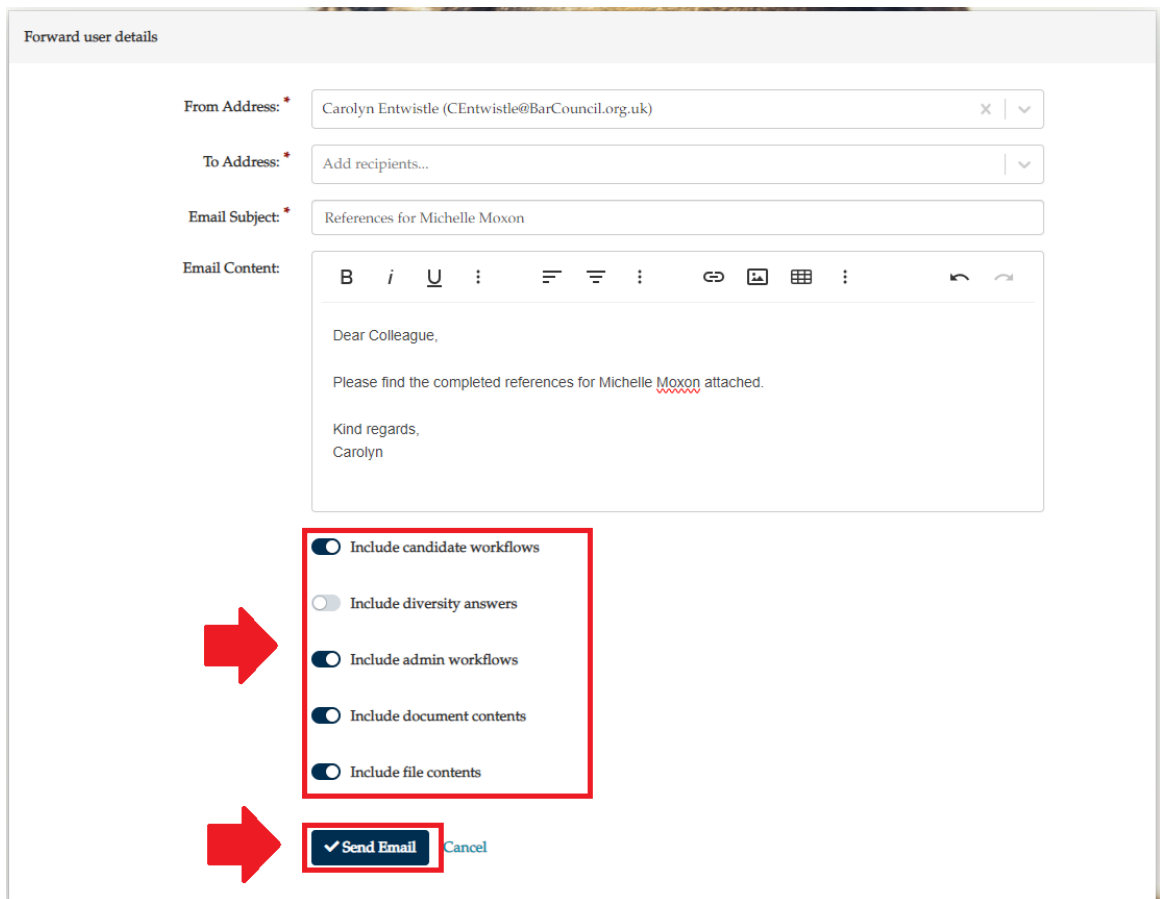
Top tip: The download symbol for the Pupillage Gateway looks like an arrow pointing downwards toward a hard drive.

Note: If you accidentally select the 'Include diversity answers' toggle, it will not generate your applicants' responses to the equal opportunities monitoring form. It is connected to a separate 'Onboarding' workflow that is not currently available to Pupillage Gateway users.

If you would like to send the information to either yourself or another, select the mail icon instead.

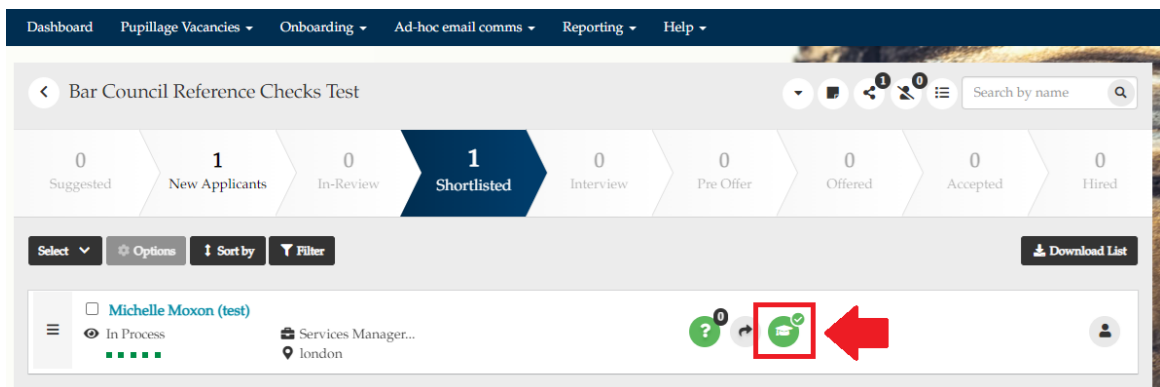


This will open the 'Forward user details' email template that you can edit. As with the download option, you will need toggle on everything except 'Include diversity answers' before selecting 'Send Email'.

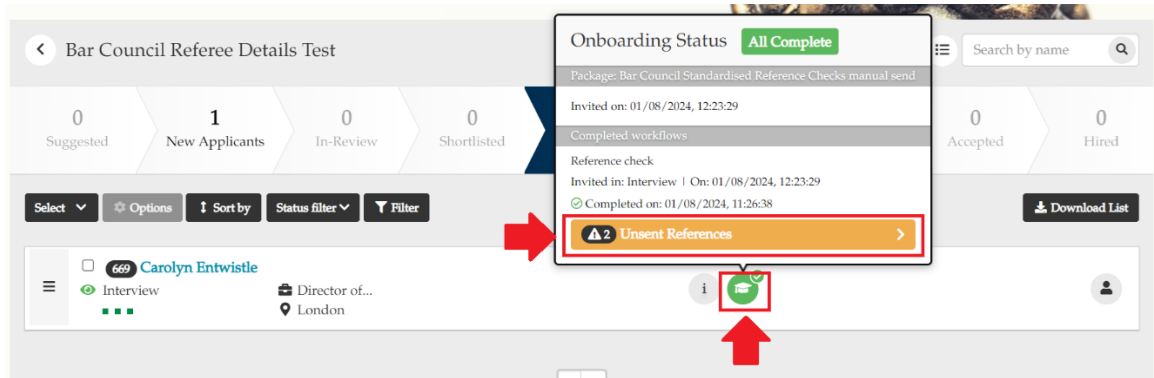


13) Downloading the information received through the Bar Council Standardised Referee Details process

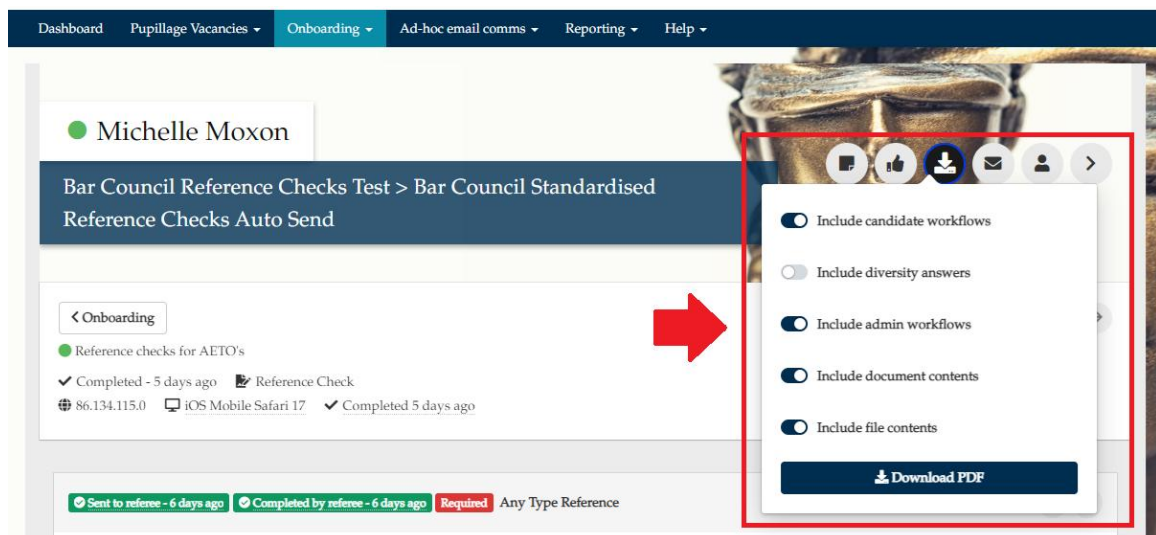
Once one of more of your applicants' have submitted their referees' details, the academic icon next to their names will turn green.



Click on the icon to open, followed by 'Unsent References', to open the relevant referees' details.



To download the information contained within the form, select the download icon from the top of the page and toggle on everything except 'Include diversity answers' before selecting 'Download PDF'.



Note: If you accidentally select the 'Include diversity answers' toggle, it will not generate your applicants' responses to the equal opportunities monitoring form. It is connected to a separate 'Onboarding' workflow that is not currently available to Pupillage Gateway users.

If you would like to send the information to either yourself or another, select the mail icon instead.



This will open the 'Forward user details' email template that you can edit. As with the download option, you will need toggle on everything except 'Include diversity answers' before selecting 'Send Email'.

If you would like to use the information submitted by the applicant to request that their referees provide you with their references through the Pupillage Gateway, click the 'Save and send to [referee email address]' button at the bottom of entry.

The referees will then receive the email and form outlined on page 54-55

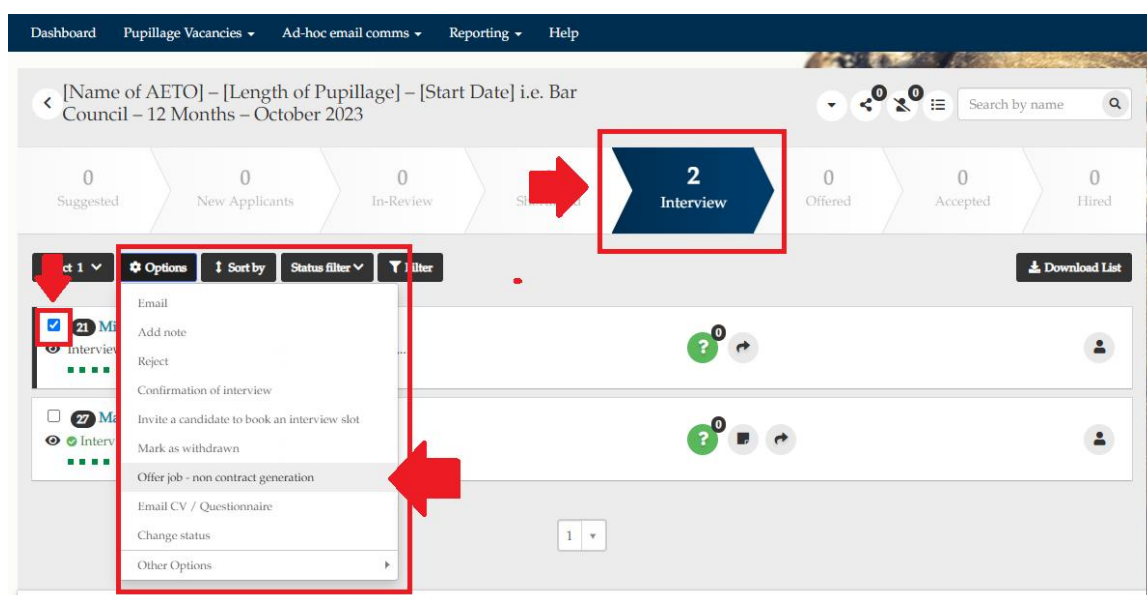
14) Bespoke reference checks

If you would like to choose the information that you ask referees to provide you with in respect of your applicants, please email Bar Council Services Team at pupillagegateway@barcouncil.org.uk with your chosen questions before finalising your advertisement for the coming year.

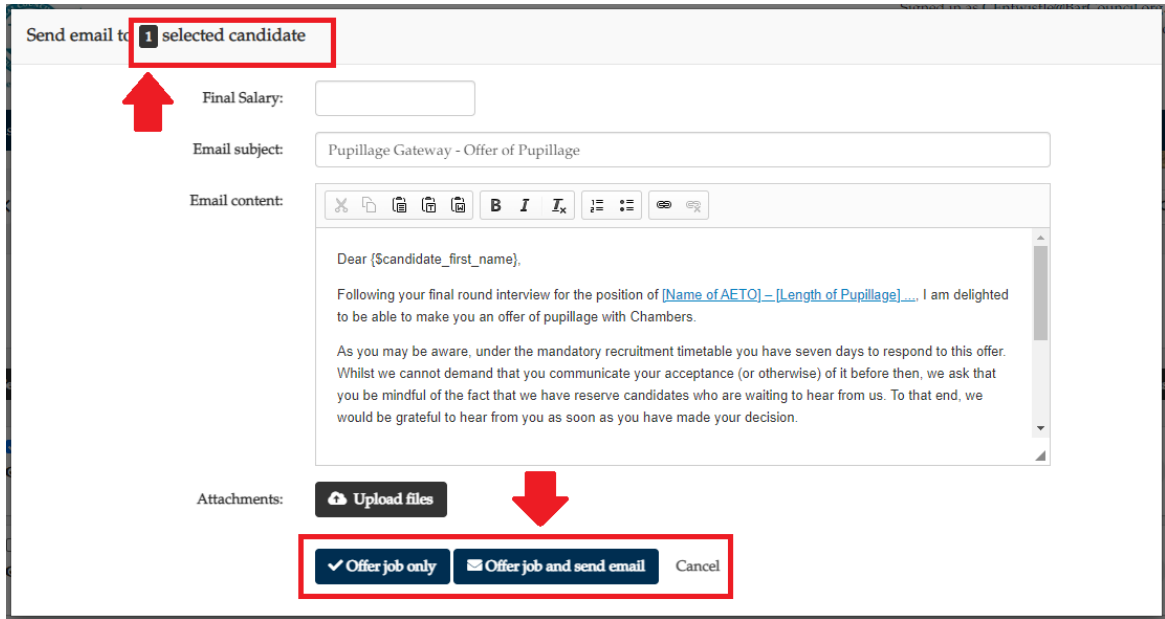
15) Making offers to applicants

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.

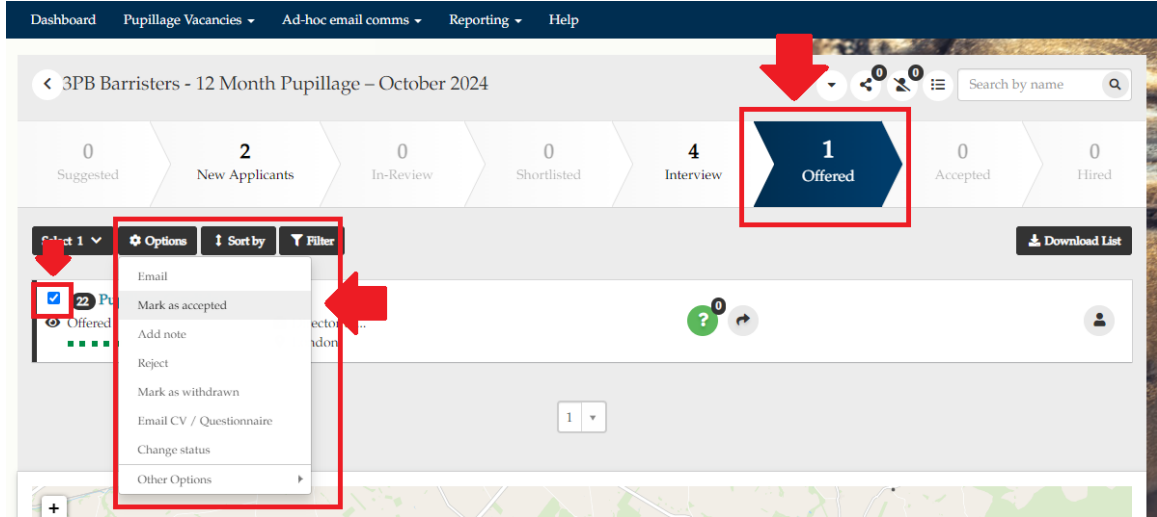


Once you have selected 'Offer job – noncontract generation' from the 'Options' dropdown box, select either 'Offer job only' or 'Offer job and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates show in the 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.

Send email to **1 selected candidate**

Email subject: Pupillage Gateway - Confirmation of Pupillage

Email content:

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 CEntwistle@BarCouncil.org.uk.

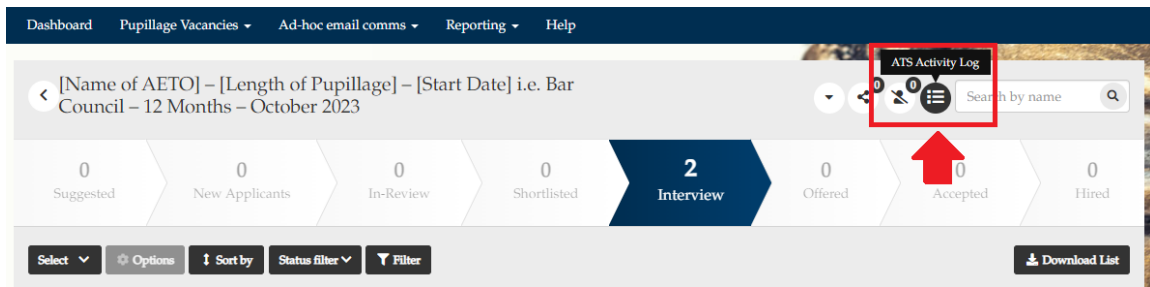
Kind regards,
Carolyn Entwistle

Attachments:

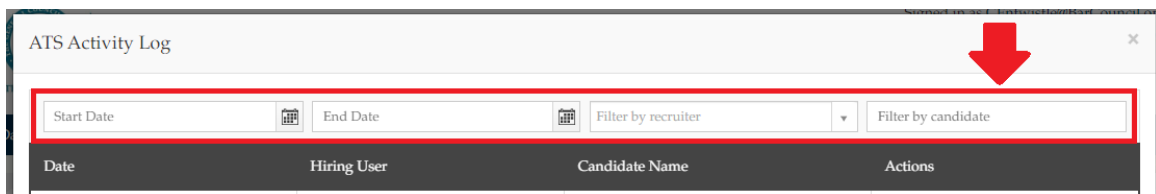
16) Viewing an applicant's history

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.

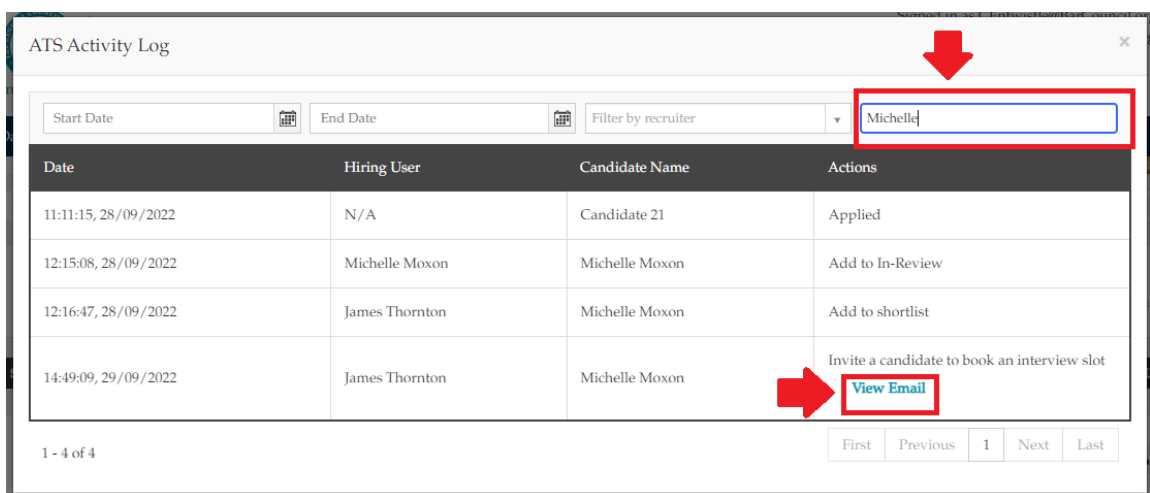
To view an applicant's history, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, click the list button entitled 'ATS Activity Log' in the top right-hand corner, next to the 'Search by name' search box.



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.



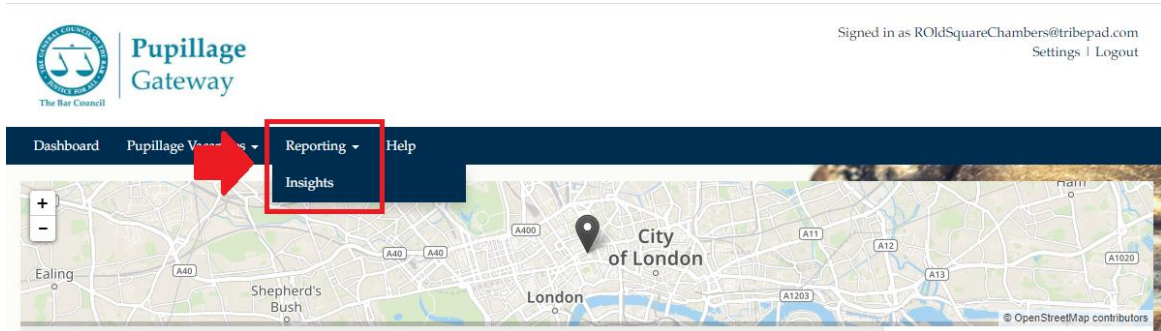
The results of your search will include the time and date of the relevant action, the name of the Recruitment Administrator (or 'Hiring Manager') responsible for it, the name or number of the candidate to whom the action applied, and what the action was. You can also view any emails associated with a specific action by selecting the 'View Email' button that will appear beneath the description of the action taken.



17) Viewing equal opportunities monitoring reports

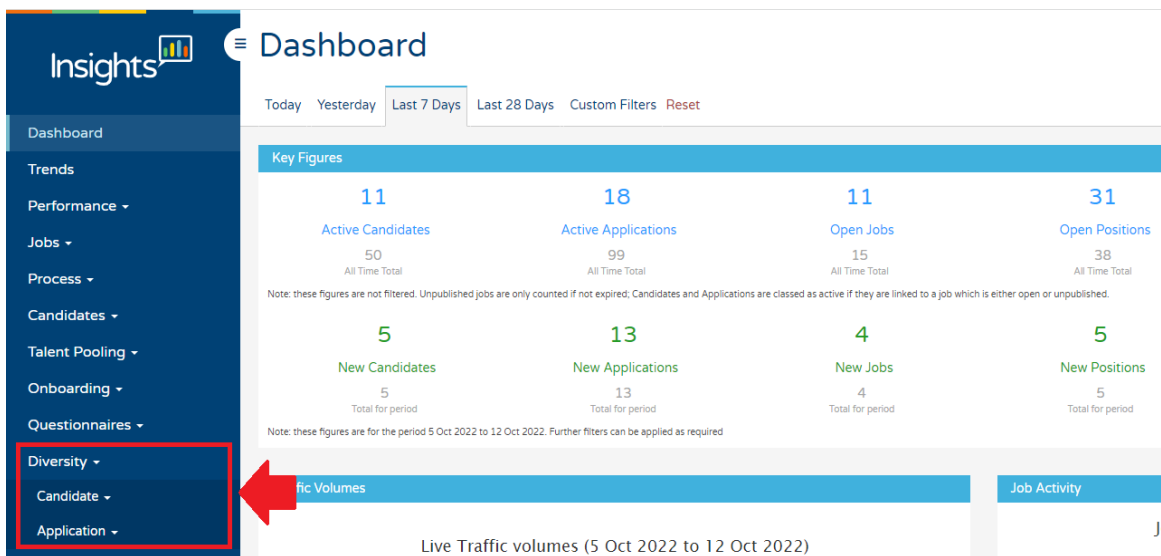
To view the equal opportunities monitoring report for your advertisement, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies

in the 'Jobs' widget. When the vacancy opens, click 'Reporting' in the main navigation board and select 'Insights'.

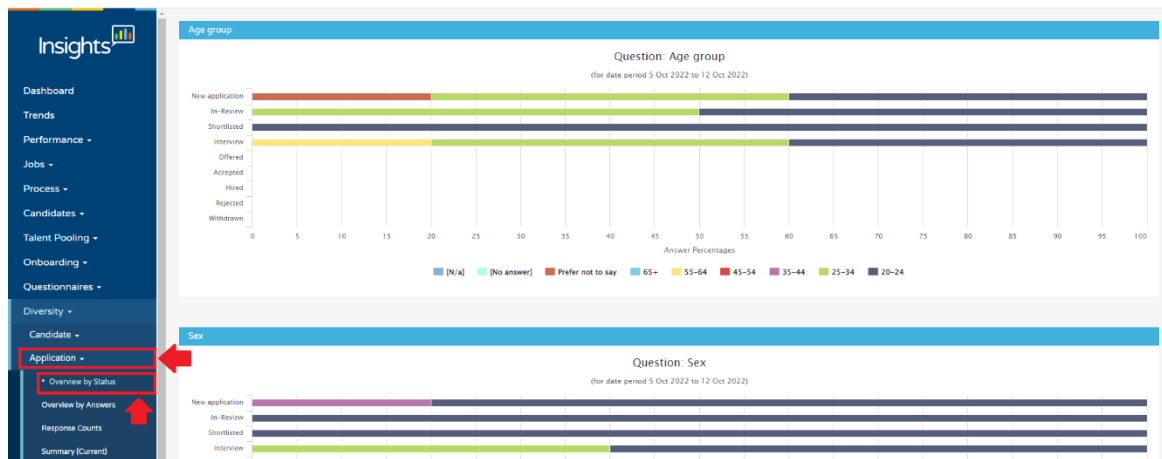


A new window will open, and you will need to login using your Pupillage Gateway account details. Accessing 'Insights' involves a two-factor authorisation process, and you will therefore also need to follow the instructions for generating a code using your mobile device, or for one to be sent to your 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.

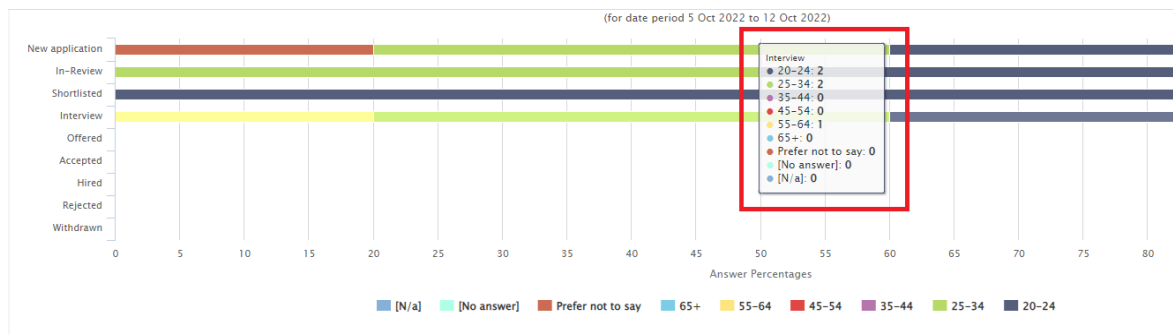


If you select 'Application', followed by 'Overview by Status', you will be able to view the percentage of candidates that have answered any given question contained within the Equal Opportunities Monitoring questionnaire, split by the status(es) that they have been moved to. This information is real 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)'.

Responses for the question "Sex"			
Application Status	Total Responses	Female (%)	Male (%)
New application	26162	57.21%	40.18%
In-Review	8295	56.68%	40.35%
Shortlisted	4280	56.05%	41.31%
Interview	2941	54.27%	42.84%
Offered	420	56.19%	40.95%
Accepted	215	50.70%	44.65%
Hired	156	56.41%	39.10%
Rejected	18686	56.11%	41.05%
Withdrawn	1814	62.51%	35.61%

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.

Diversity - Application Summary (Current)

Hi, Carolyn Entwistle

BAR COUNCIL

Save/Schedule Report

Today Yesterday Last 7 Days Last 28 Days **Custom Filters**

Custom Filters

From: 2022-10-11 To: 2022-10-18

Job Country: Click to choose

Circuit: Click to choose

Job Reference: Type for options

Job Title (Keywords): Click to modify

Pupillage Start Date: Click to choose

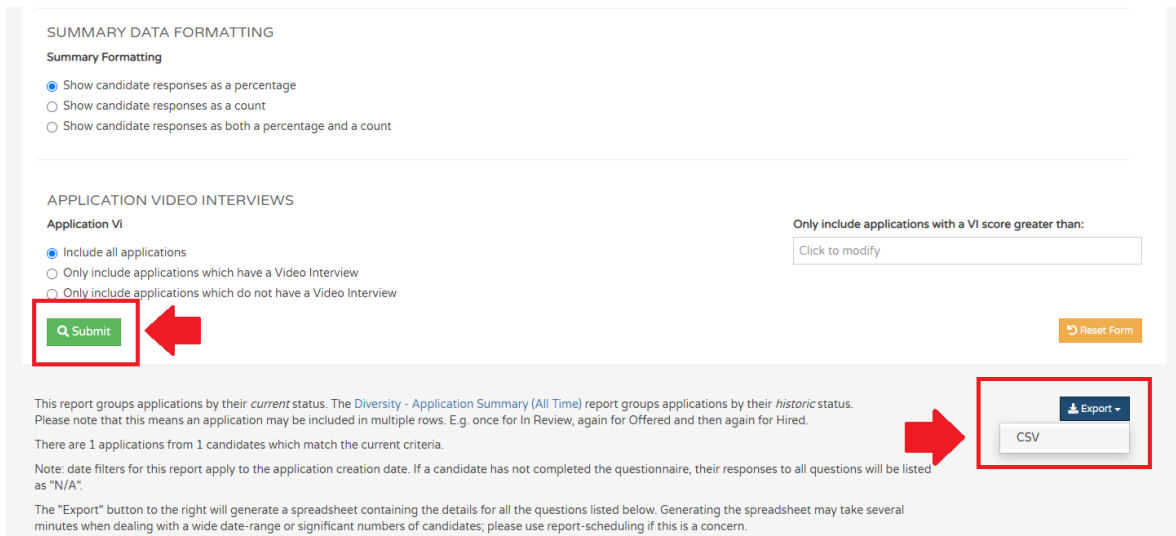
Authorised Education and Training Organisation: Click to choose

Job Recruiter: Click to choose

Job Hiring Manager: Click to choose

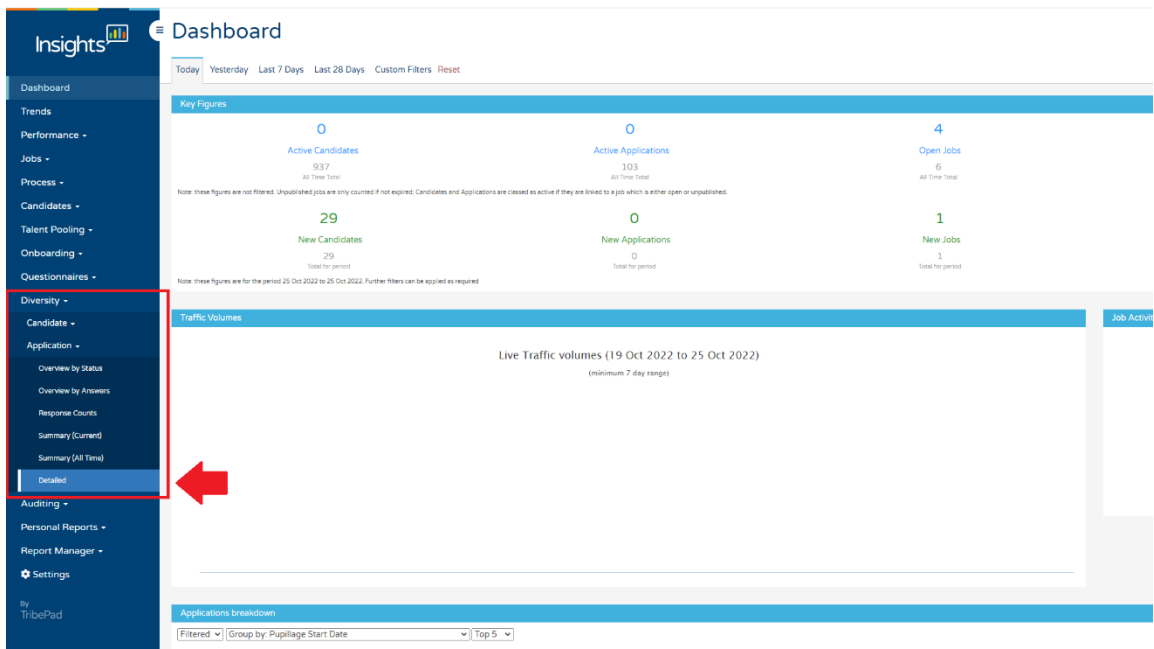
Owned By: Click to choose

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'.

Diversity - Application Summary (Current)

Hi, Carolyn Entwistle

BAR COUNCIL

Save/Schedule Report

Today Yesterday Last 7 Days Last 28 Days Custom Filters

Custom Filters

From: 2022-10-11 To: 2022-10-18

Job Country: Click to choose

Circuit: Click to choose

Job Reference: Type for options

Job Title (Keywords): Click to modify

Pupilage Start Date: Click to choose

Authorised Education and Training Organisation: Click to choose

Job Recruiter: Click to choose

Job Hiring Manager: Click to choose

Owned By: Click to choose

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]. For 2023/24 Equality and Diversity Questionnaire (Version 15 and Version 16) [Inactive]

Process -

Candidates -

Talent Pooling -

Onboarding -

Questionnaires -

Diversity -

Candidate -

Application -

Overview by Status

Overview by Answers

Response Counts

Summary (Current)

Summary (All Time)

Detailed

Auditing -

Personal Reports -

Report Manager -

Settings

By TribePad

HIERARCHY FILTER

Please note: all items at or below the selected hierarchy level will be returned. A maximum of 100 results will be returned at any time

Type for options

DIVERSITY QUESTIONNAIRE FILTER

[980] Equality and Diversity Questionnaire (Version 12) [Active]

APPLICATION STATUS

Note: these filters can be used individually

Current Application State: Click to modify

Previous Application State: Click to modify

APPLICATION RESPONSES ONLY

By default, this report shows the candidate's most recent Diversity response, even if this is from another application.

Show the candidate's most recent Diversity Responses

Only show responses where the candidate completed Diversity for that specific application

APPLICATION VIDEO INTERVIEWS

Application Vi

Include all applications

Only include applications which have a Video Interview


Only include applications which do not have a Video Interview

Submit

Results


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'.


≡ Diversity - Application Detailed

Today Yesterday Last 7 Days Last 28 Days Custom Filters  Columns [Reset](#)

Column Visibility

When exporting, reducing the number of columns will make the download file smaller and may also reduce the download time. However, please note

- Candidate (ID) 
- Candidate (Name)
- Candidate (Username)
- Candidate (First Name(s))
- Candidate (Last Name)
- Candidate (Email)
- Candidate (City)
- Candidate (Postcode)
- Candidate (country)
- Candidate signup date
- Candidate Status
- Internal or External Candidate
- Candidate Subtype
- Job Id
- Job Reference
- Job Title
- Internal Category
- Job Location
- Job Current Status
- Job Viewable
- Authorised Education and Training Organisation
- Circuit
- Job Owner (Name)
- Job Owner (Username)
- Job Hiring Manager (Name)
- Job Hiring Manager (Username)
- Job Resourcer (Name)



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.

Hi, Carolyn Entwistle

BAR COUNCIL

Save/Schedule Report

Showing 1 to 30 of 76 entries

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?
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

Export -
CSV
Offline (via Email)

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).

18) 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.

19) Version control

Date	Version	Description of Changes
14.10.2022	1.0	First version launched.
23.10.2023	2.0	Updated to: <ul style="list-style-type: none"> • 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.

		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.
01.09.2024	3.1	<p>Updated to:</p> <ul style="list-style-type: none"> • Remove the requirement to include referees as part of the Bar Council Standardised Questionnaire and update candidates on the new reference request process. • Refer to how Recruitment Administrators can now request referee details and automatically ask for referees to complete their references through the Pupillage Gateway. • Include information relating to the new Contextual Recruitment functionality.

Annex 1: AETO User Information Form



Pupillage Gateway

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



Pupillage Gateway

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	
---------	--

Note: You will be asked to add this information when you first create your Pupillage Gateway account. It can be amended by accessing your account using the [User Login page](#), selecting 'Profile' from the main navigation menu, and then selecting the edit symbol in the top right-hand corner of the 'Personal Information' box.



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

Section 2: Employment and Work Experience History

Top tip: You can add to your employment and work experience 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 'Employment and Work Experience History' from the menu that appears on the left-hand side of the page.

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

--	--

Guidance notes:

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 GCSEs, 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).



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

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

<p>Languages</p> <p>100-word limit</p>	
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Guidance notes: Please provide details of the languages that you speak and in brackets after each, your fluency in them:

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

Professional Qualifications 100-word limit	
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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	
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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.

<p>Interests and Recreational Activities</p> <p>100-word limit</p>	
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Guidance notes: Please provide details of any non-work-related involvement. If relevant to your proposed area of practice, please explain in what way.

Section 5: Extenuating Circumstances and Other Disclosure

<p>Extenuating Circumstances*</p> <p>200-word limit and the answer must be at least one word</p>	
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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".

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

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

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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.



<p>If 'Yes', please provide further details here. *</p> <p>200-word limit</p>	
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<p>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.*</p>	<p>Yes/No</p>
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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)".

<p>If 'Yes', please provide further details here. *</p> <p>200-word limit</p>	

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.

Section 6: 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 7: 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 8: Contextual Recruitment

The information contained within the Contextual Recruitment section will be treated in the strictest confidence. It can be used by Authorised Education and Training Organisations to assess your application in the context of your socio-economic background, with a view to levelling the playing field by acknowledging applicants' unique journeys and achievements, which will ultimately foster a more inclusive profession. All Authorised Education and Training Organisations 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 widening access to the Bar amongst candidates from less privileged backgrounds, and to enhancing fairness and transparency in pupillage recruitment using evidence-based tools. 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 contextual recruitment form that will appear at Section 8 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



Pupillage Gateway

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	<p>Subject: Pupillage Gateway - Your Application for {\$job_title}</p> <p>Dear {\$candidate_first_name},</p> <p>Thank you for [your application/for attending an interview] for the position of {\$job_with_link}.</p> <p>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.</p>	<ul style="list-style-type: none">• {\$candidate_first_name}• {\$candidate_full_name}• {\$candidate_last_name}• {\$company_name}• {\$recipient_firstname}• {\$recipient_surname}• {\$job_with_link}• {\$job_title}• {\$your_email}

	<p>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.</p> <p>Kind regards, {your_full_name}</p>	
Confirm Interview	<p>Subject: Pupillage Gateway - Confirmation of Interview for {job_title}</p> <p>Dear {candidate_first_name},</p> <p>I am pleased to confirm the details of your forthcoming pupillage interview for {job_with_link}.</p> <p>Date: {interview_date} Time: {interview_time} Location: {interview_location}</p> <p>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.</p> <p>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}.</p> <p>Kind regards, {your_full_name}</p>	<ul style="list-style-type: none"> • {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}

<p>Invite to Book an Interview</p>	<p>Subject: Pupillage Gateway - Invitation to Interview for {\$job_title}</p> <p>Dear {\$candidate_first_name},</p> <p>Thank you for [your application/for attending an interview] for the role of {\$job_with_link}.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Kind regards, {\$your_full_name}</p>	<ul style="list-style-type: none"> • {\$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}
<p>Offer</p>	<p>Subject: Pupillage Gateway - Offer of Pupillage</p> <p>Dear {\$candidate_first_name},</p> <p>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.</p> <p>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</p>	<ul style="list-style-type: none"> • {\$candidate_first_name} • {\$candidate_surname} • {\$candidate_full_name} • {\$job_title} • {\$job_location} • {\$job_salary_from} • {\$job_with_link} • {\$your_full_name} • {\$your_email}

	<p>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.</p> <p>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.</p> <p>Kind regards, { \$your_full_name }</p>	
Offer Withdrawn/Declined	<p>Subject: Pupillage Gateway - Your Application for { \$job_title }</p> <p>Dear { \$candidate_first_name },</p> <p>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.</p> <p>Kind regards, { \$your_full_name }</p>	<ul style="list-style-type: none"> • { \$candidate_first_name } • { \$candidate_last_name } • { \$candidate_full_name } • { \$company_name } • { \$your_full_name } • { \$your_email } • { \$job_with_link } • { \$job_title }
Hire Candidate	<p>Subject: Pupillage Gateway - Confirmation of Pupillage</p> <p>Dear { \$candidate_first_name },</p> <p>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 }.</p>	<ul style="list-style-type: none"> • { \$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 }	
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