



Pupillage Gateway

User guide for authorised education and training organisation (AETO) recruitment administrators.

Your step-by-step guide to adding and managing your vacancies.

Version 4 – 30 June 2025

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Setting up your account

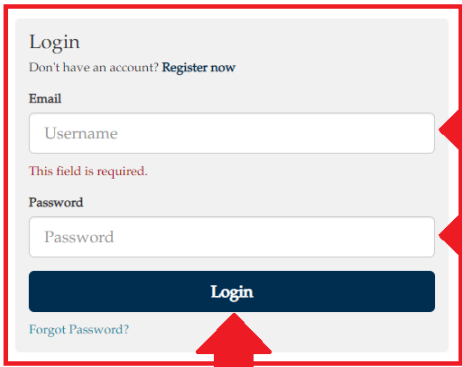
Logging in

To log in visit the [Pupillage Gateway](#) and enter your username and password.

If you are a new user, please complete an [AETO user information form](#) and send it to our [Services team](#).

If you've forgotten your password, use the 'Forgot Password?' function. The password reset email will be sent to your email address, follow the link provided to reset your password.

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



The image shows a login form titled "Login". At the top, it says "Don't have an account? [Register now](#)". Below this is the "Email" section with a text input field labeled "Username". A red arrow points to this field. Below the email field is a red error message: "This field is required.". Below that is the "Password" section with a text input field labeled "Password". A red arrow points to this field. At the bottom of the form is a dark blue button labeled "Login". A red arrow points to this button. Below the button is a link that says "Forgot Password?". The entire form is enclosed in a red rectangular border.

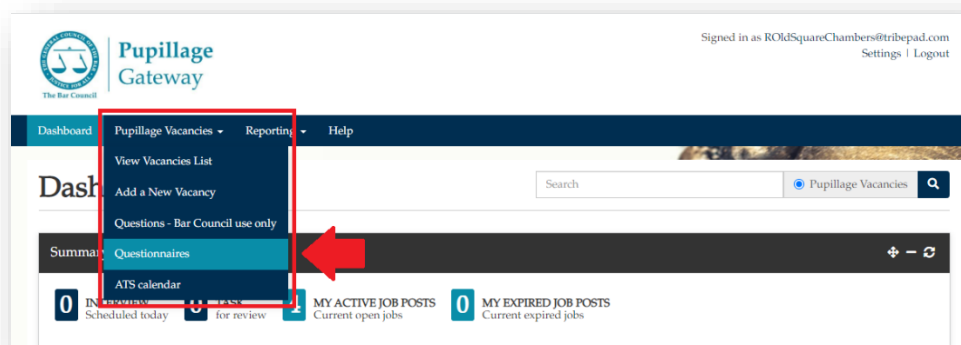
Setting up your vacancies

Creating a bespoke questionnaire

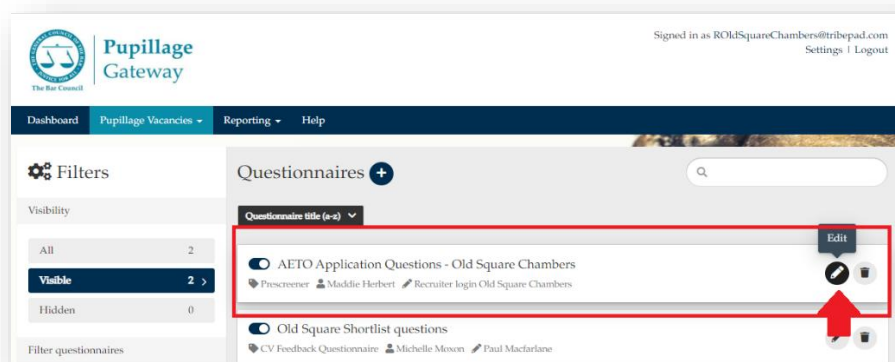
If you use the Pupillage Gateway to manage your recruitment process, you can ask candidates up to 7 bespoke questions as part of their application.

Take a look at our [standardised questionnaire](#) before deciding on your bespoke questions.

To create or amend your bespoke questionnaire, select 'Questionnaires' from the 'Pupillage Vacancies' dropdown box.



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



Delete the text contained in the 'Question' text box and replace it with your own. You can also add any guidelines for applicants in the text box, next to the relevant question.

AETO Question 3

Question

AETO Question 3

Validation

N/A

Required question

Answer visible to privileged managers only

On the validation drop down list, select 'Min / Max Word' to enter the number of words that the candidates can use in their answers.

AETO Question 4

Question

AETO Question 4

Validation

- Min/Max Word
- N/A
- Date
- Time
- Email Address
- Min/Max Character Alpha
- Min/Max Alpha-Numeric
- Begins with
- Ends with
- Custom (Regex)
- Min/Max Alpha-Numeric No Special Characters
- Min/Max Word

Required question

Answer visible to privileged managers only

We don't recommend using any other 'Validation' fields when creating your bespoke questions.

Don't change the 'Answer visible to privileged managers only' toggle.

Only change the 'Required question' toggle if you **don't** 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

Click the 'x' symbol in the corner to delete any excess questions.

AETO Question 4

Question

Guidelines for user

Validation

N/A

Required question

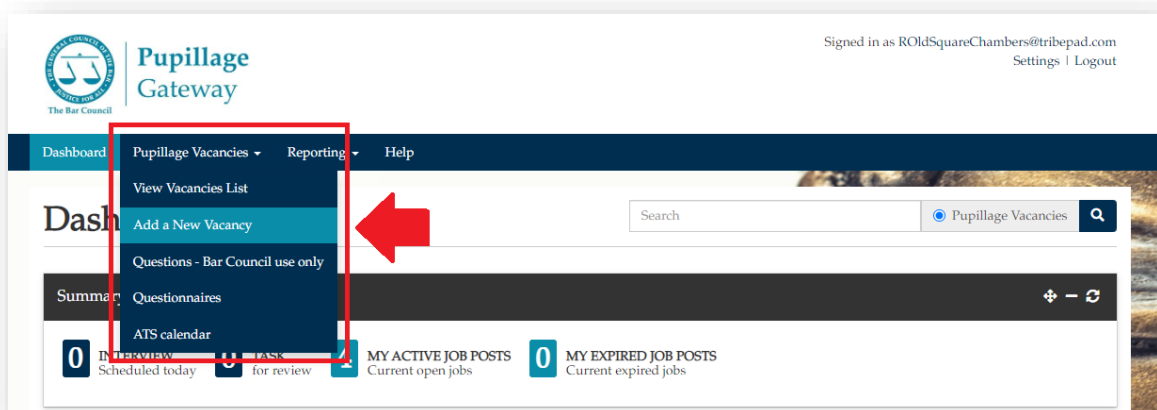
Answer visible to privileged managers only

If you deleted a question in error or need a new question added please contact our [Services team](#).

When you've entered your bespoke questions, scroll to the bottom of the page and select 'Finish'.

Creating an advertisement

On the navigation bar, select 'Pupillage Vacancies' and select 'Add a new vacancy' from the drop-down box.



Job setup

On the job template section, leave the 'Filter Templates By' as 'Authorised Education and Training Organisation'. On the job template drop down menu select 'Pupillage Vacancy Template'

The screenshot shows the 'Job Setup' interface. At the top, there's a 'Job Template' section. Under 'Filter Templates By', a dropdown menu is set to 'Authorised Education and Training Organisation'. Below this, the 'Choose Job Template' dropdown is open, showing a list of templates. The 'Pupillage Vacancy Template' is highlighted in blue. To the right of the dropdown is a 'Preview Templates' button. Below the dropdown, the 'Hierarchy visibility' section is visible, with an 'Organisation *' dropdown menu. The 'Job Details' section is partially visible at the bottom.

Don't amend fields that aren't mentioned below, as your advertisement won't align with the application process.

Hierarchy visibility

Select your organisation from the 'Organisation' dropdown box under 'Hierarchy Visibility'.

Job details

All mandatory fields are marked with a red asterisk *.

Pupillage vacancy title*	Please use the following format: [Name of AETO] - [Length of Pupillage] - [Start Date (Month/YYYY)] eg Bar Council - 12 Months - October 2023.
Pupillage vacancy reference	This field isn't editable. This is the reference you need to give to the Bar Standards Board when registering pupils.
Number of pupillages available*	Please enter the number of pupillages you are looking to offer. You will not be restricted by this number when it comes to making offer(s).

Pupillage start date*	Select a start date for the pupillage from the dropdown list.
------------------------------	---

For the following sections, you should **either** fill out 'Pupillage Award [from and to]' **or** 'Pupillage Award Type' **and** 'Pupillage Award'.

If you fill out both 'Pupillage Award' will override Pupillage Award' [From and To].

Pupillage type*	Select 12-month pupillage or 18-month pupillage or 24-month pupillage from the dropdown list.
Pupillage award	Enter how much you are offering for the pupillage using the 'From' and 'To' fields.
Pupillage award type	Select partially fixed/guaranteed earnings or fixed earnings
Pupillage award	Add either • A description of the pupillage award eg '£23,000 per annum' or '£20,000 during the practicing period with guaranteed earnings of £2,000 per month thereafter'. • The fixed amount

Location*	Enter the location of your AETO where the pupillage will take place. You can enter multiple addresses or locations eg London/Birmingham.
Postcode*	Enter the postcode of your AETO. We recommend that you use the postcode where the pupillage will take place or the postcode of your main office if you are advertising pupillages across multiple locations.

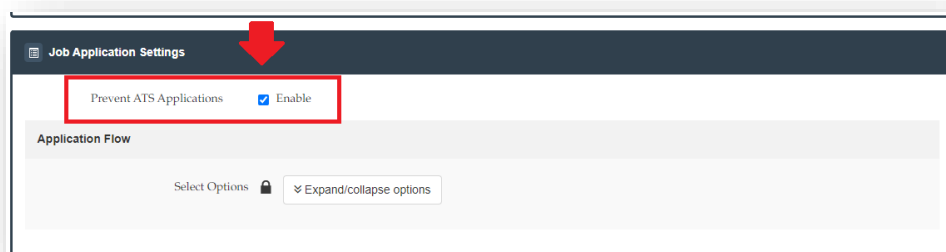
Circuit*	Select a 'Circuit' where the pupillage will take place. Select multiple circuits if you are advertising pupillages across multiple locations.
-----------------	---

Authorised Education and Training Organisation*	Select your AETO from the dropdown menu.
Do not enter text here	Please do not enter anything in this text box.

‘Assign roles for this job’ fields are prepopulated to the user who created the vacancy. This person will receive all automated emails from the system.

Job application settings

Select the button ‘Prevent ATS Applications’ so candidates can’t apply to your advertisement before the application window opens.



Candidate processing

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

Using the dropdown box next to ‘Candidate/Employee Onboarding’ select either:

- **Bar Council standardised reference checks** enables you to request applicant referee details at any stage of the recruitment process. The referees will be contacted asking them to complete the standardised reference questions.
- **Bar Council standardised referee details** enables you to request the details of your applicants’ referees at any stage of the recruitment process for you to contact the referees outside of the gateway.

Candidate Processing

Email pack

Email pack * Please select

Candidate / Employee Onboarding

Onboarding Package Please select

Animations

Animation on hired ☒ Enable animation

Under 'Anonymous Applications', you can choose to anonymise your applications. Select the tick box next to 'Enable anonymous CV sending' and leave the 'Enable anonymous candidates through ATS processes' tick box checked.

Candidate Processing

Email pack

Email pack * Default

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

Anonymous Policy Please select

From the 'Anonymous Policies' dropdown menu you can select the following:

- **Personal details** will 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.
- **System default** 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 * Default

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

System Default

Please select

Personal Details Anonymised

Personal Details and Academic Institutions Anonymised

System Default

Shortlist Stage

You can alter these settings at any time, using the 'Edit' function on your advertisement.

In our [Fair Recruitment Guide](#) we say: “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.”

Interview Stage

☐ Enable SMS notifications

Interview Workflow

Interview workflow

Please select

Interview workflow

External Interviews

Interview workflow – to manage your interviews through the pupillage gateway select 'Interview workflow' from the 'Interview workflow' drop down menu. To manage them externally select 'External Interviews'.

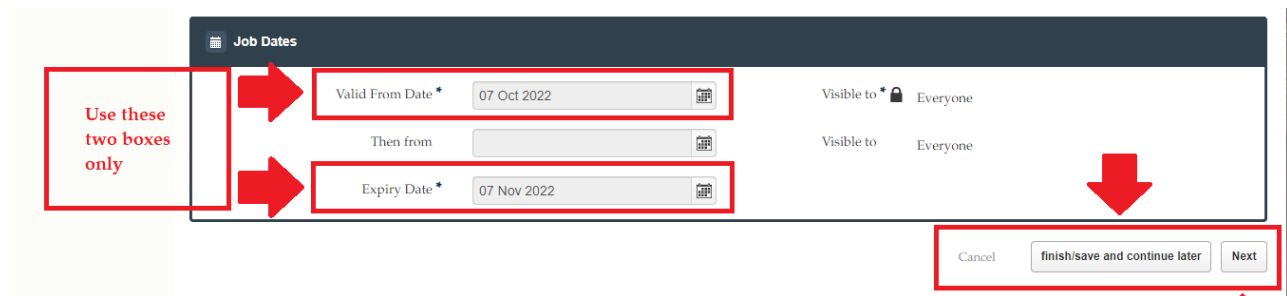
Job dates

Enter the following:

Valid From Date - advertisement opens for applicants to view

Expiry Date – closure of the window period for applications

Do not need to enter anything in the 'Then From' field.



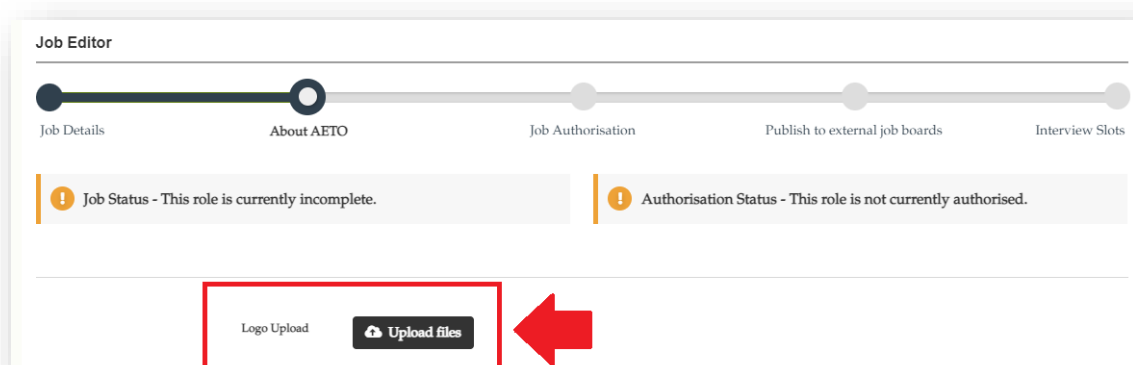
The screenshot shows the 'Job Dates' form. A red box on the left contains the text 'Use these two boxes only' with two red arrows pointing to the 'Valid From Date' and 'Expiry Date' fields. The 'Valid From Date' field is set to '07 Oct 2022' and the 'Expiry Date' field is set to '07 Nov 2022'. The 'Then from' field is empty. The 'Visible to' dropdown is set to 'Everyone'. At the bottom right, a red box highlights the 'Cancel', 'finish/save and continue later', and 'Next' buttons. A red arrow points down to the 'Next' button.

Press 'Next' to continue or 'Finish/Save and Continue Later'.

Your saved advertisement will appear in 'Unfinished Jobs' of the 'View Vacancies List' option in the 'Pupillage Vacancies' dropdown menu.

About AETO

Upload your logo using the 'Logo Upload' > 'Upload Files' button.



The screenshot shows the 'Job Editor' interface. A progress bar at the top indicates the current step is 'About AETO'. Below the progress bar, there are two status messages: 'Job Status - This role is currently incomplete.' and 'Authorisation Status - This role is not currently authorised.' At the bottom, a red box highlights the 'Logo Upload' section, which includes an 'Upload files' button. A red arrow points to the 'Upload files' button.

Complete the 'Single Description (External)' section. There is no need to complete Single Description (Internal)'.

Single description (internal)

B *i* U x_2 A:

Type something

Single description (external)

B *i* U x_2 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#

Information hosted directly on the

All text can be overwritten and is not mandatory. We suggest using the headings shown for uniformity. Please keep the 'How to Apply' text and add your bespoke questions underneath along with minimum/maximum word or character counts for each.

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:

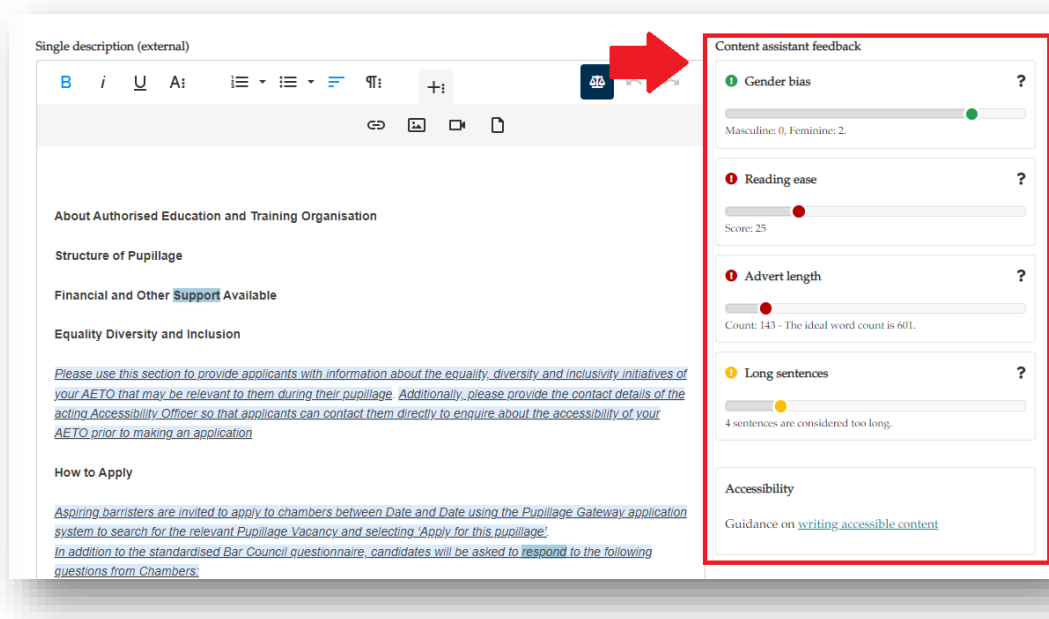
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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

To support with the accessibility of your advert, you will find the Content assistant feedback on the righthand side. This feature provides feedback relating to your advert in relation to Gender bias, Reading ease, Advert length, and Long sentences. After adding your wording click on the 'check for bias' button for your results.



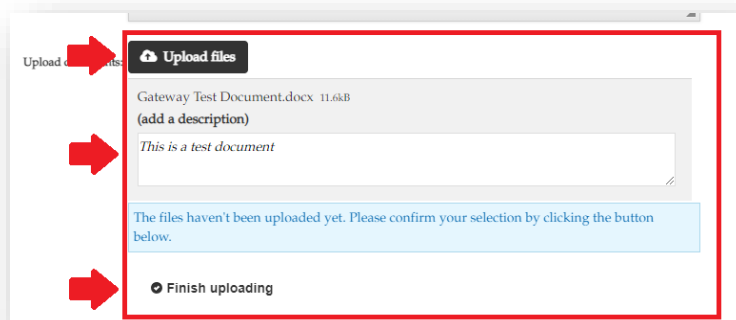
Wording highlighted, as shown above, will not appear as highlighted in your vacancy.



The more rich media button, in the 'Single Description (External)' box allows you to add images, links and videos to your advertisement.



You can also upload any documents that are relevant to your vacancy using the 'Upload documents' > 'Upload files' button. After you add your document, you will need to add a description and then click 'Finish uploading'.



To remove the document, hover over it with your mouse and select the 'X' symbol.

Upload documents: [Upload files](#)

[This is a test document](#)

Tag the areas of practice that are relevant separated by a comma eg Chancery, commercial, crime, family, general civil, mixed practice, employed.

Please tag the areas of practice that are relevant to your Authorised Education and Training Organisation, with each separated by a comma (delete as appropriate) Chancery, Commercial, Crime, Family, General Civil, Mixed Practice

[Back](#) [Cancel](#) [External Preview](#) [Internal Preview](#) [finish/save and continue later](#) [Next](#)

To view your advert select 'External Preview'. You can go 'Back' to the job setup page to edit sections, 'finish/save and continue later' to come back later or click 'Next'.

Please tag the areas of practice that are relevant to your Authorised Education and Training Organisation, with each separated by a comma <p>(delete as appropriate) Chancery, Commercial, Crime, Family, General Civil, Mixed Practice</p>

[Back](#) [Cancel](#) [External Preview](#) [Internal Preview](#) [finish/save and continue later](#) [Next ↻](#)

[Terms & Conditions](#) [Privacy Policy](#) [Cookie policy](#)
Bar Council copyright © 2022

Tribepad
Powered by Tribepad Talent Acquisition Software

Job authorisation section

Select 'Request' in the 'Email 1' line, your advert is then sent to our Services team for authorisation.

Create Job

Job Details About AETO **Job Authorisation** Publish to external job boards Interview Slots

⚠ Job Status - This role is currently incomplete. ⚠ Authorisation Status - This role is not currently authorised.

Job Authorisation

Number	Enter Email	Status	
Email 1	pupillagegateway@barcouncil.org	This role is not currently authorised.	Request
Email 2 (Optional)		This role is not currently authorised.	Request
Email 3 (Optional)		This role is not currently authorised.	Request

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

Viewing a live advert

Your advert will appear in 'Upcoming Jobs' until the window period opens then move to 'Active Jobs' within the 'Pupillage Vacancies' dropdown menu on the navigation bar.

Dashboard **Pupillage Vacancies** Reporting Help

Job Status

Active jobs	4
Unfinished jobs	0
Expired jobs	0
Upcoming jobs	1 >
Closed jobs	0

Owner

View Vacancies List +

Pupillage Vacancy Title, Job Refers 🔍

📅 Any 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 ... Others

10 Results per page 1

Amending a live advert

You can amend adverts by using the edit symbol that appears on the right-hand side of your vacancy. Please inform our [Services team](#) before making any edits to any authorised applications.

Please don't edit your advert once the application window opens, as this could affect existing applicants and result in an unfair recruitment process for you.

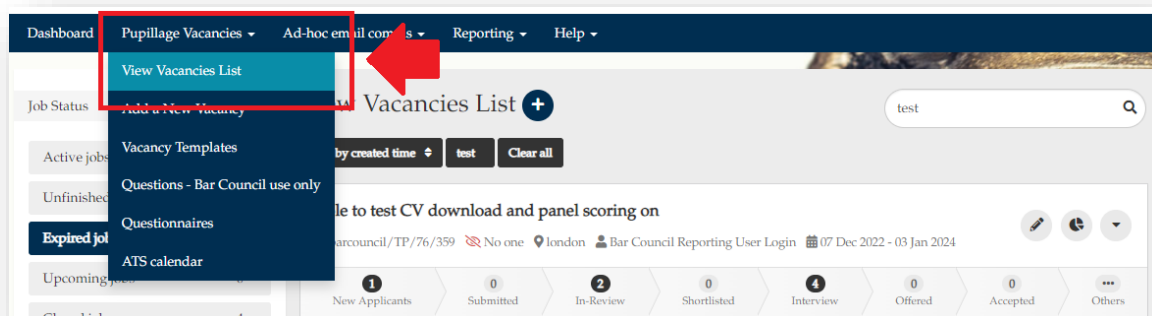
Managing your vacancies

Creating panels to shortlist, processing applications, and emailing candidates

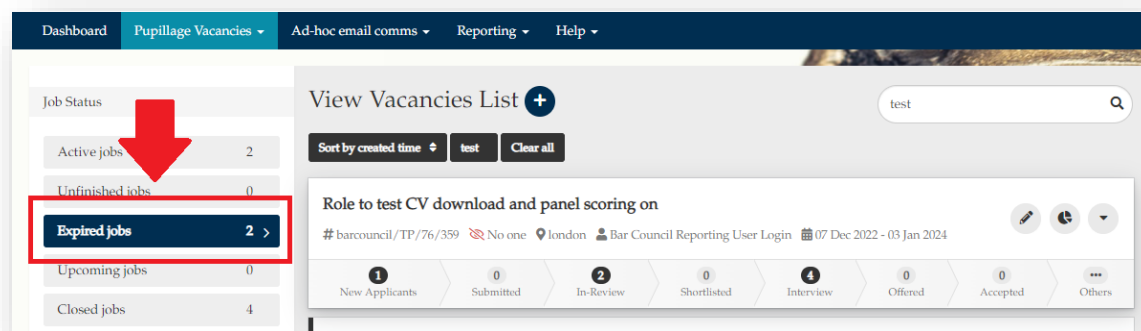
You will not be able to view the applications until our Services Team release them to you, in line with the timetable.

Please move your 'Submitted' applicants to 'In Review', to make the recruitment process easier and your equality and diversity data reports clear. Select 'All in Stage' from the 'Select' dropdown menu, and 'Add to In-Review' from the 'Options' 'Other options' menu.

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



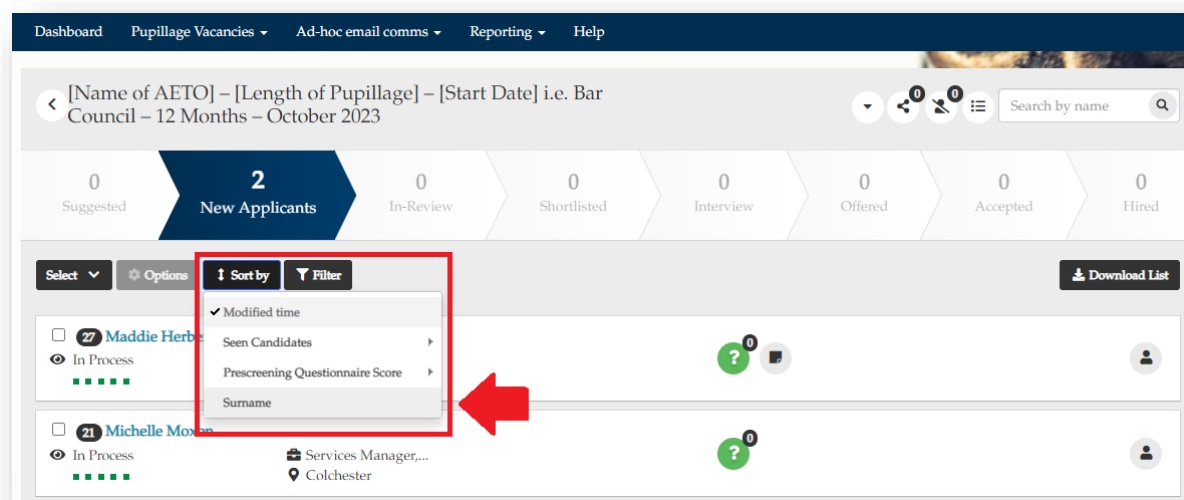
Select 'Expired jobs'.



'New applicants' shows the number of candidates that started, but did not complete, an application. 'Submitted' shows the number of candidates that have successfully applied.

Click on the 'Submitted' stage.

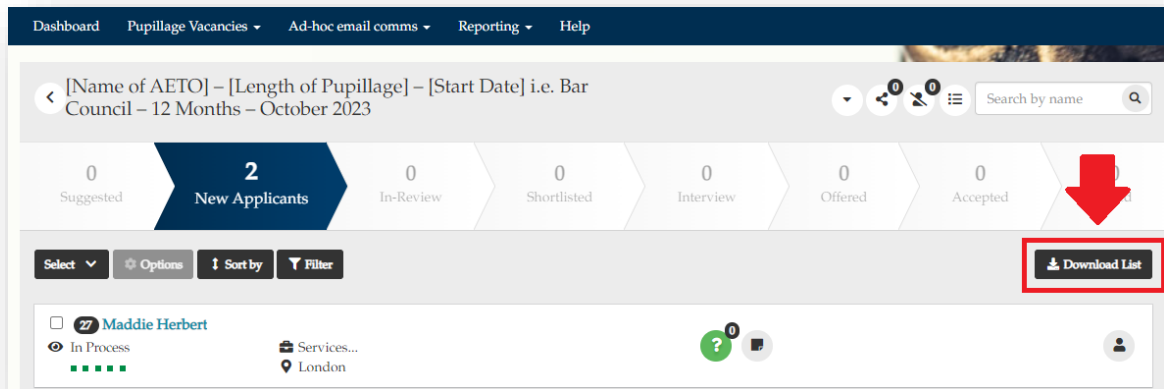
Your applicants list can be sorted by clicking on the 'Sort by' dropdown box.



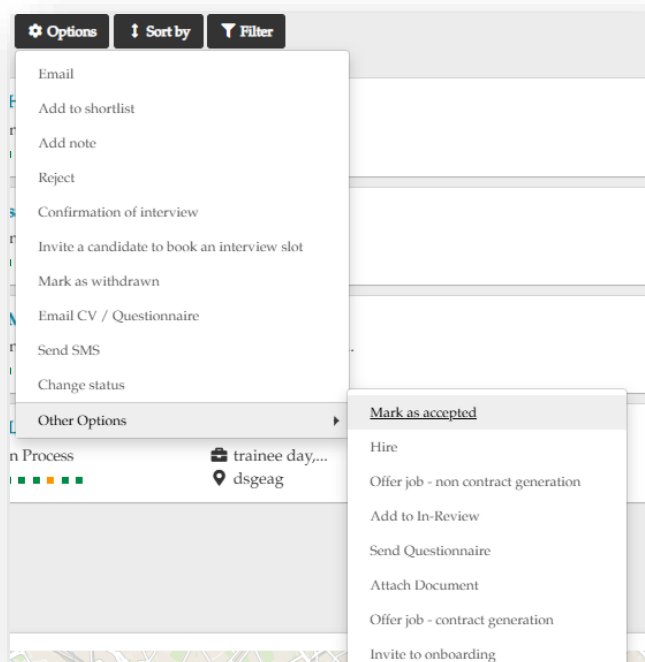
You can individually select candidates by ticking the box next to their name or you can click the 'Select' dropdown menu and then choose 'All on this page' or 'All in stage'.

Do not use the 'search by name' functionality to select candidates individually.

At any stage in the process, you can download a CSV list of your applicants. Click on the 'Download list' button on the right-hand side of the page.



Once you have selected the applicants, click 'Options'. Described below are the option used during the process.



Email choose to send bespoke emails to selected applicants. Please not that these will not be recorded in your system activity log.

Add note allows you to add notes or assign tasks in relation to the selected applicant.

Reject choose for applicants that are unsuccessful. You will receive a pop-up email that can be edited. You have the option to 'Reject only' or 'Reject and send email', we recommend you choose to 'Reject and send email'. The number of candidates you

are rejecting shows in the top right-hand corner, by clicking on the number you will see the names of the candidates you are rejecting.

The screenshot shows a web interface for sending an email to a selected candidate. At the top, the text 'Send email to' is followed by a box containing the number '1' and the text 'selected candidate'. A red arrow points to this box. Below this, there are fields for 'Reason' (a dropdown menu with 'Please select'), 'Email subject' (a text field with a pre-filled subject line), and 'Email content' (a rich text editor with a pre-filled email body). At the bottom, there is an 'Attachments' section with an 'Upload files' button. Below the attachments, there are two buttons: '✓ Reject only' and '✉ Reject and send email', both of which are highlighted with red boxes and red arrows. A 'Cancel' button is also present to the right of these two buttons.

You can see the applicants you rejected in the rejected persons icon in the top right-hand corner.

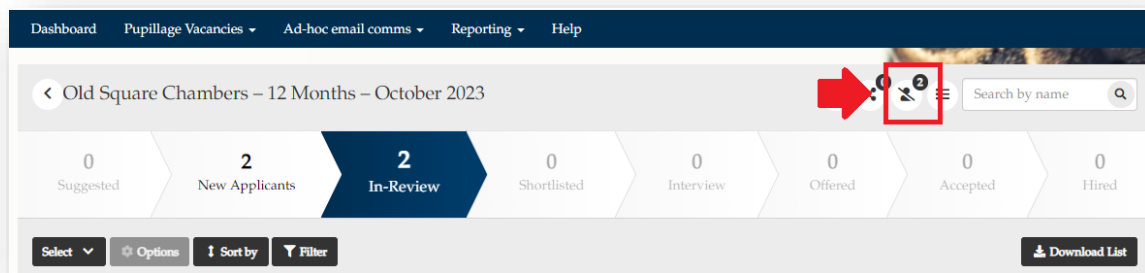
A frequent complaint from applicants is that AETOs have rejected them ‘by silence’. **Don’t forget** to change the status of, and contact, those candidates that have not been successful.

Confirmation of Interview used during the interview process.

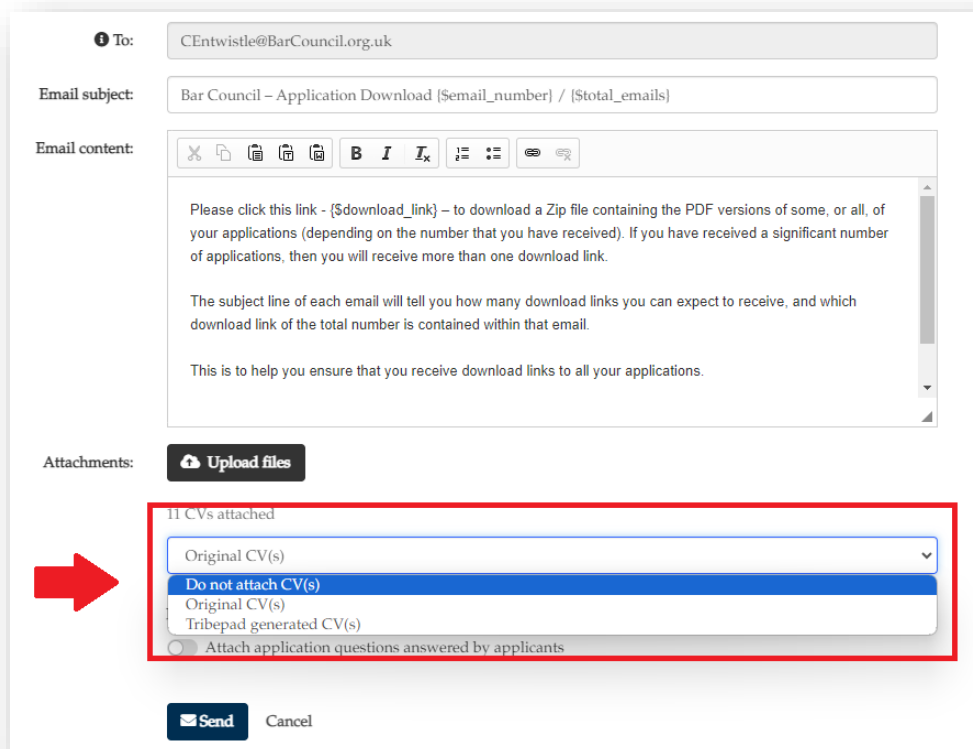
Invite a candidate to book an interview slot used during the interview process.

Mark as withdrawn select if the applicant contacts you to withdraw from the process. A pop-up email will appear which is editable. You have the option to ‘Mark as withdrawn only’ or ‘Mark as withdrawn and send email’. You can see the

applicants that you have withdrawn using the rejected persons icon in the top right-hand corner.



Email CV/Questionnaire to send PDF copies of the candidates' applications to your email address. Select 'All in Stage' from the 'Select' dropdown menu and select this option. A pop-up box will then appear



In the dropdown box choose either 'Anonymised CVs' option, if you have selected an anonymised policy when setting up your vacancy or Tribepad generated CV if not.

Toggle on 'Single file per candidate' and 'Attach application questions answered by applicants'.

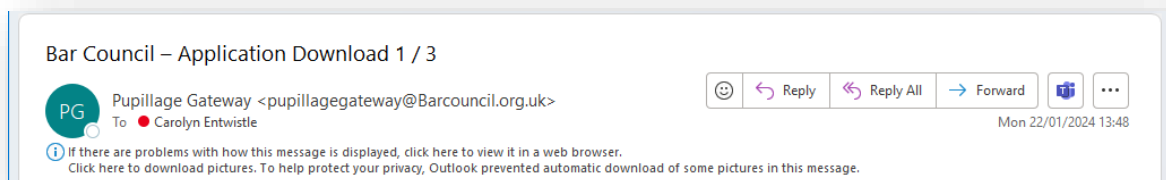
Merge files: ☐ Keep separate ☐ Single file ☒ Single file per candidate

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

☒ Attach application questions answered by applicants

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

You will receive an email containing a zip file of 50 applications at a time. The subject line will indicate how many emails you will receive.



Creating a 'recruitment process participant' account for your colleagues allows panel members to read the candidate's applications on the pupillage gateway, with the policies specified. They will only have permission to view the applications.

Change Status – This is used to move applicants to alternative panels.

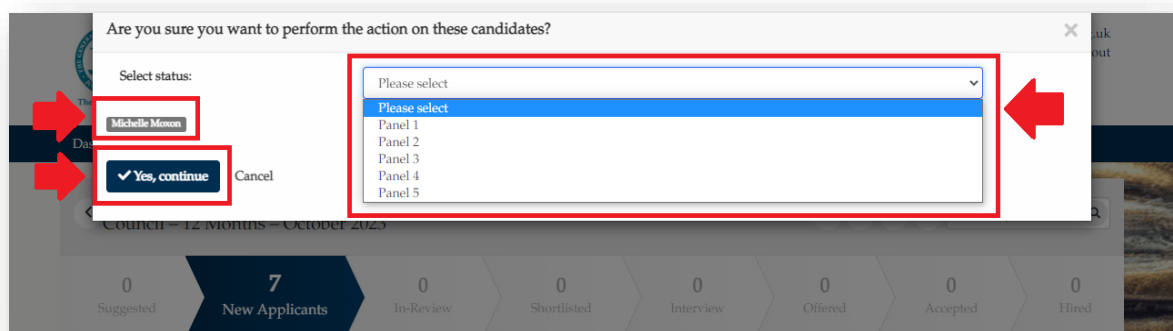
Other Options – Mark as accepted moves the relevant applicants to 'Accepted'. A pop-up template email will appear asking you if you would like to 'Mark as accepted only' or 'Mark as accepted and send email'. You can edit the email.

Other options - Add to shortlist moves those selected to 'Shortlisted'. A pop-up notification listing the names of the applicants will appear. Select 'Yes' to continue.

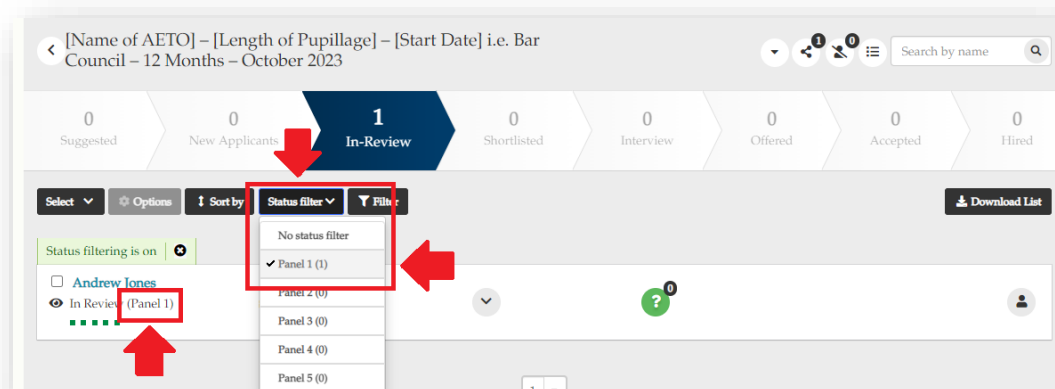
Other options – Hire moves the applicant/s to 'Hire'. This is the final stage for moving candidates through the process. A pop-up template email will appear asking you if you would like to 'Mark as hired only' or 'Mark as hired and send email', the email is editable.

Other options – Offer job – Non contract generation moves the relevant applicants to 'offered'. A pop-up template email will appear asking you if you would like to 'Offer job only' or 'Offer job and send email'. You can edit the email.

Other options – Add to in-review moves the relevant applicants from 'New Applications' to 'In-Review'. You can now either transfer all applications at once by selecting all at this stage and clicking 'Yes, continue' when the window pops up, or select the applications in batches and allocating them to a panel. There are up to 20 panels.



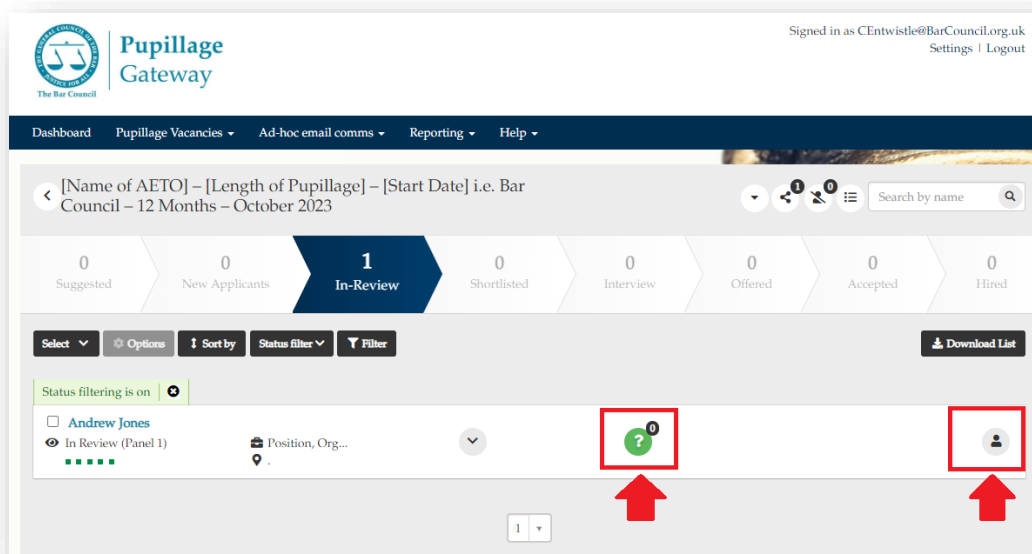
The name of the panel will appear beneath their name. You will also be able to filter your candidates by the 'Panel' using the 'Status filter' button.



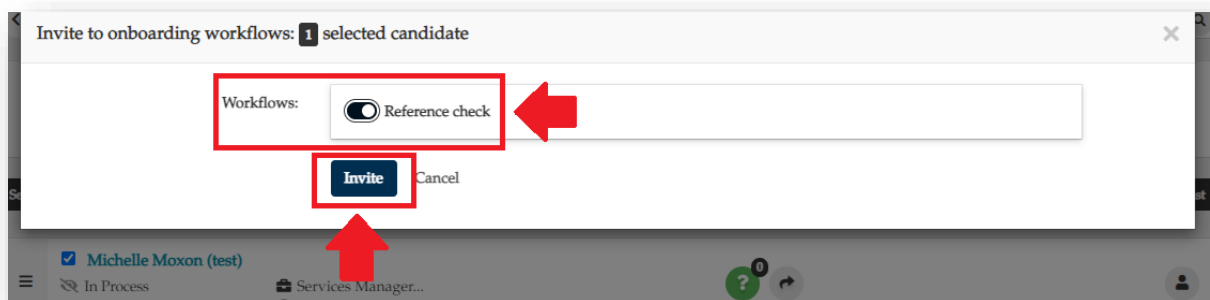
If your colleagues have a 'recruitment process participant' account, they will be able to use the 'Status Filter' button to view their allocated panel application. They can email the applications by following the 'Email CV/Questionnaire' steps set out, or view each application on the gateway.

'Profile' icon - candidates' employment and work experience history, and education history

Green question mark icon – candidates' answers to our standardised questionnaire and the AETO bespoke questionnaire.



Other options – Invite to onboarding sends a reference request to the candidates to complete. A pop-up notification will appear that will require you to toggle on 'Reference check' under 'Workflows', before selecting 'Invite'. You will also see the option to request 'Reference checks' each time you move candidates through each stage of the process. See section references for further details.



Using the contextual recruitment functionality

Contextual recruitment enables you to evaluate your applicants based on a better understanding of their circumstances and potential. It should help you to identify high achievers who may have faced challenges which they have overcome. You can assess a candidate's achievements in the context of their academic and socio-economic background, and their personal circumstances. Its aim is to encourage social mobility, whilst not putting anyone at a disadvantage.

Candidates complete a questionnaire during their application. When disadvantage has been recognised, 'flags' are given for each of the three categories: academic, personal and socio-economic. Candidates can be allocated a maximum of 5 flags.

- **Academic** – a measure of school quality. Key stage 4 and key stage 5 schools are looked at separately. If either one of these schools is low performing, a flag is generated.
- **Personal** – a measure of personal disadvantage
- **Socio-economic** – a measure of socio-economic status

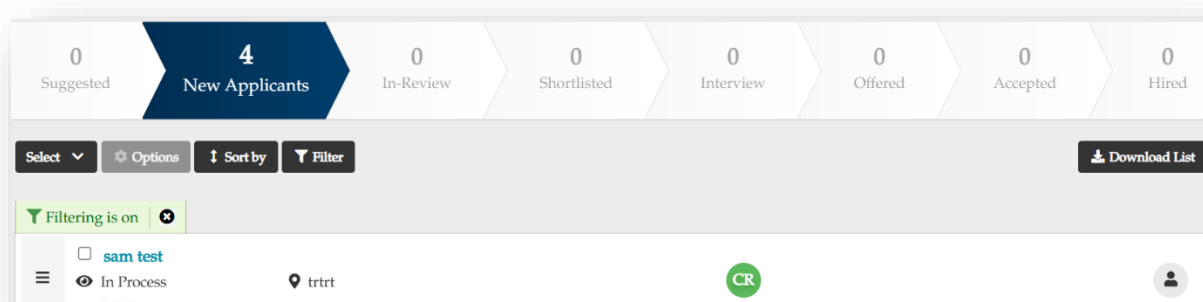
The performance index (PI) is a measure of outperformance showing how a candidate's key stage 5 A level and key stage 4 GCSE grades compare with the average in their school in the relevant year.

A PI of 30% (35% if result achieved in 2021) or more would put the candidate in the top 10% of outperformers.

For example, if a candidate sat their A-levels in 2016 and achieved AAA at a school where the average grades in that year were DDD, the candidate would have outperformed by 49%.

It's recommended that you complete your initial shortlisting process as normal, then look at the contextual data of the 'maybe or borderline' candidates.

You can view the contextual data by hovering over the green 'CR' button.



Provider: Rare
Instance: Rare
Started at: 2024-12-12 11:52:43
Completed at: 2024-12-12 11:52:43
Academic flags: 2
Socioeconomic flags: 1
Top 3 KS5 grades: BCC, 44
School KS5 average grades: DDD
KS5 performance index: 73
KS4 performance index: 26
KS5 school percentile: 7
KS4 school percentile: 50

Relevant data explained:

Academic flags: Candidates can receive up to two academic flags.

- One flag if the school is in the bottom 40% nationally
- Two flags if the school is in the bottom 10% nationally

Personal flags: candidates can receive up to two personal flags. These flags can be generated by any of the following:

- If they have care experience
- If they were a refugee or asylum seeker
- If they were a registered carer or parent before the age of 21

Socio-economic flags: candidates can receive one socio-economic flag using an algorithm that considers the following:

- Eligibility for free school meals, based on household income
- Home postcode at the age of 16
- First generation in household to attend university
- Part time work during school term time
- Part time work during university term time
- Parental occupation

If a candidate hasn't received any flags under a category, the heading will not be listed.

Top 3 KS5 grades: highest three grades received by candidate. The number next to the three grades (in this example 44) is used by Rare and is not necessary for your reporting.

School KS5 average grades: average grades across the candidates' school for that year.

Top 3 KS4 grades: highest three grades received by candidate. The number next to the three grades is used by Rare and is not necessary for your reporting.

School KS4 average grades: average grades across the candidates' school for that year.

KS5 performance index: a measure of academic outperformance that looks at the candidate's raw A-level or equivalent grades and compares them to the school average grades achieved in that year. A PI of 30% or above would put the candidate in the top 10% of outperformers (35% if result achieved in 2021), and a PI of 48% and above would put the candidate in the top 1% of outperformers. In this example the PI is 73%.

KS4 performance index: a measure of academic outperformance that looks at the candidate's raw GCSE or equivalent grades and compares them to the school average grades achieved in that year. A PI of 30% or above would put the candidate in the top 10% of outperformers (35% if result achieved in 2021), and a PI of 48% and above would put the candidate in the top 1% of outperformers. In this example the PI is 26%.

KS5 school percentile: assesses the quality of the school the candidate attended for their A-level or equivalent studies. A school in the bottom 40% would be classed as a below average school and a school in the bottom 10% would be classed as a significantly below average school. The number listed in this section is a percentage, in this example 7%.

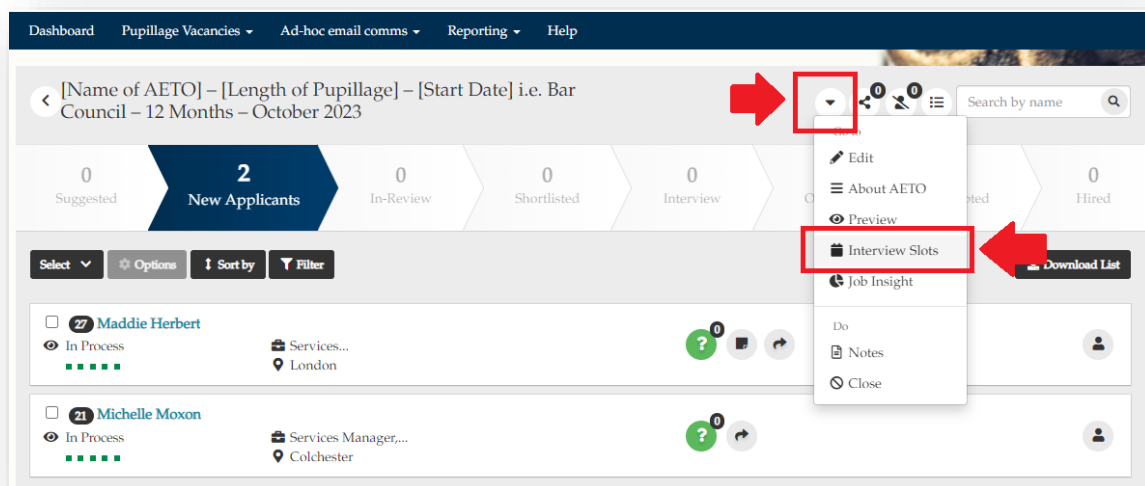
KS4 school percentile: assesses the quality of the school the candidate attended for their GCSE or equivalent studies. A school in the bottom 40% would be classed as a below average school and a school in the bottom 10% would be classed as a significantly below average school. The number listed in this section is a percentage, in this example 50%.

Processing candidates

Arranging interviews through the platform

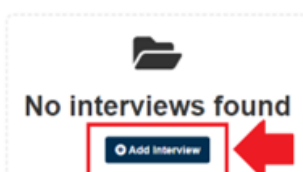
Setting up interviews in advance

When viewing your vacancy, click the downward arrow button in the top right-hand corner and select 'Interview Slots' from the dropdown menu.



You can set up interview slots for all stages in advance, ensure you select the correct 'Interview Stage' when creating your slots. Applicants will only be able to book onto interviews when moved to the relevant stage.

When the 'Create/Edit Interview Slots' page appears, select 'Add Interview'.



Interview Address input the address where the interviews will take place.

For online interviews, you can exchange the location to the ID of your Teams or Zoom meeting.

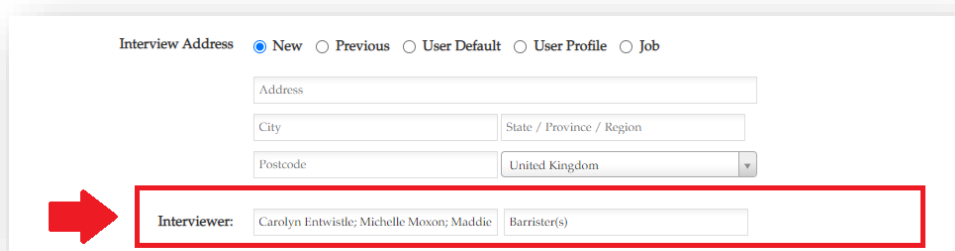


The screenshot shows the 'Interview Address' form. At the top, there are radio buttons for 'New' (selected), 'User Default', 'User Profile', and 'Job'. Below these are four input fields: 'Teams Interview' (with a red arrow pointing to it), 'Meeting ID: 382 073 163 654', 'State / Province / Region', and 'Passcode: i8rDAi'. A 'Country' dropdown menu is also present.

Ensure the email you send to applicants highlight where this information can be found (see below the applicant view of the invitation).

Attendees toggle this option on if you wish to receive emails relating to candidates booking onto interviews.

Interviewer add the names and job titles of those who will be sitting on the interview panel. There is one row of information, separate the names and job titles of the interviewers using a semi-colon. This is visible to applicants.



The screenshot shows the 'Interview Address' form with the 'New' radio button selected. It includes fields for 'Address', 'City', 'State / Province / Region', 'Postcode', and 'United Kingdom'. A red arrow points to the 'Interviewer' field, which contains the text 'Carolyn Entwistle; Michelle Moxon; Maddie' followed by a 'Barrister(s)' dropdown menu.

Interview stages and slots select the interview stage from a dropdown menu, the number of candidates per interview and create a single interview slot or multiple interview slots.

If you are running more than one panel on the same day and times, you can increase the number of candidates per interview to, for example, '3' and invite up to three applicants to join you per slot created.

To 'Create a Single Interview', input the date and times of the first interview in the fields shown below, then select the '+' symbol beneath to add more. You can also use the '-' symbol to delete a slot, before pressing 'Save'.

To 'Create Bulk Interviews', complete the following fields

Interview Stage & Slots: Interview Candidate 1 per interview

☐ Create a single interview ☒ Create Bulk Interviews

You can create a maximum of 500 interviews.

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

Duration: 0 Hours 0 Minutes

Exclude these days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Exclude these times: From time To time Remove

+ Add

Repeat Interview set the date(s) on, and time(s) of the interview, using the calendar icones next to 'Start Date' and 'End Date' and the dropdown menus for each time.

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

If you wish to have breaks between each interview please add this time onto the interview duration.

Exclude these days removes specific days from the range of dates selected.

Exclude these times allows you to exclude certain times for the interviews. You can use the '+Add' button to set-up additional exclusions.

Once you have created your interview slots, press 'Save', the page will refresh and if you scroll to the top you will see the completed successfully message.

Job Status - This job is expired since (2022-10-06).

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

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 see the slots created. You can delete slots by using the minus (-) symbol.

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

Interview Address ☒ Current ☐ 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; Michell Interviewer job title

Attendees: ☐ Michelle Moxon: (Job Owner)

Type to search colleagues or add external attendees

Attendees List

Interview Stage & Slots: Interview Candidate 1

Interview 25 Oct 2022 From 12 : 00 To 13 : 00

Setting up interviews during the process

Select the candidates that you wish to interview and select 'Options'. Choose 'Invite a candidate to book an interview slot' (candidates' select their own time) or 'Confirmation of interview' (AETO allocates the slots).

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

Select 2 Options Sort by Filter

- Email
- Add to shortlist
- Add note
- Reject
- Confirmation of interview
- Invite a candidate to book an interview slot
- Mark as withdrawn
- Email CV / Questionnaire
- Add to In-Review
- Change status
- Other Options

Invite a candidate to book an interview slot - a pop-up will appear, toggle on the correct stage for the interviews and check you have the same number of slots required, if scheduled in advance. You can click '+Add new interview slot' button to 'Create a Single Interview' slot or 'Create Bulk Interviews' during this stage.

Select either 'Invite to interview only' which will change the status on the candidates profiles or 'Continue to email' which will change the status on the candidate profile and generate an email notifying them of them to book an interview slot. You can edit this email.

Applicants can now book an interview through their profile. Once done a green tick will appear next to their name.

You can also view/download a PDF of the interview timetable by downloading a CSV list of relevant applicants using the 'Download List' button.

	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	44777777777				
3	Maddie	Herbert	maddie@herbert.com	44777777777	25/10/2022 00:00	12:00:00 - 13:00:00		
4								

You can assign interviews for candidates by choosing 'Confirmation of interview' within the 'Options'. Use the same process above to create the interview slots, if necessary. Upon clicking create slots if the slots do not appear close the window and reopen 'confirmation of interview'

Select the candidates name(s) next to the slot using the dropdown box. You can de-select by clicking the 'X' button.

Confirm booking for 2 selected candidates

For interview stage:

☒ Interview ☐ Interview Second Stage ☐ Interview Third Stage ☐ Interview Fourth Stage ☐ Interview Fifth Stage

2022-10-26 From 12:00 pm To 1:00 pm, available slots 1 The General Council of the Bar, 289-293 High Holborn, London, WC1V 7HZ

+ Add new interview slot

Just Book Confirm booking by email Cancel

Confirm booking for 2 selected candidates

For interview stage:

☒ Interview ☐ Interview Second Stage ☐ Interview Third Stage ☐ Interview Fourth Stage ☐ Interview Fifth Stage

2022-10-26 From 12:00 pm To 1:00 pm, available slots 1, The General Council of the Bar, 289-293 High Holborn, London, WC1V 7HZ

+ Add new interview slot

Michelle Moxon

Just Book Confirm booking by email Cancel

Select 'Confirm booking by email' and edit the template email. Select 'Book interview and send email', and it will be sent to all selected.

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 – October...](#)

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:

Changing interviews through the platform

You cannot cancel an applicant's interview slot on the Pupillage Gateway.

If you delete the slot within the 'create/edit interview slots' section it will not notify the applicant of the cancellations.

You can reschedule interviews for the candidate by using 'Confirmation of interview' within the 'Options' section. You can then choose a new interview date and time from those available at the relevant stage.

Confirm booking for **1** selected candidate

For interview stage:

☒ Interview ☐ Interview Second Stage ☐ Interview Third Stage ☐ Interview Fourth Stage ☐ Interview Fifth Stage

☐ 2022-10-25 From 12:00 pm To 1:00 pm, available slots 1, The General Council of the Bar, 289-293 High Holborn, London , WC1V 7HZ

☒ 2022-10-25 From 12:00 pm To 1:00 pm, available slots 1, The General Council of the Bar, 289-293 High Holborn, London , WC1V 7HZ

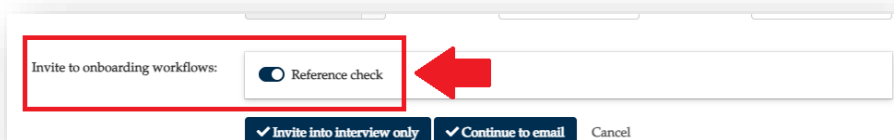
If the date and/or time isn't available, then it's been allocated or taken by another candidate. To create an additional interview slot, use the '+Add new interview slot' button.

We don't recommend using the 'Just Book' or 'Book interview only' functionality as the relevant candidate will not be notified of any changes that you have made to their interview slot.

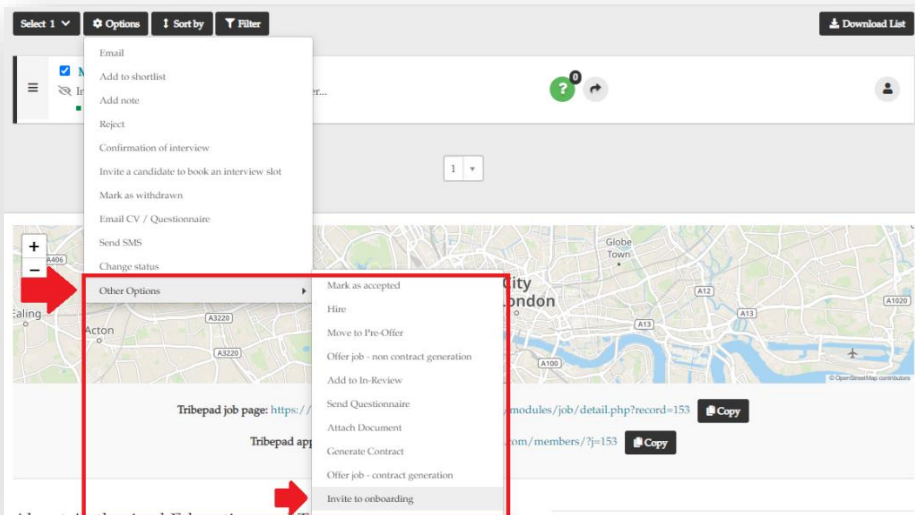
Contacting referees

Regardless of the option selected when creating your vacancy (see section 4). There are two ways that you can request the details of your applicants' referees, or copies of full references.

You can toggle on 'Reference check' under 'Invite to onboarding workflows' wherever it appears through the process.



Alternatively, select the applicants then 'Options', 'Other Options' and 'Invite to onboarding'.



You will receive a pop-up notification to toggle on 'Reference check' under 'Workflows', before selecting 'Invite'.

The applicants will then receive an email requesting their referee details. The form 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

The academic symbol will appear 'orange' 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 our standardised reference checks onboarding package, your applicant's referees will automatically receive an email to complete their references. The form they 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.

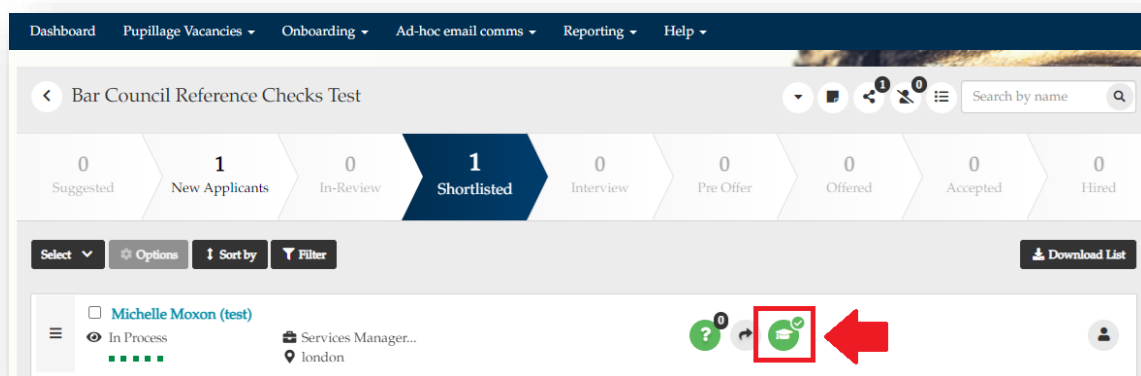
Guidelines: The common criterion, which we've established is based on the most used indicators across the profession, includes:

- Intellectual capability
- Oral and written advocacy skills
- Analytical skills
- Communication
- Resilience
- The ability to work both independently and as part of a team
- The ability to work effectively in pressurised environments.

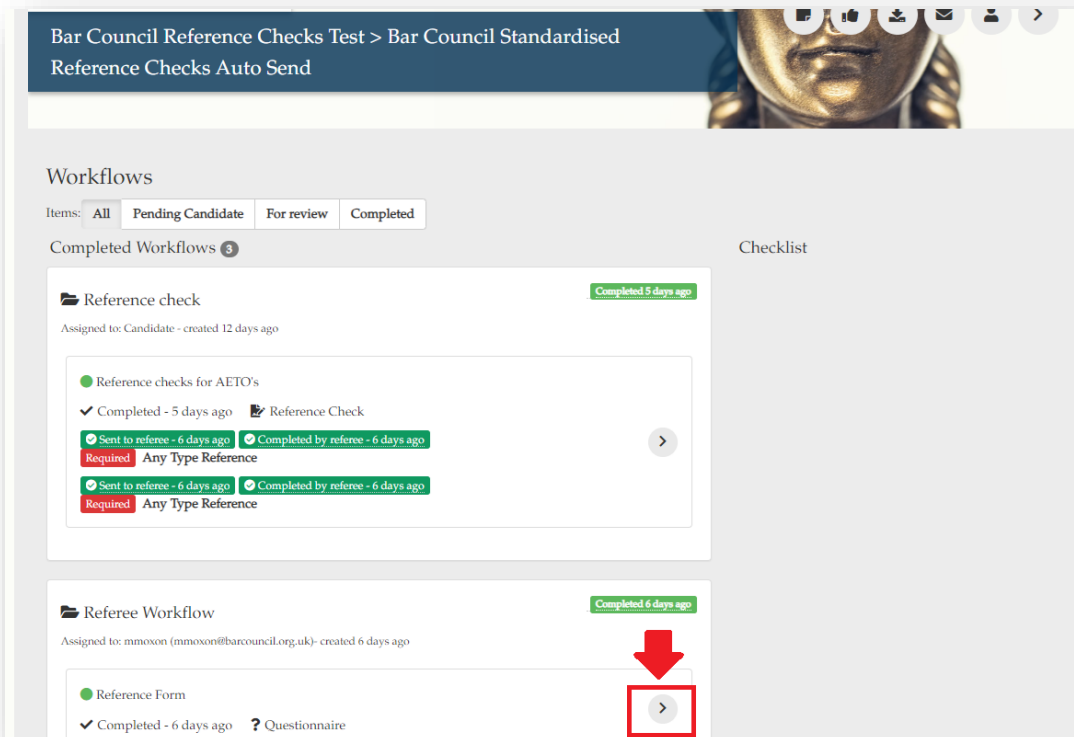
Reporting

Downloading the information received through our standardised reference checks process

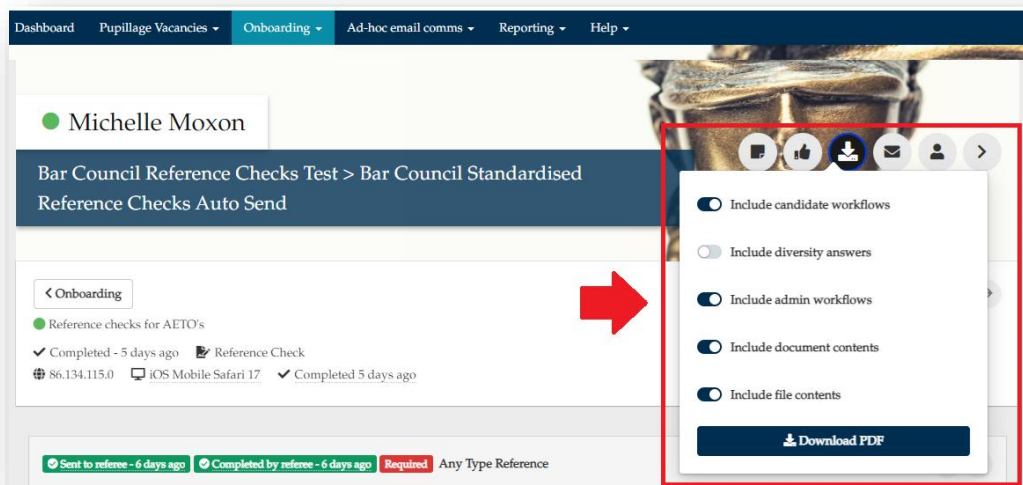
Once completed the academic icon next to the applicant's name will turn green.



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



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



If you 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.

You can send the information yourself or a colleague by selecting the mail icon.

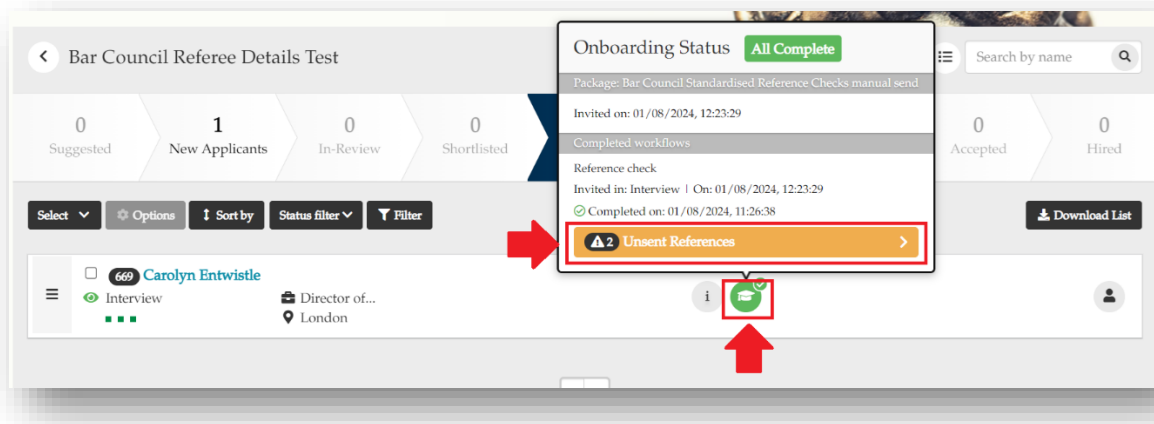
The screenshot shows a 'Forward user details' form. The 'From Address' is Carolyn Entwistle (CEntwistle@BarCouncil.org.uk). The 'To Address' is 'Add recipients...'. The 'Email Subject' is 'References for Michelle Moxon'. The 'Email Content' is a draft email starting with 'Dear Colleague,' and 'Please find the completed references for Michelle Moxon attached.' Below the email content, there are five checkboxes: 'Include candidate workflows' (checked), 'Include diversity answers' (unchecked), 'Include admin workflows' (checked), 'Include document contents' (checked), and 'Include file contents' (checked). At the bottom, there is a 'Send Email' button with a checkmark and a 'Cancel' button. Two red arrows point to the 'Send Email' button and the 'Include candidate workflows' checkbox.

Downloading the information received through our standardised referee details process

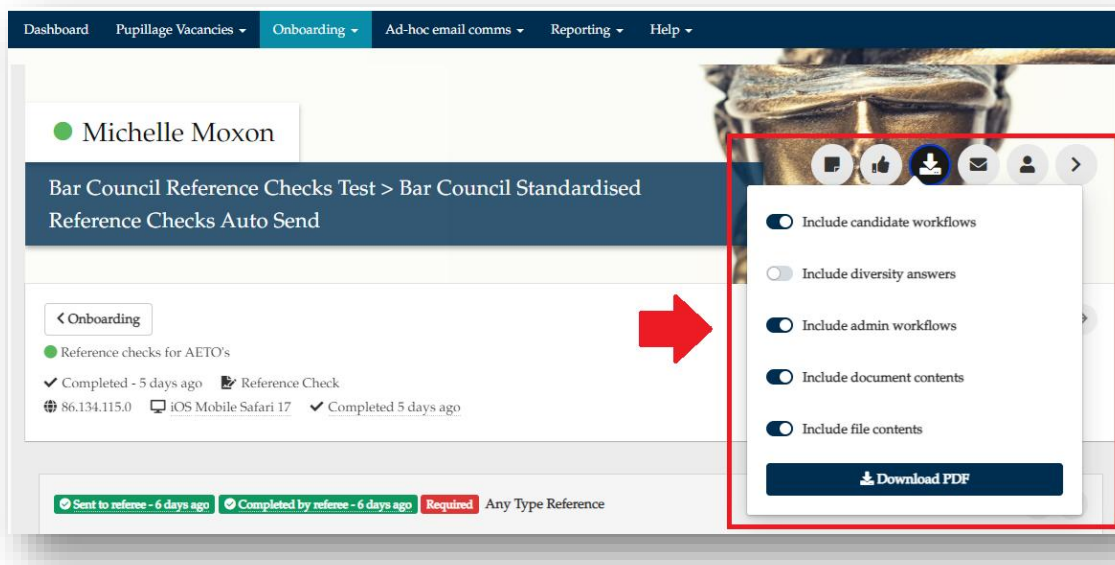
Once applicants' have submitted their referees' details, the academic icon will turn green.

The screenshot shows the 'Bar Council Reference Checks Test' dashboard. The top navigation bar includes 'Dashboard', 'Pupillage Vacancies', 'Onboarding', 'Ad-hoc email comms', 'Reporting', and 'Help'. The main content area shows 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, there are buttons for 'Select', 'Options', 'Sort by', and 'Filter'. A 'Download List' button is also present. The main table lists applicants, with the first entry being 'Michelle Moxon (test)'. The 'In Process' status is shown with green dots. The 'Services Manager...' column shows 'london'. A red arrow points to a green academic icon in the bottom right corner of the table row.

Click on the icon, 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'.



If you 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 can send the information to yourself or a colleague by selecting the mail icon. This will open the 'Forward user details' email template that you can edit.

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.

Not sent to referee - Requires action Required Any Type Reference

Referee name: * Michelle Moxon

Your job title here:

Your relationship to the referee: * Line Manager

Referee job title:

Organisation name: * Bar Council

With organisation between: Start date End date

Referee email: * mmoxon@brconcil.org.uk

We will send an email at this address requesting a reference check.

Save and send to mmoxon@brconcil.org.uk Cancel

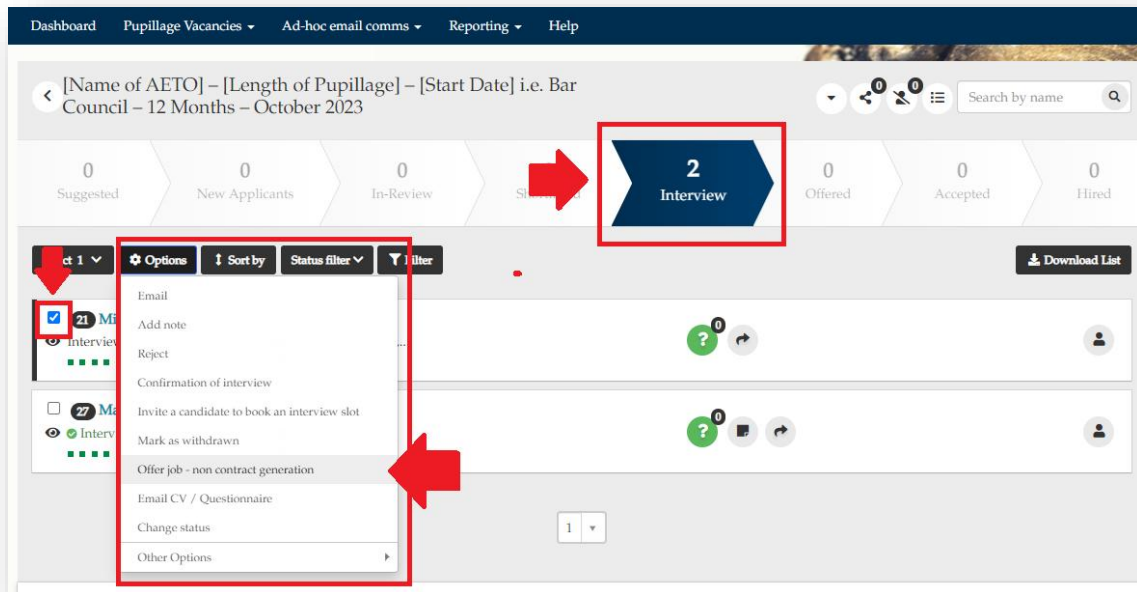
Bespoke reference checks

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

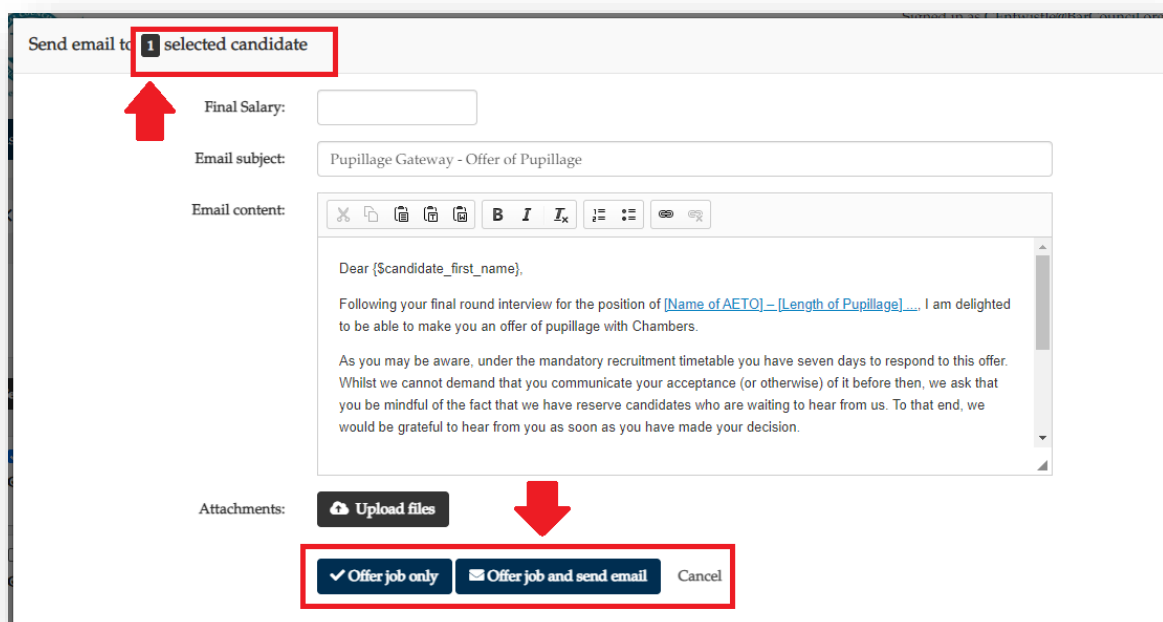
Making offers to applicants

Unfortunately, the Pupillage Gateway does not allow you to set up **offers in advance of the advertised date. To give you sufficient time we have altered the time that you may make offers from 09:00 to 09:30.**

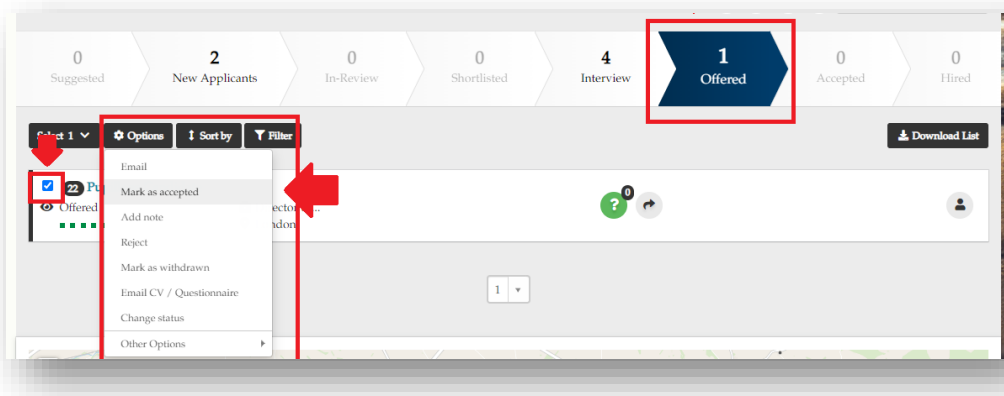
To make offers open the relevant advertisement from your list of vacancies. Click on the 'Interview' chevron, select the name/s of the candidates that you would like to make an offer to, and select 'Offer job – noncontract generation' from the 'Options' dropdown box.



A pop up email will appear select either 'Offer job only' or 'Offer job and send email'. 'Offer job and send email' allows you to edit the template email, and will send to the candidates selected.



Alternatively, you can contact them by phone or your business email account, using the contact details contained within the 'Download List' button that appears to the right-hand side of the page. The candidate will be moved to the 'Offered' status. When they accept your offer, you can 'Mark [them] as accepted' using the 'Options' dropdown menu.



A pop up will appear where you can choose 'Mark as accepted only' or 'Mark as accepted and email'. 'Mark as accepted and email' allows you to edit the template email and will send to the candidates selected.

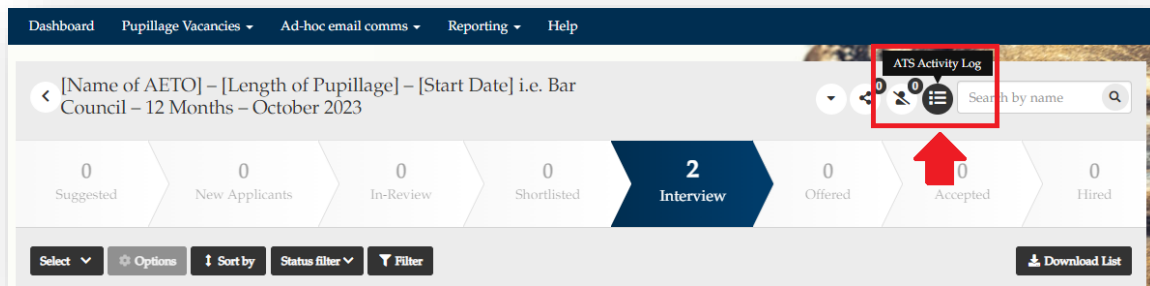
The last stage is 'Hired'. Once the candidate has completed all necessary paperwork you can then move the candidate through to 'hired' in the 'Options - Other options dropdown. A pop-up template email will appear asking if you would like to 'Mark as hired only' or 'Mark as hired and send email'.

Viewing an applicant's history

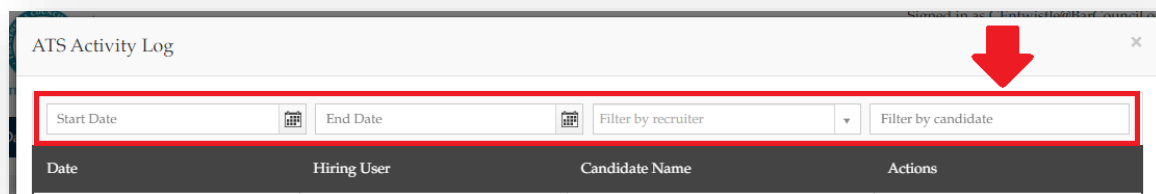
For audit purposes, you can look at the history of actions carried out for your vacancy in relation to a specific candidate. For example, the 'Status(es)' they have been moved to and when, and any communications sent to them via the Pupillage Gateway.

Adhoc emails sent through the 'Options' - 'Email' section are not visible to AETOs. If you need a copy of this email please contact our [Services team](#).

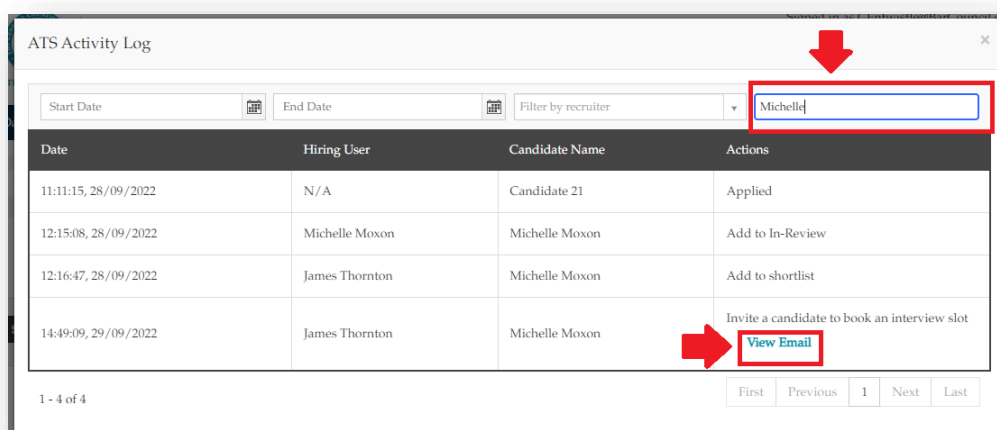
Select the advertisement from the list of vacancies. When the vacancy opens, click the list button entitled 'ATS Activity Log' in the top right-hand corner.



The 'ATS Activity Log' pop-up box will appear, use the box in the top right-hand corner to search the applicant's name. You can also filter the results using the 'Start Date', 'End Date' and 'Filter by Recruiter'.

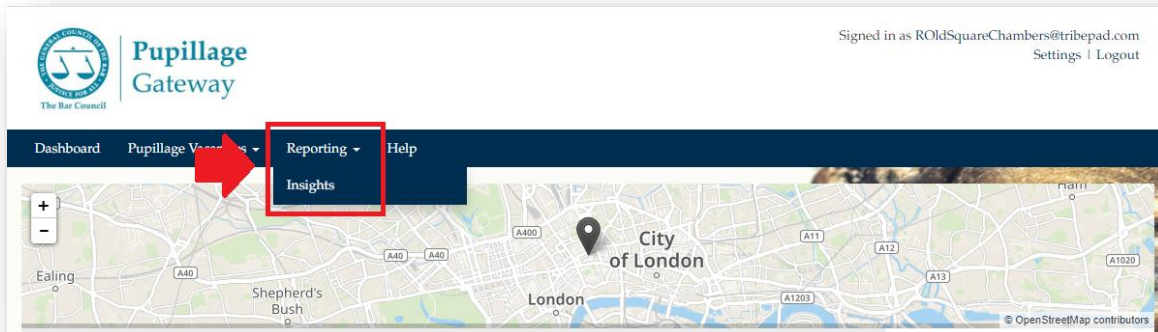


The results will include the time and date of the relevant action, the name of the Recruitment Administrator (or 'Hiring Manager') responsible, the name or number of the candidate, and what the action was. You can view emails sent by selecting the 'View Email' button that will appear beneath the description.



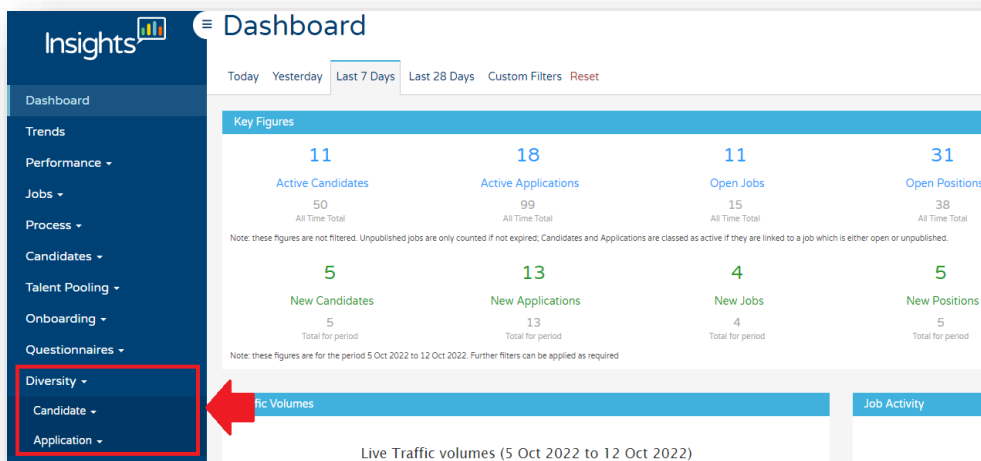
Viewing equal opportunities monitoring reports

On the main navigation board, select reporting then 'Insights'.



A new window will open, login using your Pupillage Gateway account details. Accessing 'Insights' involves two-factor authorisation process, follow the instructions for generating a code using your mobile device, or your email address.

Once logged in use the dropdown 'Diversity' button on the right-hand menu and select 'application' to view the relevant reports.



Select 'summary (all time)' this shows percentage of candidates that answered all question on the Equal opportunities monitoring questionnaire, split by the status(es).

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. Select the dates the application window opened 'From' and it closed 'To'. Insert the 'Job Reference' if you had more than one advertisement. Select how you would like to view the responses 'as a percentage', 'as a count', or 'as both a percentage and count'

Today Yesterday Last 7 Days Last 28 Days Custom Filters [Save/Schedule Report](#)

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](#)

Scroll down the page and press 'Submit', the data will refresh, then select 'CSV' from the 'Export' dropdown menu to download your report.

SUMMARY DATA FORMATTING

Summary Formatting

☒ Show candidate responses as a percentage
☐ Show candidate responses as a count
☐ Show candidate responses as both a percentage and a count

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

Only include applications with a VI score greater than:

This report groups applications by their *current* status. The *Diversity - Application Summary (All Time)* report groups applications by their *historic* status. Please note that this means an application may be included in multiple rows. E.g. once for In Review, again for Offered and then again for Hired.

There are 1 applications from 1 candidates which match the current criteria.

Note: date filters for this report apply to the application creation date. If a candidate has not completed the questionnaire, their responses to all questions will be listed as "N/A".

The "Export" button to the right will generate a spreadsheet containing the details for all the questions listed below. Generating the spreadsheet may take several minutes when dealing with a wide date-range or significant numbers of candidates; please use report-scheduling if this is a concern.

In June/July every year we will circulate similar reports containing aggregated data for all candidates that made applications, and for those candidates that made at least one application with the following practice areas: Chancery, commercial, crime, family, general civil, mixed practice.

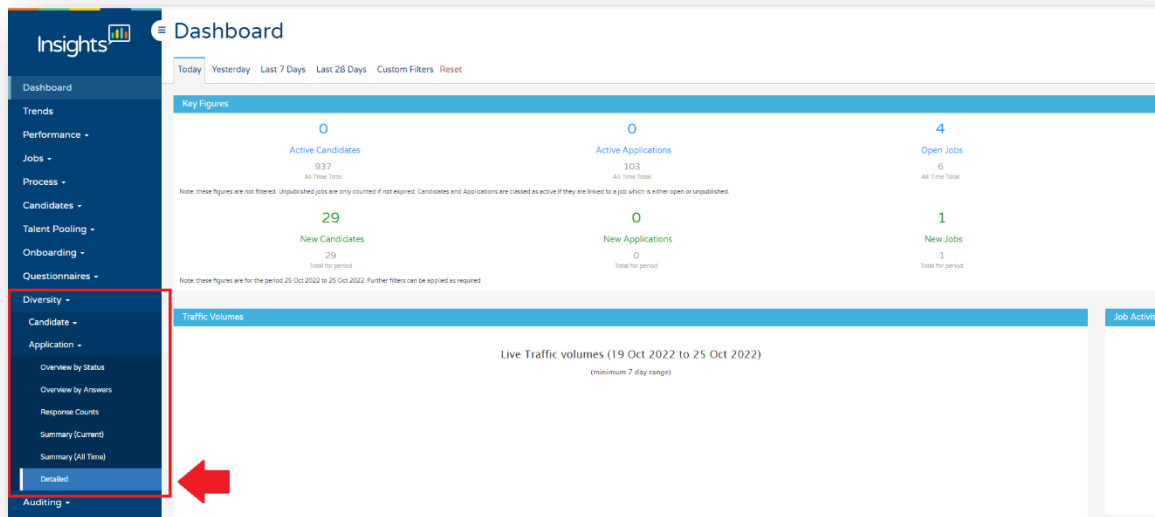
To view data relating to previous application processes, ensure you select the correct 'Diversity Questionnaire Filter'.

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].

For 2024/25 Equality and Diversity Questionnaire (Version 20) [Inactive].

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. Select the dates the application window opened 'From' and it closed 'To'. Filter by 'Job Reference' to view the data relevant to a specific advertisement. Scroll to the bottom and click submit.

The screenshot shows the 'Custom Filters' form. A red box highlights the 'From' and 'To' date fields, with a red arrow pointing to the 'Custom Filters' button. Another red box highlights the 'Job Reference' field, with a red arrow pointing to it. The form includes several other fields with 'Click to choose' buttons:

- Job Country
- Circuit
- Pupillage Start Date
- Authorised Education and Training Organisation
- Job Recruiter
- Owned By
- Job Title (Keywords)
- Job Hiring Manager

Scroll back to the top of the page and click 'Column' and use the 'deselect all columns button on the form'. Then tick 'Candidate ID', 'Submitted application' (allows you to view and remove those that did not submit their applications), any questions you require from the Equal Opportunities Monitoring Form, and any stages that you require.

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 smaller and may also reduce the download time. However, please note

☒ Candidate (ID) 

☐ Candidate (Name)

☐ Candidate (Username)

☒ 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]

Scroll down and click submit. Once refreshed, select 'Export' in the top right-hand corner and 'CSV' to download a copy.

Showing 1 to 30 of 76 entries

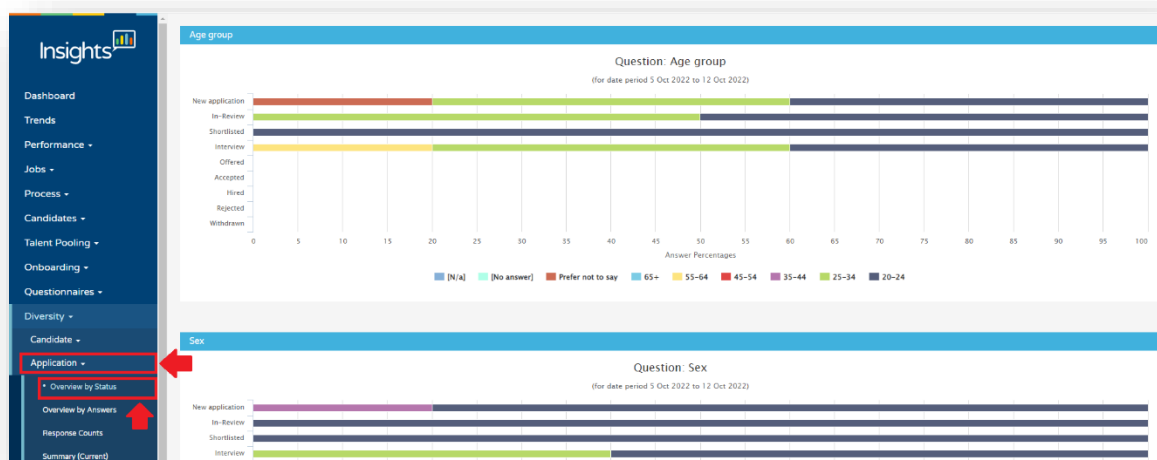
Export

CSV
Offline (via Email)

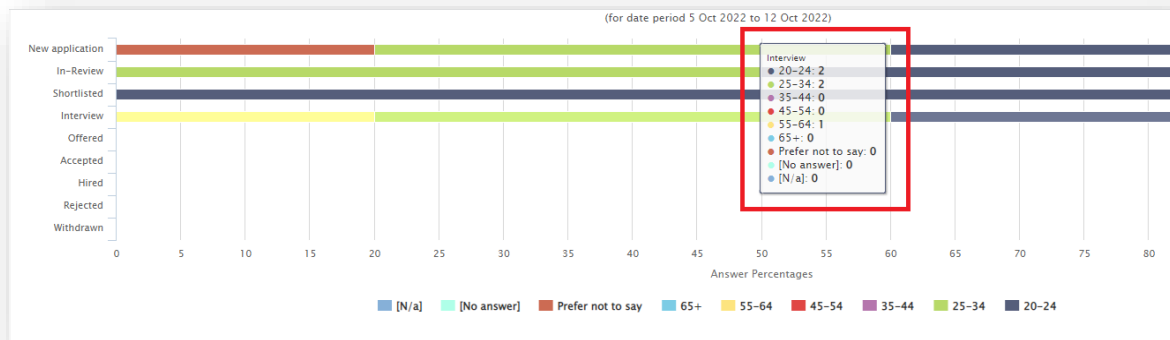
What grade were you awarded for the Vocational	Have you completed a mini pupillage or work experience with an Authorised Education and	Have you received a scholarship, bursary, or other	What type of school did you attend for the most time	At any point in your school years (aged 11 - 18) were you eligible	At any stage in your school years (aged 11 - 18) did your household	Did you take part in an outreach or widening access programme (for example with Pathways to Law or the Social Mobility Foundation)	Occupation of	What is the highest level of qualification achieved by either of your parent(s) or guardian(s) by	Pi yc ar of

Please ensure those with access to this data is limited and password protected. For example, you may only have one or two members of staff (the Recruitment Administrator and/or Diversity Data Officer) with access to this type of data. If you plan to store the information outside of insights, you should do so in anonymised and aggregated format, or by candidate number (and not candidate name).

If you would like the monitoring data in charts then select 'Application', then 'Overview by Status'. This information is real-time so you will need to log into 'Insights' to capture that data at each stage of the process. At the end of the process, you will only see those in 'Rejected', 'Withdrawn', or 'Hired'.

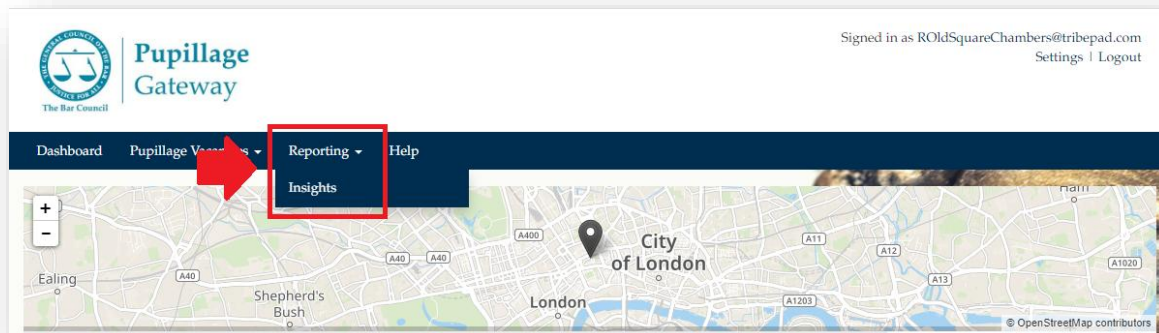


If you hover your mouse over each of the bars in a chart, you can view the number of candidates within that status.



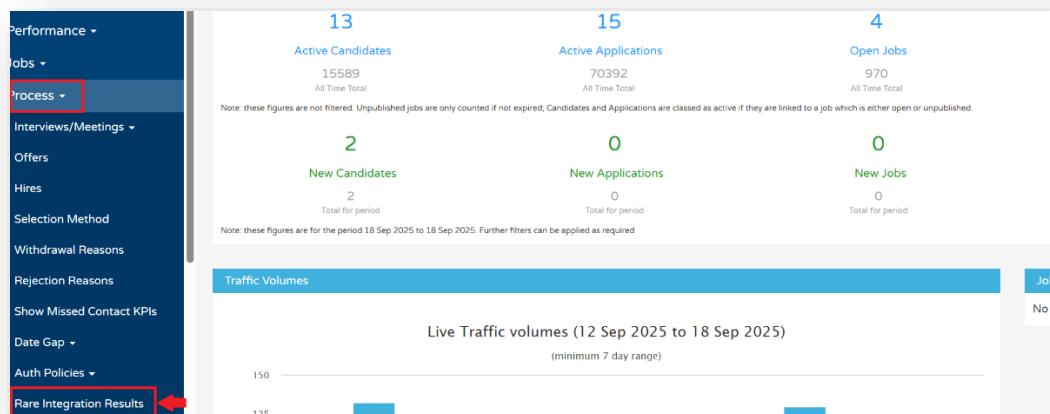
Viewing contextual recruitment reports

On the main navigation board, select reporting then 'Insights'.



A new window will open, login using your Pupillage Gateway account details.

Once logged in use the dropdown 'Process' button on the right-hand menu and select 'Rare Integration Results'.



Select 'Custom Filters' from the top of the page. Select the dates the application window opened 'From' and it closed 'To'. Insert the 'Job Reference' if you had more than one advertisement.

The screenshot shows the 'Custom Filters' form on the BAR COUNCIL website. At the top, a navigation bar includes links for 'Today', 'Yesterday', 'Last 7 Days', 'Last 28 Days', and 'Custom Filters'. A red box highlights the 'Custom Filters' link, with a red arrow pointing to it from the left. Below this, the 'Custom Filters' section is expanded. A red box highlights the 'From' and 'To' date fields, with a red arrow pointing down to the 'Job Reference' field. The 'From' field contains '2022-10-11' and the 'To' field contains '2022-10-18'. The 'Job Reference' field is labeled 'Type for options' and is also highlighted with a red box. Other fields include 'Job Country' (Click to choose), 'Circuit' (Click to choose), 'Pupillage Start Date' (Click to choose), 'Authorised Education and Training Organisation' (Click to choose), 'Job Recruiter' (Click to choose), 'Owned By' (Click to choose), 'Job Title (Keywords)' (Click to modify), and 'Job Hiring Manager' (Click to choose). A green 'Save/Schedule Report' button is in the top right corner.

Scroll down the page and press 'Submit', the data will refresh.

Scroll back to the top of the page and click 'Column' and use the 'deselect all columns' button on the form. Then tick 'Candidate ID' and/or 'Candidate full name' (for those not using anonymisation), 'Submitted application' (allows you to view and remove those that did not submit their applications), and all contextual recruitment fields from 'Academic Flags' to 'W4944'.

Scroll down the page and press 'Submit', the data will refresh then select 'CSV' from the 'Export' dropdown menu to download your report.

Contact us

Further assistance

If you are experiencing technical difficulties contact our Services team at pupillagegateway@barcouncil.org.uk. When contacting us, include screenshots and any relevant error message(s).

Useful documents

AETO user information form

Please complete the fields below to set up users 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 (anonymised or not, depending on the Recruitment Administrator's preference).

Name of AETO	
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First name	
Last name	
Email address	
User role (delete whichever is not applicable)	Recruitment Administrator/Recruitment Process Participant

Sample application form

Some AETO's have AI policies in place regarding the use of AI within applications. Please ensure you have read the AI policy for the AETO you are applying to before submitting your application.

Section 1: Personal Information

Title*	Dr/Miss/Mr/Mrs/Ms/Mx
Pronouns	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*	

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.

Section 2: Employment and work experience history

Position and employment status*	
Organisation name*	
Start date (DD/MM/YYYY)*	
End date (DD/MM/YYYY)*	
Current employee	Toggle on or off
Description of role and responsibilities* 300-word limit	

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

Type of qualification*	
Start date (DD/MM/YYYY)*	
End date (DD/MM/YYYY)*	
Currently studying here	Toggle on or off
Name of qualification	

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

Institution name and type*	
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Grades obtained or pending*	
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Some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most for those you have obtained during your Further Education. You **must** use the 'Grades Obtained or Pending' section below to

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

Membership of an Inn of Court*	Gray's Inn/Inner Temple/Lincoln's Inn/Middle Temple/Not Applicable
Scholarship, Awards and Prizes 100-word limit	

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

Section 4: Additional Skills, Hobbies, and Interests

Languages 100-word limit	
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Please provide details of the languages that you speak and in brackets after each, your fluency in them: Basic, Intermediate, Business, Fluent, Native. For example: 'English (Native); Urdu (Fluent); Spanish (Intermediate)'.

Professional Qualifications 100-word limit	
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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

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

Interests and recreational activities 100-word limit	
--	--

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

Extenuating circumstances* Minimum one word, maximum 200-word limit.	
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Please provide details of any extenuating circumstances relevant to your application. If this section is not relevant to you, then simply respond with the word "None".

Do you have any convictions (spent or unspent), cautions or final warnings in any country,	Yes/No
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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

save those that are protected by law?*	
If 'Yes', please provide further details here. *	

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

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

200-word limit	
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Are you, or have you ever been, subject to any proceedings by a higher education institution or professional / regulatory body? This includes pending proceedings and those that have concluded.*	Yes/No
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Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".

If you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of

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

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

AETO's 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

We're working to improve the diversity of the pupillage intake at the Bar, and contextual recruitment helps in some way to achieve this.

Contextual recruitment gives AETOs a tool to evaluate your application based on a better understanding of your circumstances and potential. It is intended to help those responsible for recruitment to identify high achievers who may have faced challenges which they have overcome.

The response to these questions will be sent directly to our partner, [Rare](#), who process the data and attach 'flags' for each of the categories to your application. Recruiters will get to see if you have an 'education', 'personal' or 'socio-economic' category flag.

If you do not receive any contextual 'flags', this does not put your application at a disadvantage. If your application meets all the criteria required by the individual AETO, you will still be included on their shortlist.

Contextual data is optional for recruiters to use during the pupillage application process. Some may refer to it during initial shortlisting, some may look at it at interview stage, whereas some may look at it at offer stage.

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.
- ✓ 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.

Editable template emails

Please see below the list of editable templates that are triggered throughout the recruitment process. This is our suggested text, you can edit it before sending.

The prompts listed next to the email can be used as part of your mail merge.

Stage	Content	Prompts
Unsuccessful	Subject: Pupillage Gateway - Your Application for {\$job_title} Dear {\$candidate_first_name}, Thank you for [your application/for attending an interview] for the position of {\$job_with_link}. We regret to inform you that your application will not be taken any further on this occasion. Due to the high volume of applicants unfortunately at this stage of the process we are unable to offer feedback. We would like to thank you for the time and effort spent on the applications process and we wish you all the best in securing pupillage in the future. Kind regards, {\$your_full_name}	• {\$candidate_first_name} • {\$candidate_full_name} • {\$candidate_last_name} • {\$company_name} • {\$recipient_firstname} • {\$recipient_surname} • {\$job_with_link} • {\$job_title} • {\$your_email}
Confirm interview	Subject: Pupillage Gateway - Confirmation of Interview for {\$job_title}	• {\$candidate_first_name} • {\$candidate_last_name}

	Dear {\$candidate_first_name}, I am pleased to confirm the details of your forthcoming pupillage interview for {\$job_with_link}. Date: {\$interview_date} Time: {\$interview_time} Location: {\$interview_location} If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview, please do not hesitate to contact me at {\$your_email} prior to the interview so we can adjust accordingly. I would otherwise be grateful if you could please confirm your attendance by return email. Please note that, whilst you can log into your account and use the 'Book/Rebook and Interview' button next to the relevant application under 'My Pupillage Application' to cancel your interview, you will not be able to rearrange it using this function. It is therefore recommended that, if you need to cancel for any reason, you contact me directly at {\$your_email}. Kind regards, {\$your_full_name}	• {\$candidate_full_name} • {\$company_name} • {\$interview_date} • {\$interview_time} • {\$interview_location} • {\$interview_time_to} • {\$interview_interviewer} • {\$interviewer_job_title} • {\$your_full_name} • {\$your_email} • {\$job_with_link} • {\$job_title}
Invite to book an interview	Subject: Pupillage Gateway - Invitation to Interview for {\$job_title} Dear {\$candidate_first_name}, Thank you for [your application/for attending an interview] for the role of {\$job_with_link}. We are pleased to advise that we would like to invite you to a [first/second/final] round interview with {\$company_name}. Please log into your account and use the 'Book/Rebook	• {\$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}

	and Interview' button next to the relevant application under 'My Pupillage Application' to schedule your interview. If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview please do not hesitate to contact me at {your_email} prior to the interview so we can make adjustments accordingly. If you need any adjustments to be made or facilities provided to enable you to attend your interview please let me know prior to the interview so these can be arranged. Kind regards, {your_full_name}	• {your_full_name} • {your_email} • {job_with_link} • {job_title}
Offer	Subject: Pupillage Gateway - Offer of Pupillage Dear {candidate_first_name}, Following your final round interview for the position of {job_with_link}, I am delighted to be able to make you an offer of pupillage with Chambers. As you may be aware, under the mandatory recruitment timetable you have seven days to respond to this offer. Whilst we cannot demand that you communicate your acceptance (or otherwise) of it before then, we ask that you be mindful of the fact that we have reserve candidates who are waiting to hear from us. To that end, we would be grateful to hear from you as soon as you have made your decision. We very much hope that you will join Chambers and if you have any queries about our offer of pupillage or would like to speak to a former pupil or pupil supervisor about their respective experiences, then please do not hesitate to contact me at {your_email}. In the meantime, I will endeavour to provide you with a draft Pupillage Agreement and any other relevant documentation as soon as is reasonably practicable.	• {candidate_first_name} • {candidate_surname} • {candidate_full_name} • {job_title} • {job_location} • {job_salary_from} • {job_with_link} • {your_full_name} • {your_email}

	Kind regards, {your_full_name}	
Offer withdrawn/declined	Subject: Pupillage Gateway - Your Application for {job_title} Dear {candidate_first_name}, Thank you for notifying us of your intention to accept an offer from another Authorised Education and Training Organisation. Whilst we are disappointed to hear that you will not be joining us, we are delighted to hear that you have secured pupillage and we wish you all the best with your future career at the Bar. Kind regards, {your_full_name}	• {candidate_first_name} • {candidate_last_name} • {candidate_full_name} • {company_name} • {your_full_name} • {your_email} • {job_with_link} • {job_title}
Hire candidate	Subject: Pupillage Gateway - Confirmation of Pupillage Dear {candidate_first_name}, I am delighted that you have accepted our offer of pupillage. I will endeavour to provide you with a draft Pupillage Agreement and any other relevant documentation as soon as is reasonably practicable. In the meantime, if you have any questions then please do not hesitate to contact me at {your_email}. Kind regards, {your_full_name}	• {candidate_first_name} • {candidate_last_name} • {candidate_full_name} • {company_name} • {your_full_name} • {your_email} • {job_with_link} • {job_title}

User guide version control log

Date	Version	Description of changes
14.10.2022	1.0	First version launched.
23.10.2023	2.0	Updated to: • Highlight new advertising format, including 'Content Assistance Feedback', 'Anonymous Applications', and 'Interview Workflow' functionality. • Introduction of word limits • Updated sample application form. • How to view candidate names before sending email communications. • A 'hack' for arranging Zoom/Teams interviews. • How to download past Diversity data reports from Insights.
27.11.2023	2.1	Updated sample application form (with the 'Other Disclosures' section replaced with questions pertaining to applicants' fitness to practise).
23.01.2024	2.2	• Updated Guidance Notes relating to 'Other Disclosure' on the sample application form. • Changed instructions for processing applications enabling Recruitment Administrators to email themselves download links.
01.09.2024	3.1	Updated to: • Removal of referees as part of the application process • How Recruitment Administrators request referee details and automatic process for referees.
22.12.2024	3.2	Guidance in relation to contextual recruitment
25.07.2025	4	• Simplified version of the manual • How to download contextualised data from 'Insights'