# Authorised education and training organisation recruitment administrator user guide

**Version 3.3 – 20 February 2025**

# Index

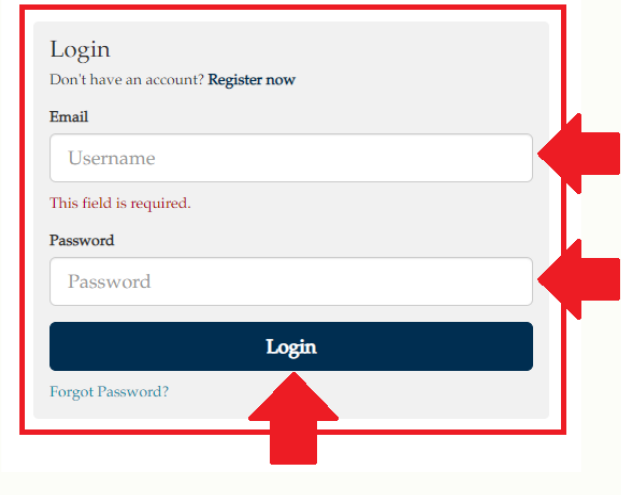## 1) Logging into the Pupillage Gateway

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



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**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.

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## 2) Resetting your password

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

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



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

**Pupillage Gateway**
The Bar Council

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.
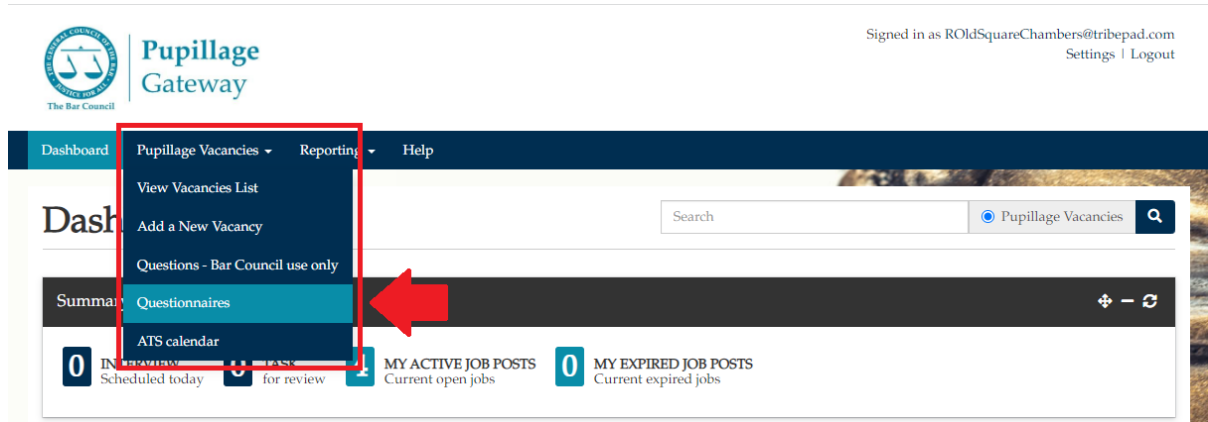


Click on the edit symbol next to the questionnaire entitled 'AETO Application Questions – [Name of Chambers]'.
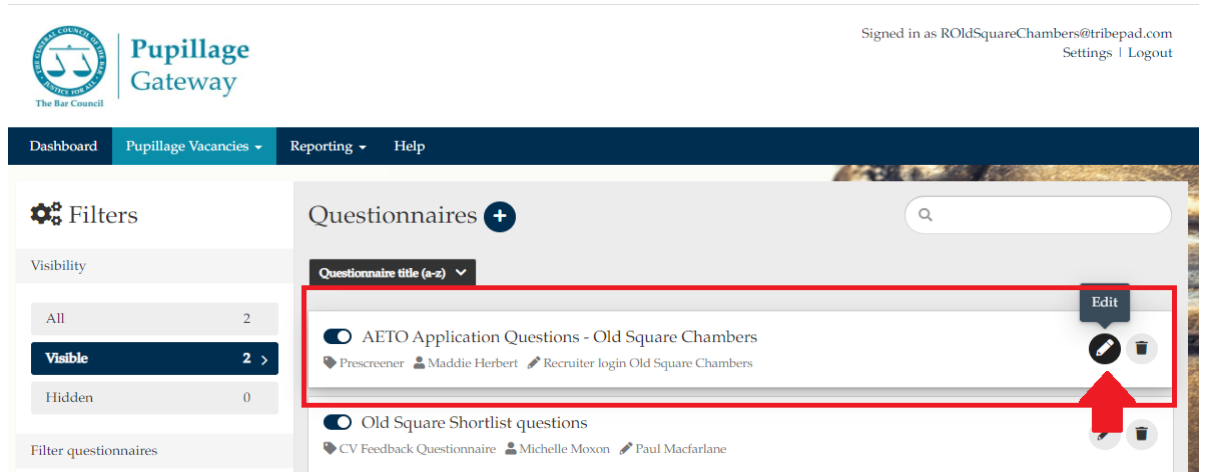


To add your bespoke questions to the form, delete the text contained with the 'Question' text box and replacing it with your own.
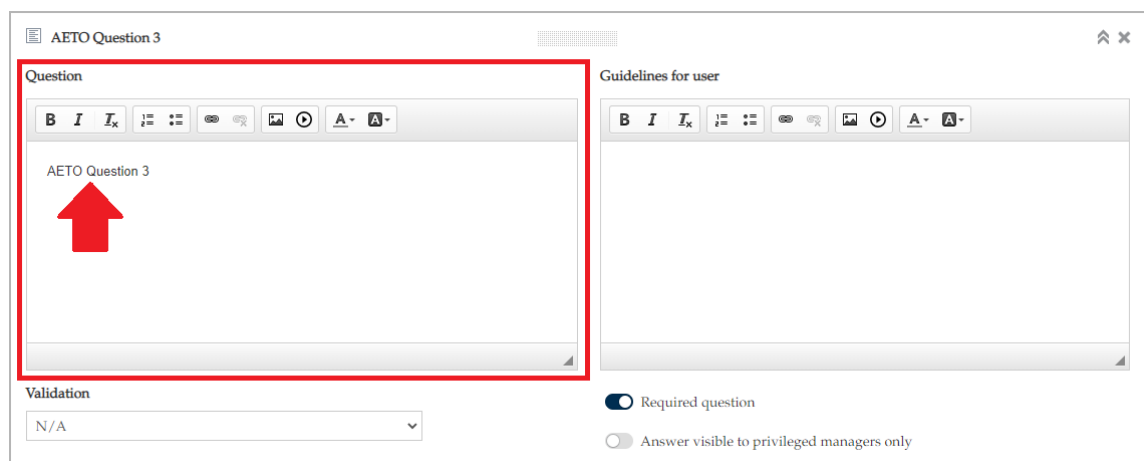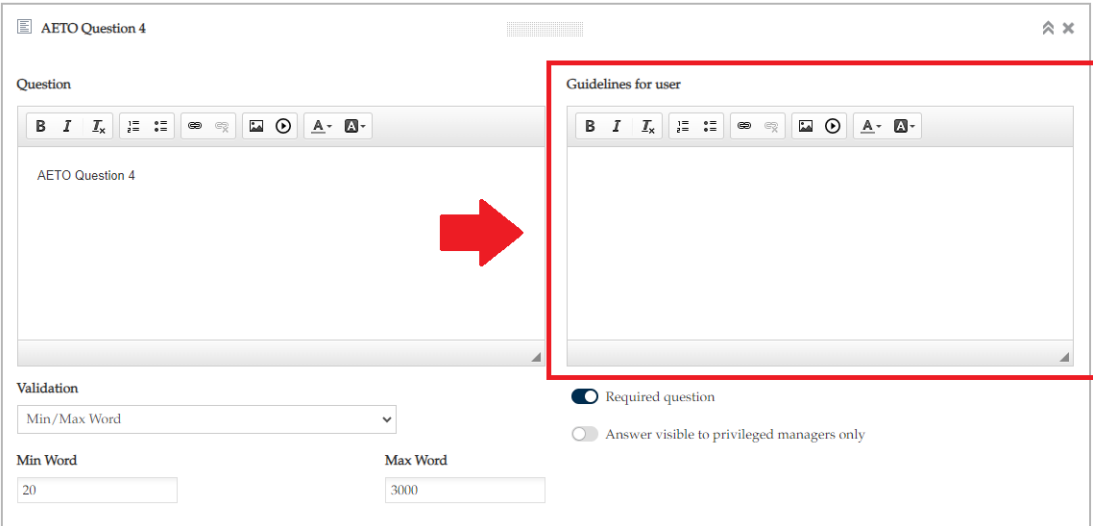
You can include a maximum word count by selecting 'Min/Max Word'. You will be required to enter the minimum and maximum number of words that you will allow candidates to use in their responses, using the 'Min Word' and 'Max Word' free text boxes.
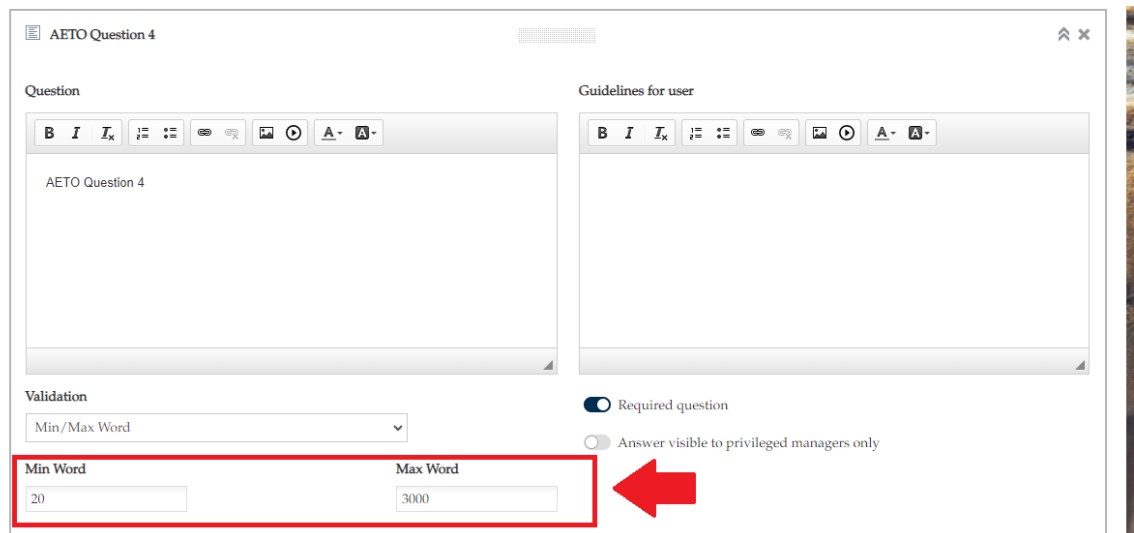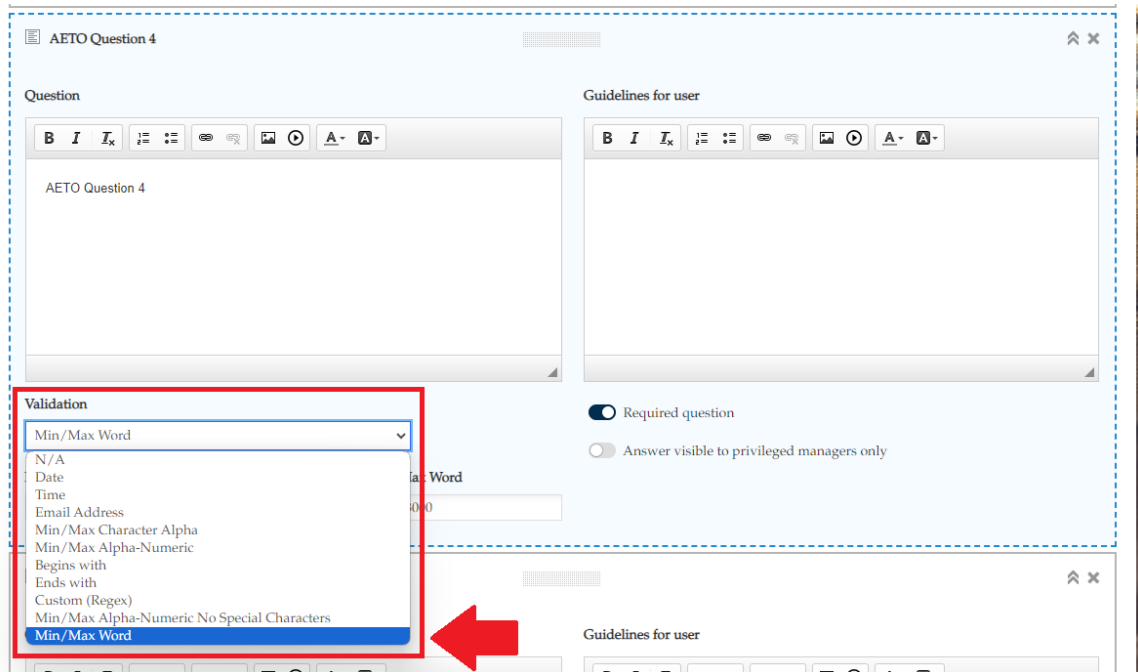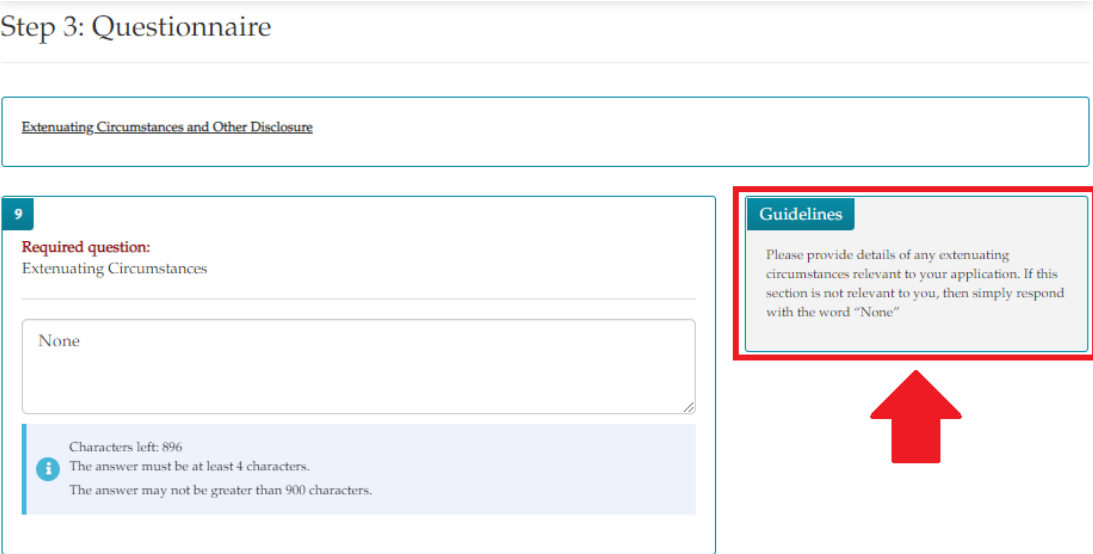




**Note:** The 'Max' word limit must be a numerical value. We do not recommend that you use any other 'Validation' fields when creating your bespoke questions.

You can also include guidelines for the candidates using the 'Guidelines for user' text box, which will appear next to the relevant question on your application

form. For example, in the standardised Bar Council questionnaire next to the 'Extenuating Circumstances' section we have included the guidelines: Please provide details of any extenuating circumstances relevant to your application. If this section is not relevant to you, then simply respond with the word "None".





Do not change the 'Answer visible to privileged managers only' toggle. Only change the 'Required question' toggle if you **do not** want the question to be mandatory.
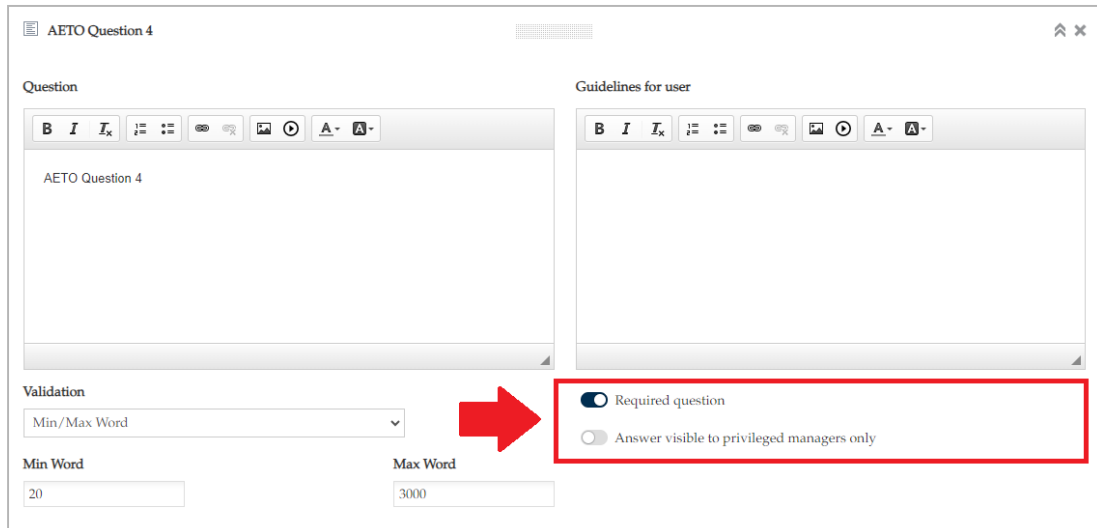
If you do not want to ask all seven questions and need to delete one or more of the template questions contained within your bespoke questionnaire, click the 'X' symbol in the corner of each of those you would like to delete.
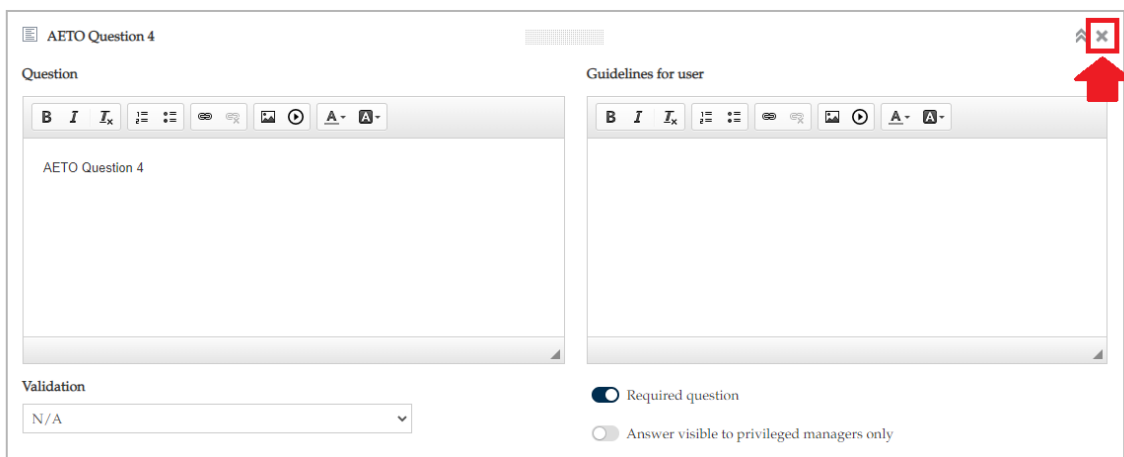


When you are happy with your bespoke questions, scroll to the bottom of the page and press 'Finish'.
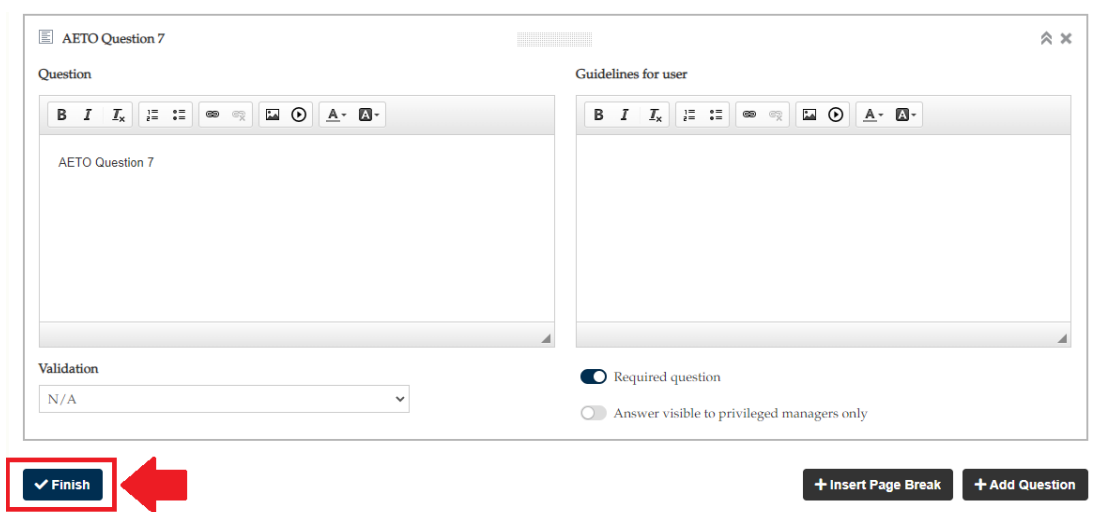
## 4) Creating an advertisement

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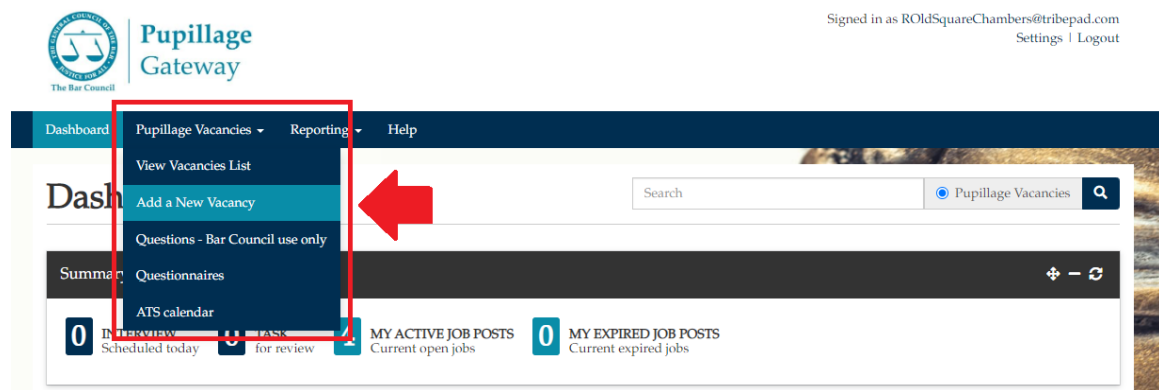


On the first 'Job Details' page, leave the 'Filter Templates By' dropdown box set to 'Authorised Education and Training Organisation' and select 'Pupillage Vacancy Template' from the 'Choose Job Template' drop down menu.
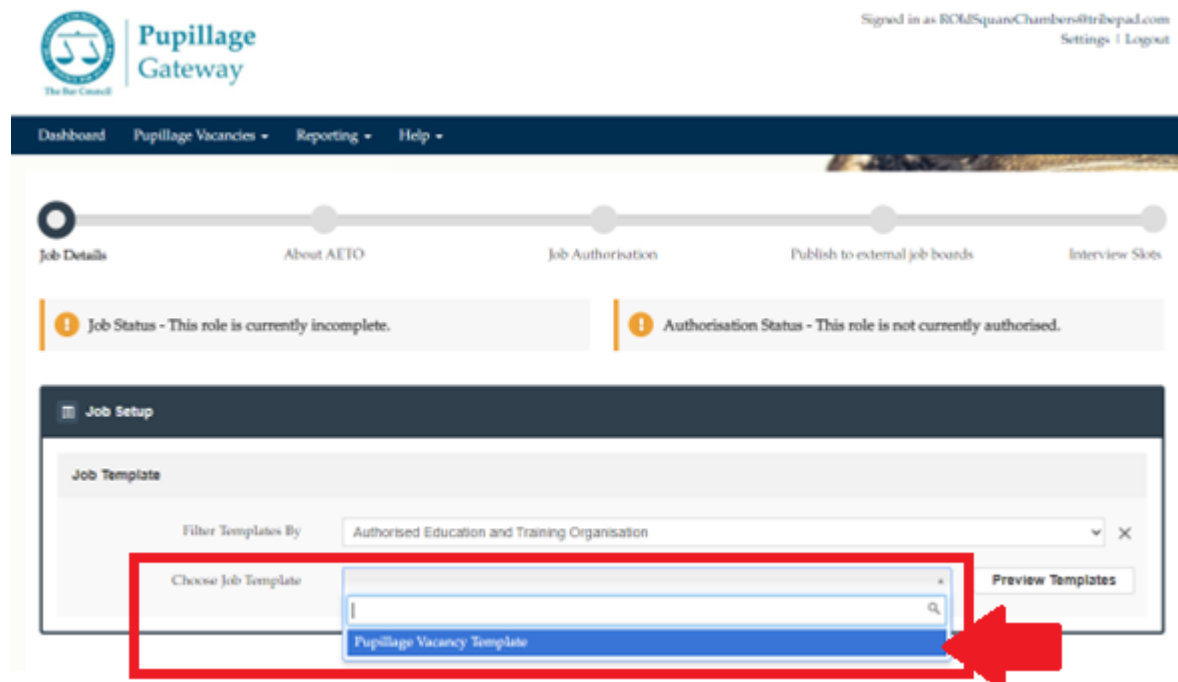


On the following page, you will be asked to start building your advertisement candidate profile using the platform's 'Job Setup' form.

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

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

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

**Job Setup Section 3: Job Details**

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

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

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

| | |
|---|---|
| **Pupillage Type***  | Select a 'Pupillage Type' (12-month pupillage **or** 18-month pupillage **or** 24-month pupillage) from the dropdown list. |
| **Pupillage Award** | Please enter numerical values in the 'From' and 'To' fields. If your Pupillage Award is a fixed value, please enter the same amount in both text boxes. |
| **Pupillage Award Type** | Select a 'Pupillage Award Type' (Partially Fixed/Guaranteed Earnings **or** Fixed Earnings) |
| **Pupillage Award** | Please add a description of the 'Pupillage Award' e.g. '£23,000 per annum' or '£20,000 during the practicing period with guaranteed earnings of £2,000 per month thereafter'. |

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

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

**Note:** Any users that you have requested be added to the Pupillage Gateway for your Authorised Education and Training Organisation will automatically be assigned to the vacancies that you upload and there is therefore no need to amend the 'Assign roles for this job' field. Please contact the Bar Council Services Team at [pupillagegateway@barcouncil.org.uk](mailto: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.
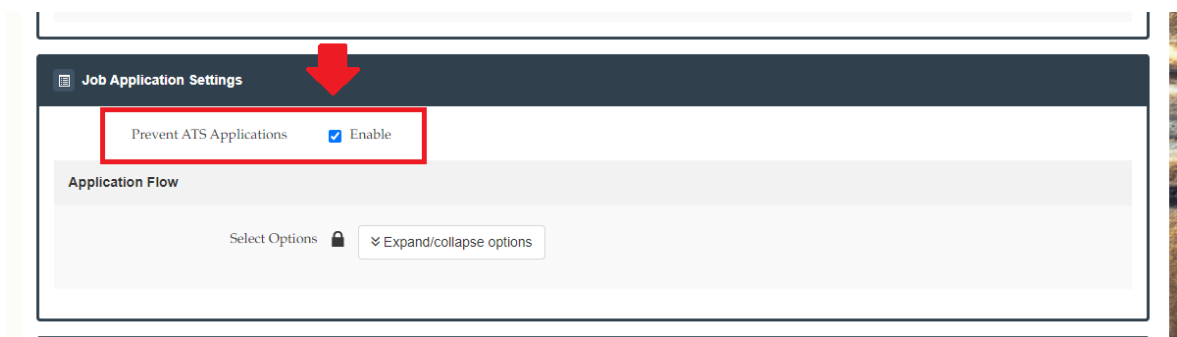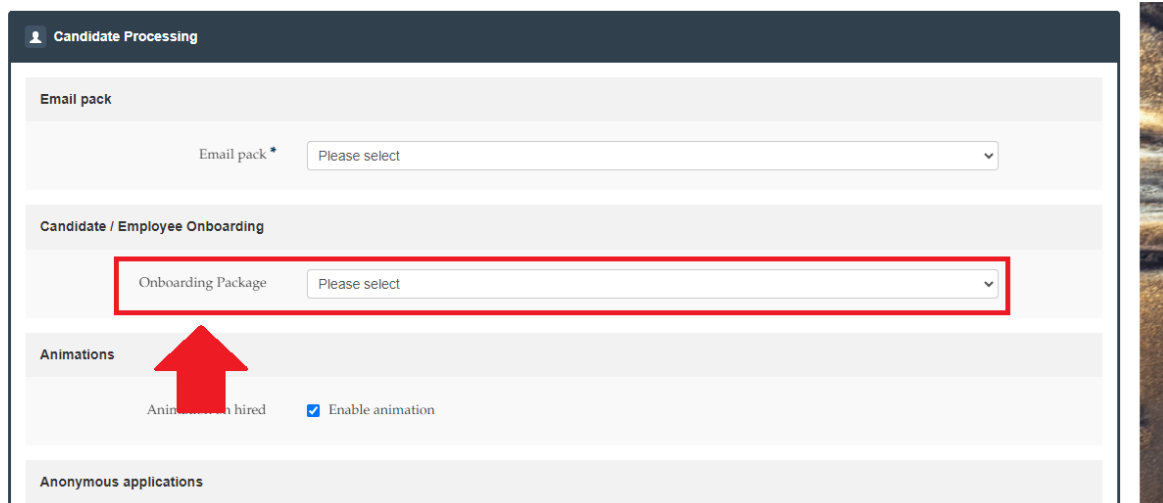
**Job Setup Section 5: Candidate Processing**

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.
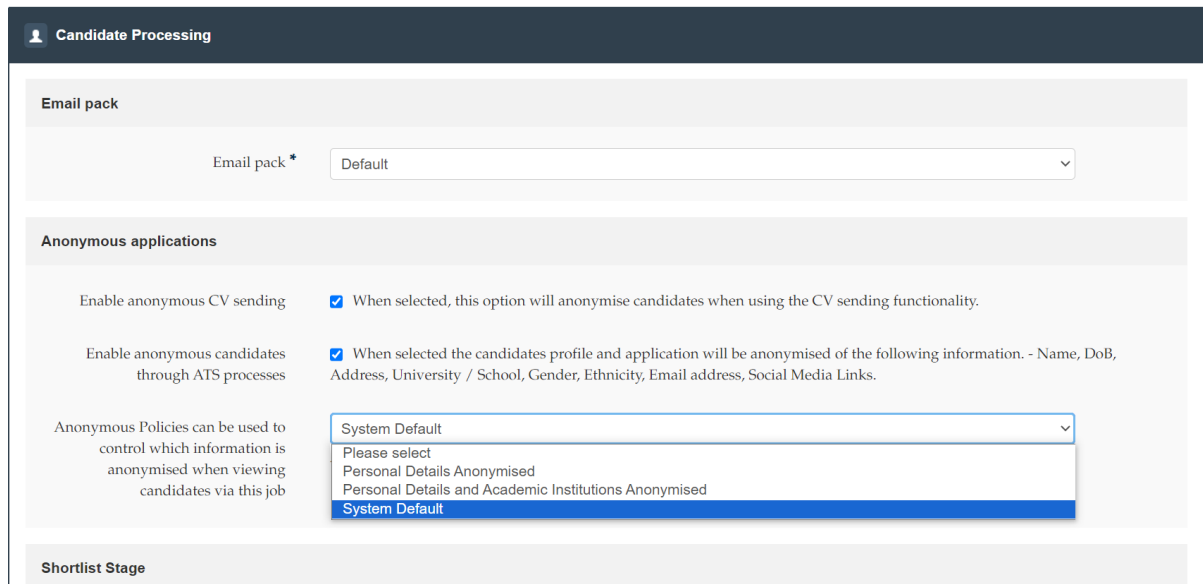


**Note:** You will be able to alter these settings at any stage, by using the 'Edit' function attached to your advertisement.

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**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."

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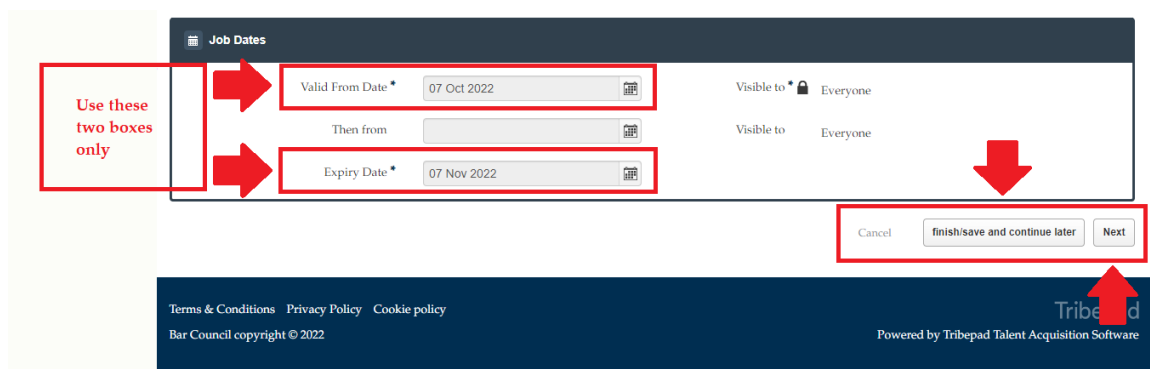
Press 'Next' to continue with the advertisement process or 'Finish/Save and Continue Later' to come back to it later.

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**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.

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**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.
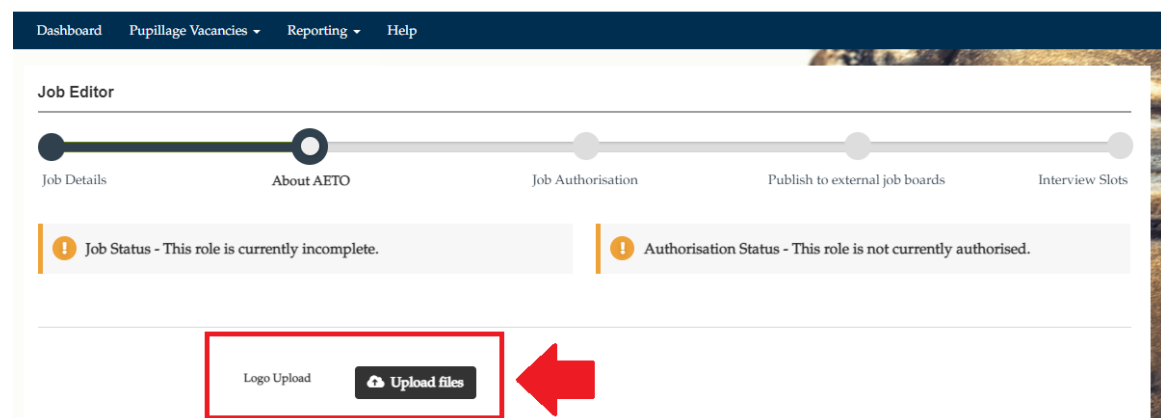


After you have uploaded your logo, complete the 'Single Description (External)' section. You do not need to enter any information in the 'Single Description (Internal)' textbox.

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**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.

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Single description (external)

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**About Authorised Education and Training Organisation**

**Structure of Pupillage**

**Financial and Other Support Available**

**Equality Diversity and Inclusion**

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

**How to Apply**

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

1.
2.
3.
4.
5.
6.
7.
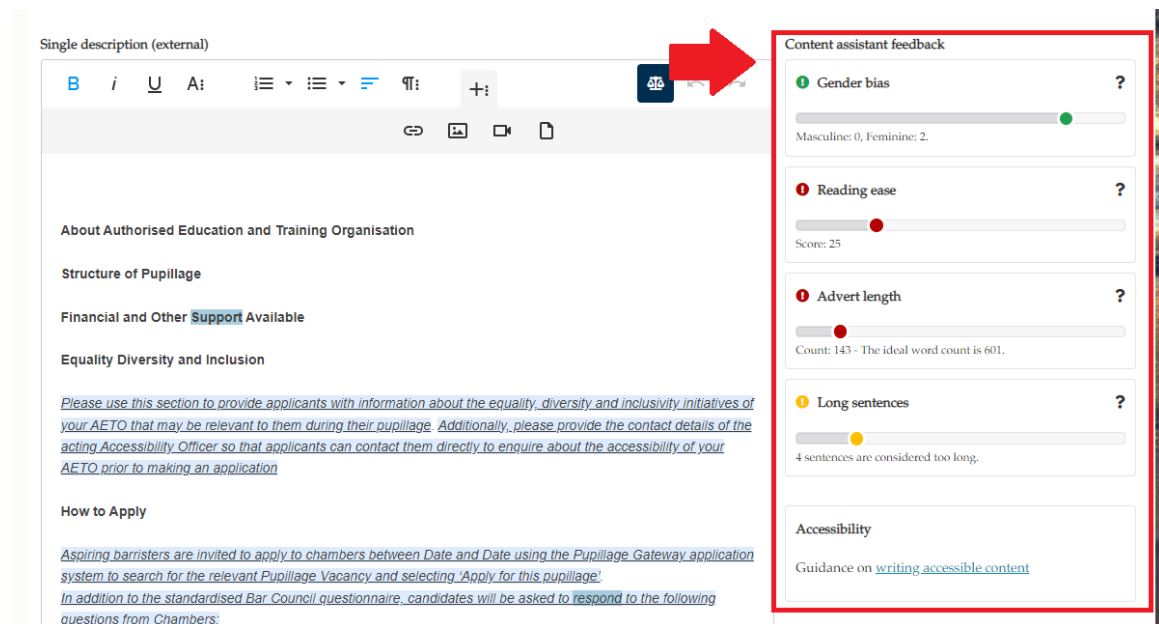
*Please indicate Min/Max character or word count after each question*

Upload documents: ☁ **Upload files**

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

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

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



Upload any documents that might be relevant to your vacancy, such as your Pupillage Policy, using the 'Upload Documents' > 'Upload Files' button at the bottom of the page. Once you have pressed 'Upload File' and selected the relevant document, you will be asked to add a description of it and then confirm your selection by clicking the 'Finish Uploading' button beneath.
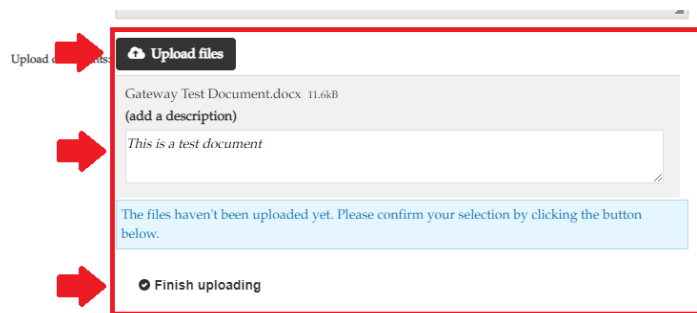


If you would like to remove your document once you have uploaded it, hover over it with your mouse and select the 'X' symbol that will appear to the right-hand side of it.



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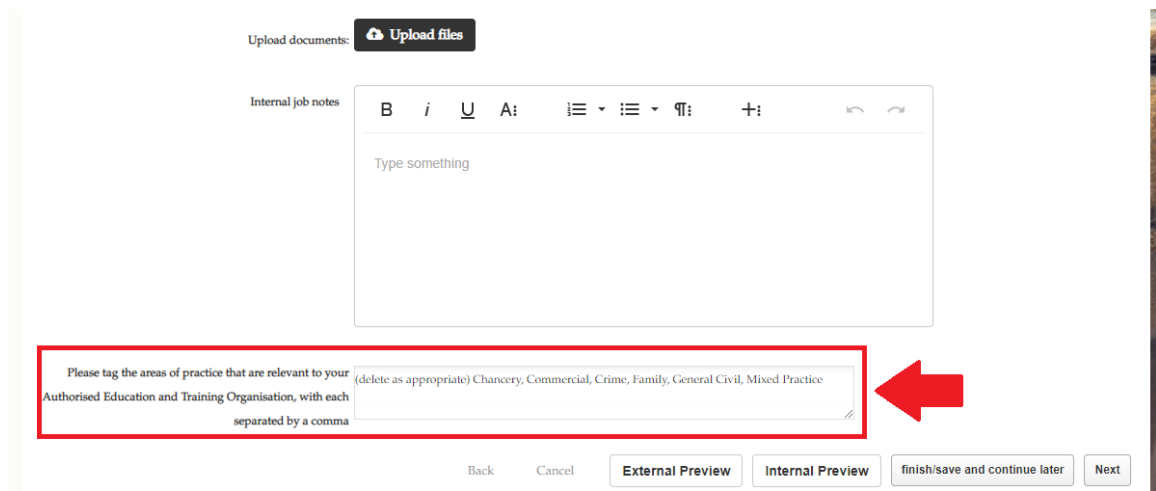
Once you are happy with what you have entered in the 'About Authorised Education and Training Organisation' section, you can then use either the 'External Preview' or 'Internal Preview' buttons to see what your vacancy will look like once it has been authorized and posted to the site. You can go 'Back'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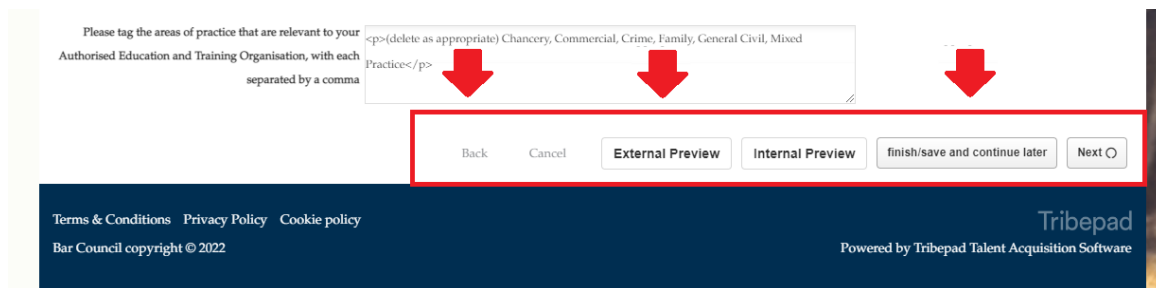


## Job Authorisation Section

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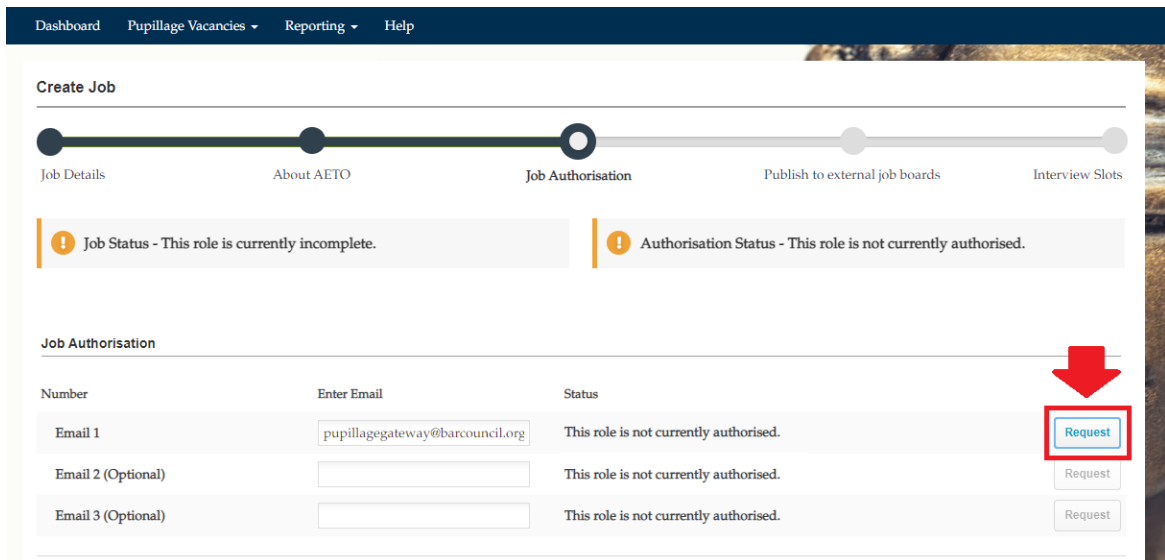
Once you have pressed 'Request', the 'Status' of the advertisement will change to 'Pending Authorisation'.
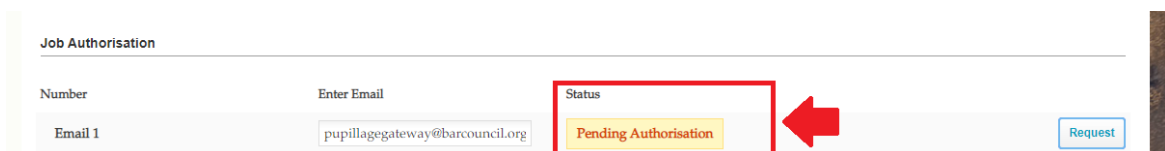


## 5) Viewing a live advertisement

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

## 6) Amending a live advertisement

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

**Please do not make any edits once the application window opens as this could affect existing applicants and result in the operation of an unfair recruitment process by your Authorised Education and Training Organisation.**



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## 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.
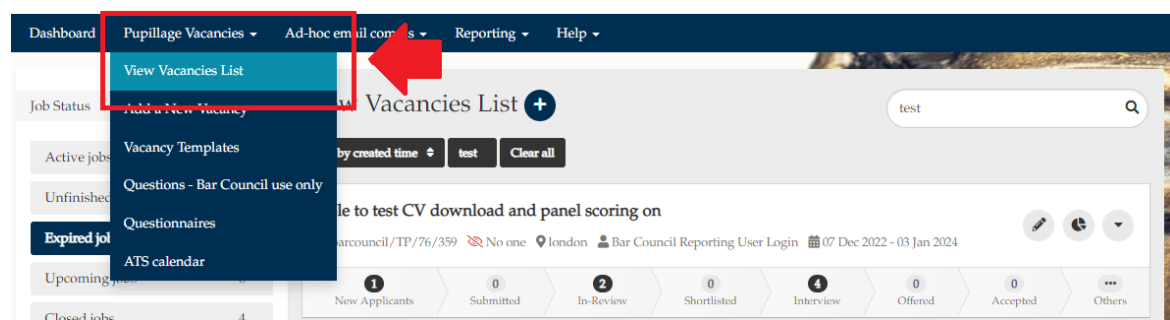


Under 'Job Status', select 'Expired Jobs'.
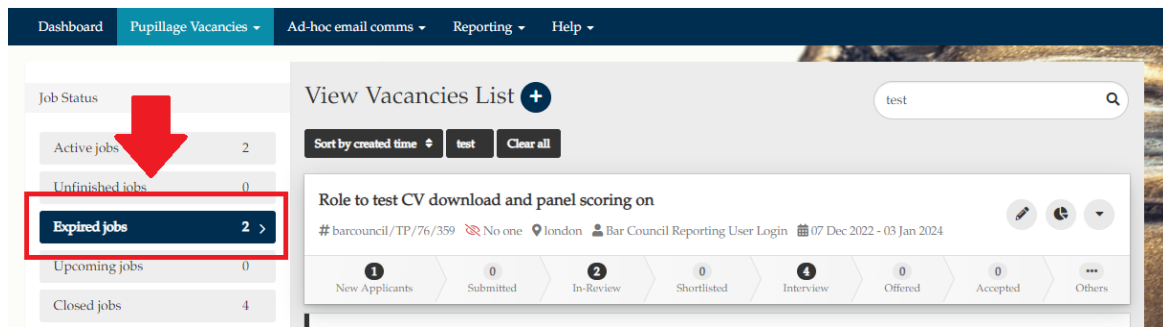
At the beginning of the shortlisting process, two sets of figures will appear beneath the title of the vacancy. The figure above 'New Applicants' shows the number of candidates that started, but did not complete, an application to your Authorised Education and Training Organisation. The number above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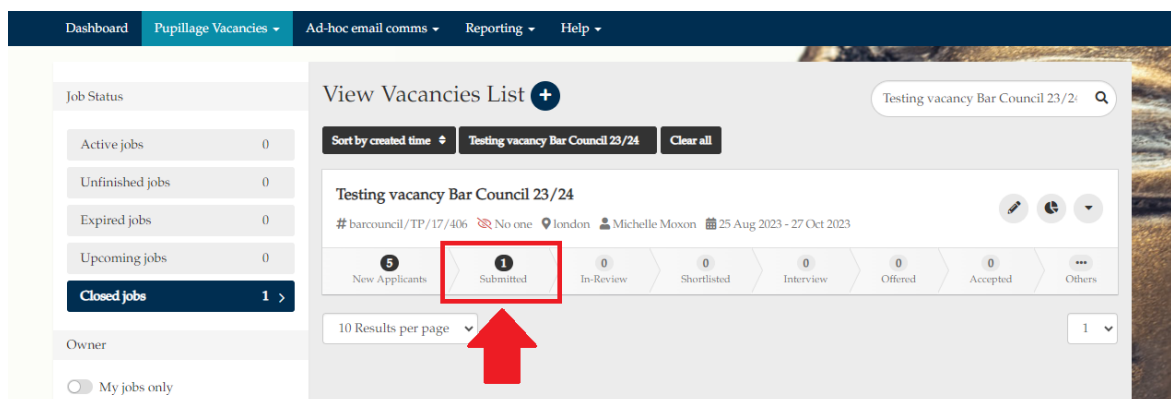


You can sort your applicants by either first name, which is how they will originally appear, or by 'Surname' by clicking on the 'Sort by' dropdown box and then selecting 'Surname' from the bottom of the list.

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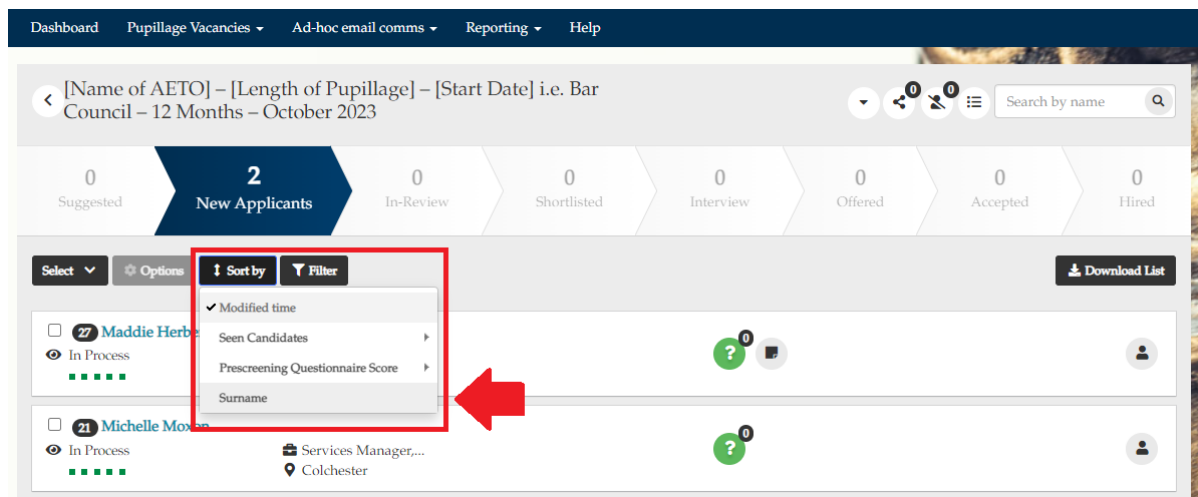
**Top tip:** We recommend that you move your 'Submitted' applicants to 'In Review' at this stage, as it will make the recruitment process easier to manage and ensure that your equality and diversity data reports are clear. You can do this by selecting 'All in Stage' from the 'Select' dropdown menu, then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

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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.

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**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'.

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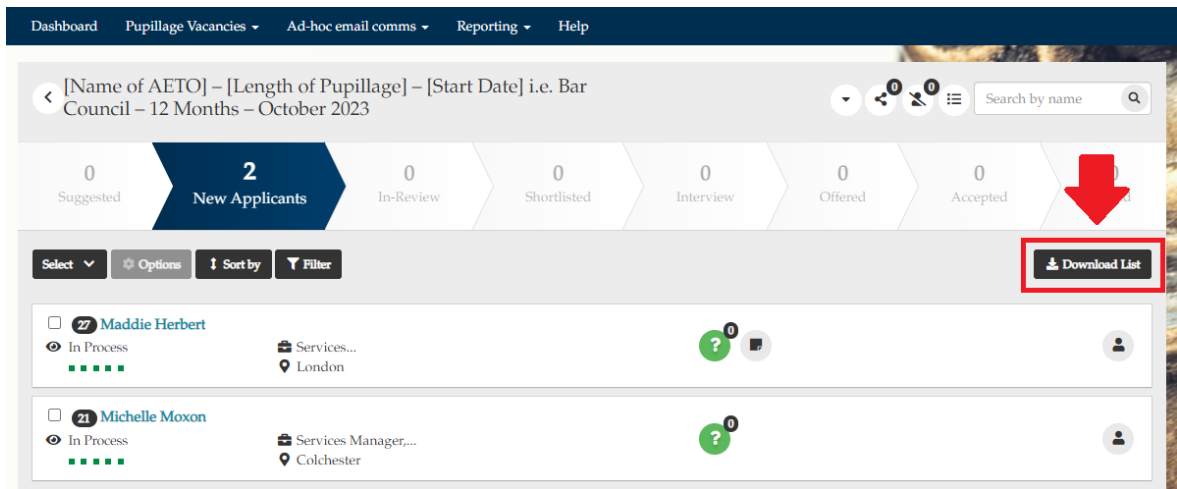
When processing applications, you have the option to select applications from specific candidates by simply ticking the box that appears next to their name. Alternatively, you can select all the applications on one page or select all the applications that your AETO has received using the 'Select' dropdown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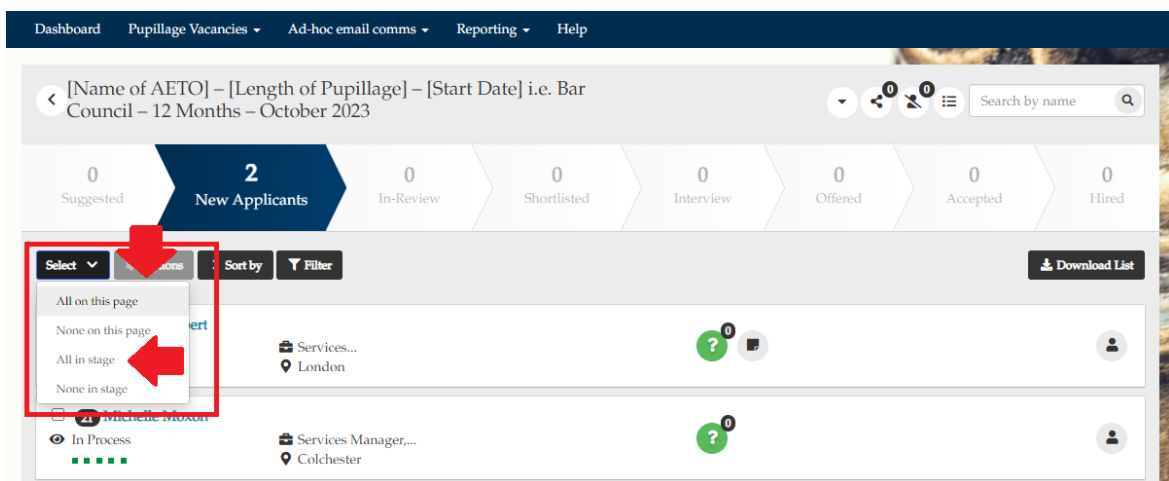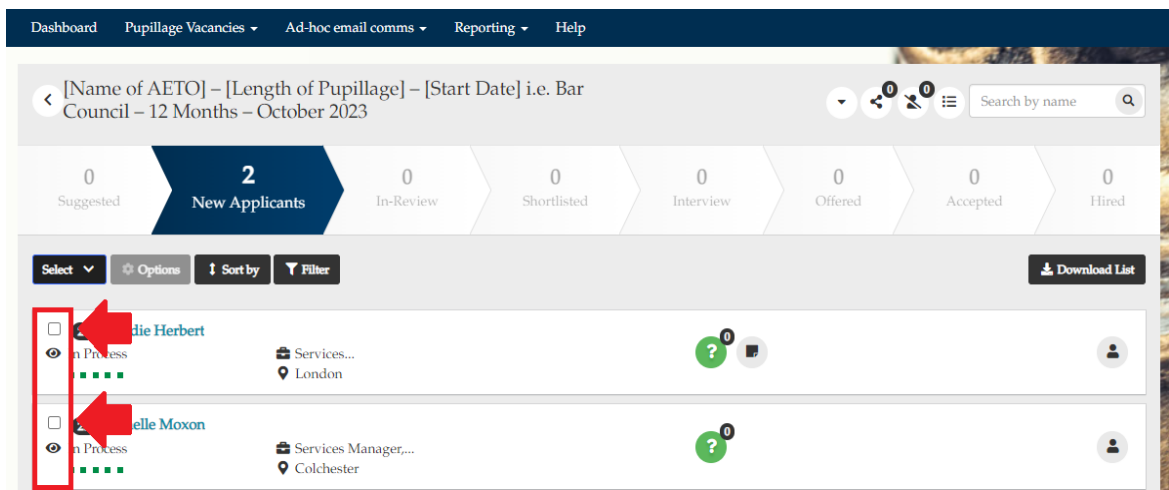
Once you have selected the applicants that you would like to process, you have several 'Options' available to you under the relevant dropdown menu.
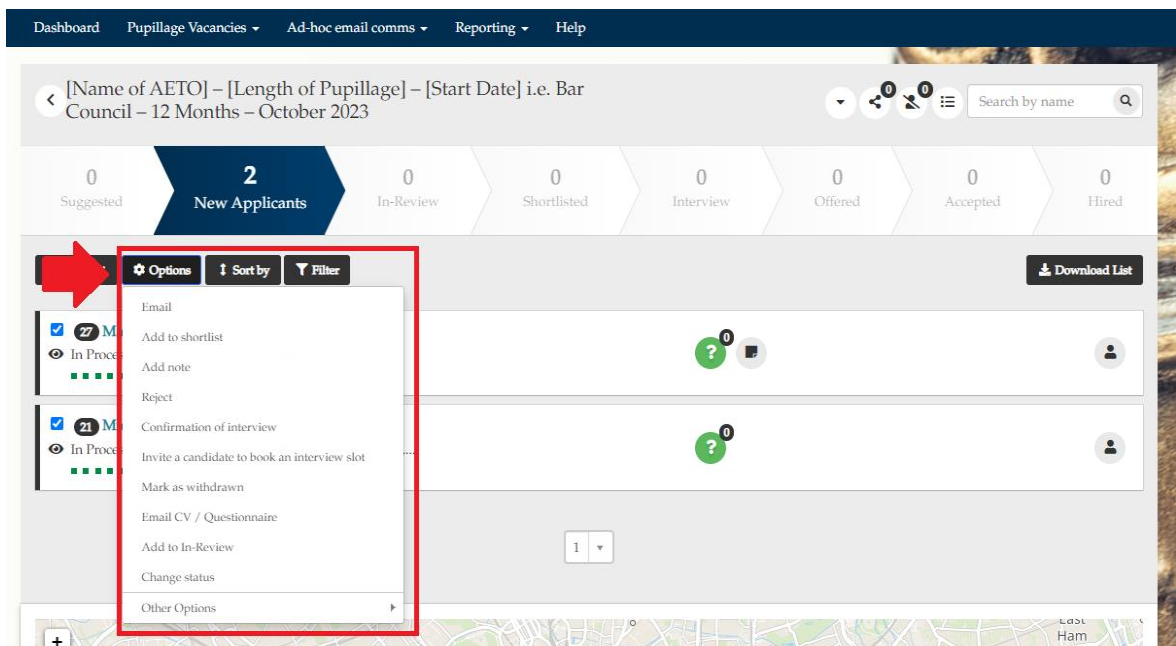


**Email** allows you to send a bespoke emails to the applicants in the relevant stage, with the option to add attachments. Edit the template email beforehand, noting that it will send immediately to the number of candidates show in the top right-hand corner.
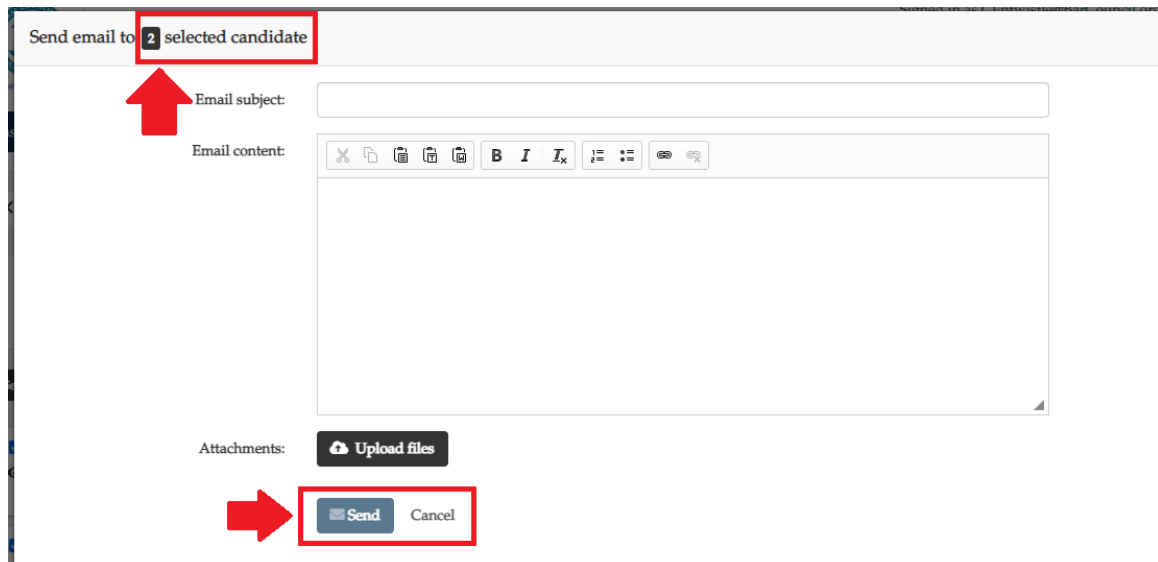
**Add to shortlist** moves the relevant applicants from 'New Applications' to 'Shortlisted'. If you select this option you will receive a pop-up notification listing the names of the relevant applicants and asking you if you are sure you want to perform this action. You will need to select 'Yes, continue' to progress.
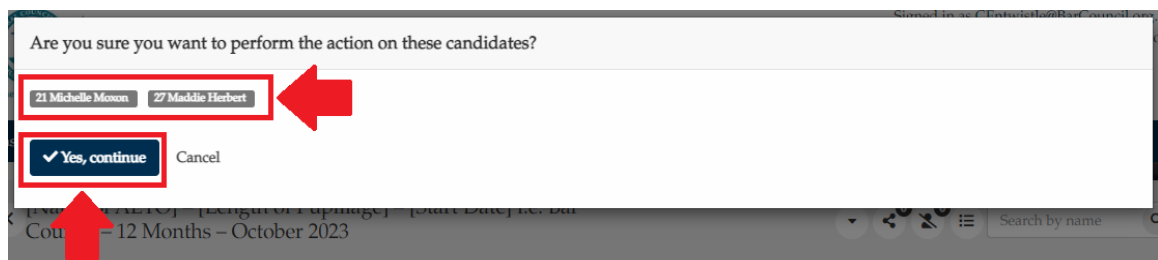


**Add note** allows you to add internal notes or assign yourself tasks in relation to the applicants that you have selected.

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

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

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

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



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

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

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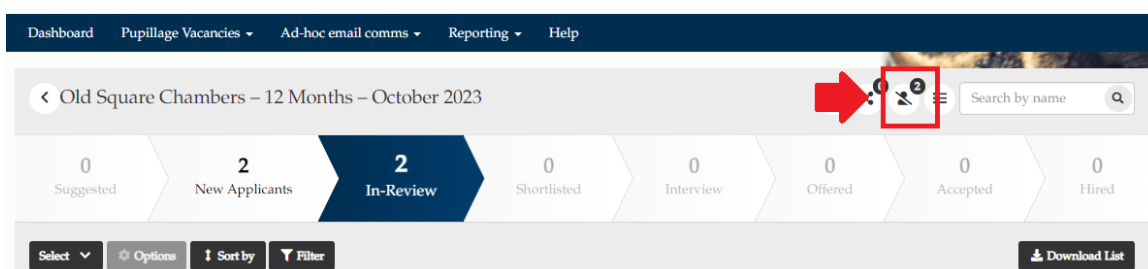
**Email CV/Questionnaire** is to be used to send PDF copies of the candidates' applications to your email address. To receive copies of all your applications using this method, ensure that you have chosen 'All in Stage' from the 'Select' dropdown menu beforehand. You will receive the applications in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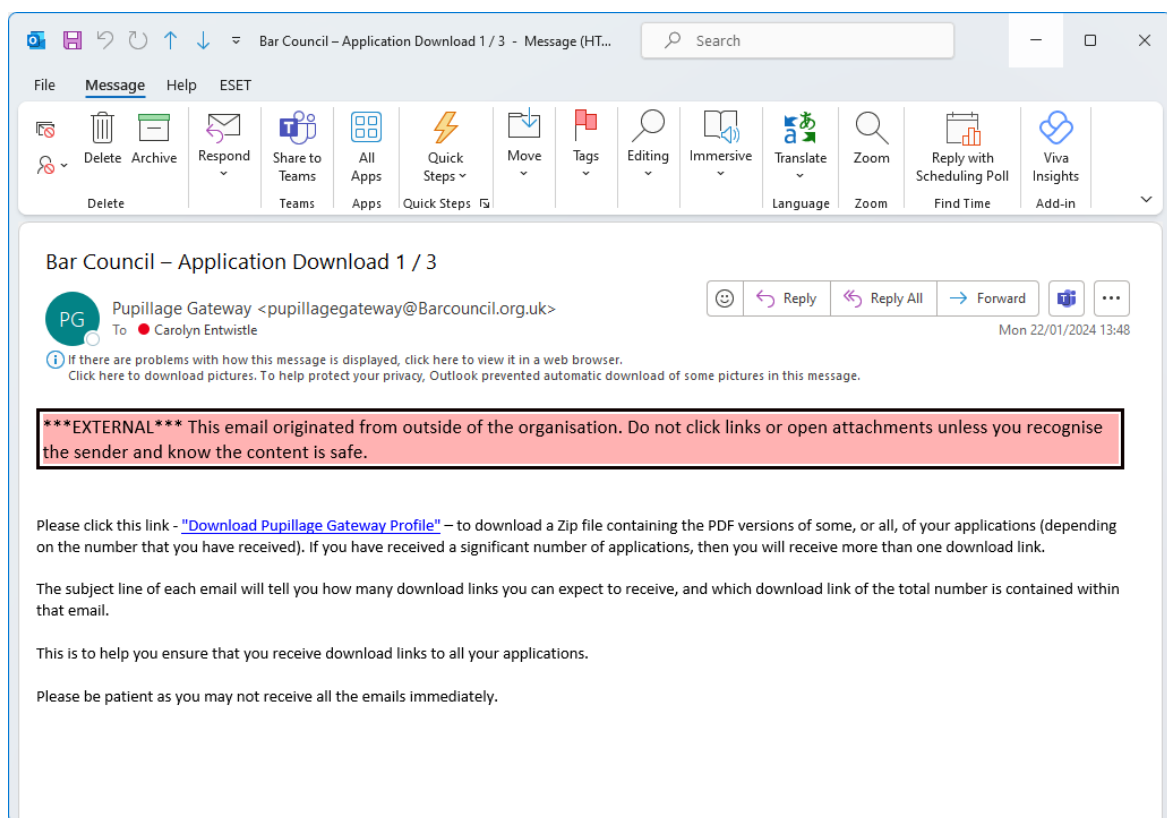


When you select 'Email CV/Questionnaire', a pop-up box will appear. You can edit the text included in the 'Email Content'.

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.



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

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

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

If you select this option you will receive a pop-up notification listing the names of the relevant applicants and asking you to select which 'Panel' you would like to add them to. Once you have selected your preferred 'Panel' from the dropdown box, select 'Yes, continue' to confirm.
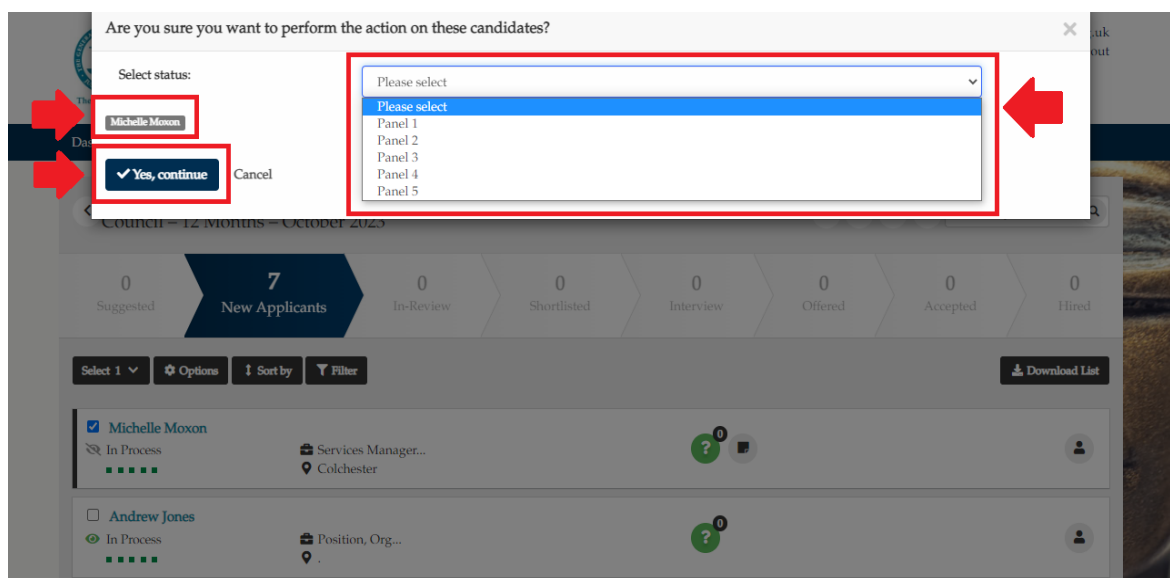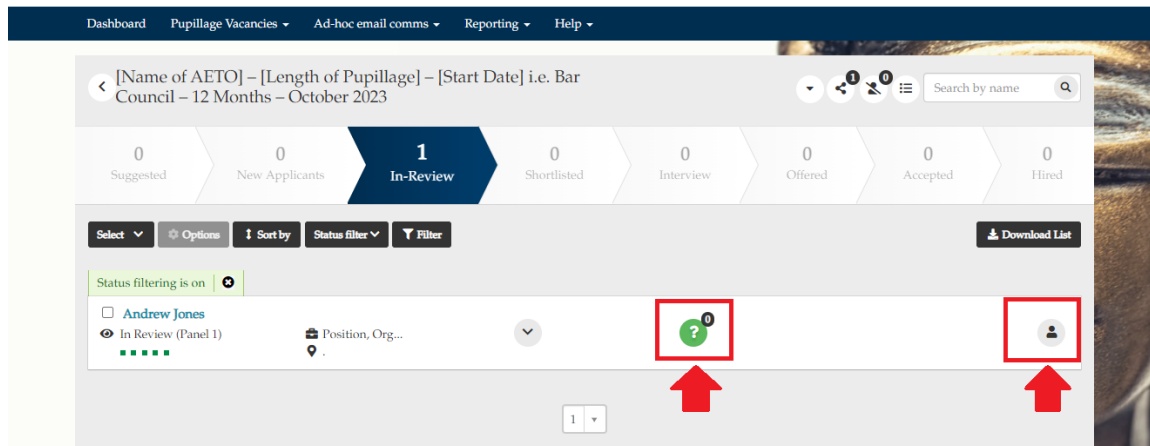


**Note:** If you do not wish to allocate your candidates to a 'Panel' you can simply leave the selection blank and click 'Yes, continue'.

Once you have finished allocating your applicants to different 'Panels', the name of the one that they have been allocated to will appear beneath their name. You will also be able to filter your candidates by the 'Panel' that they belong to using the 'Status filter' button.
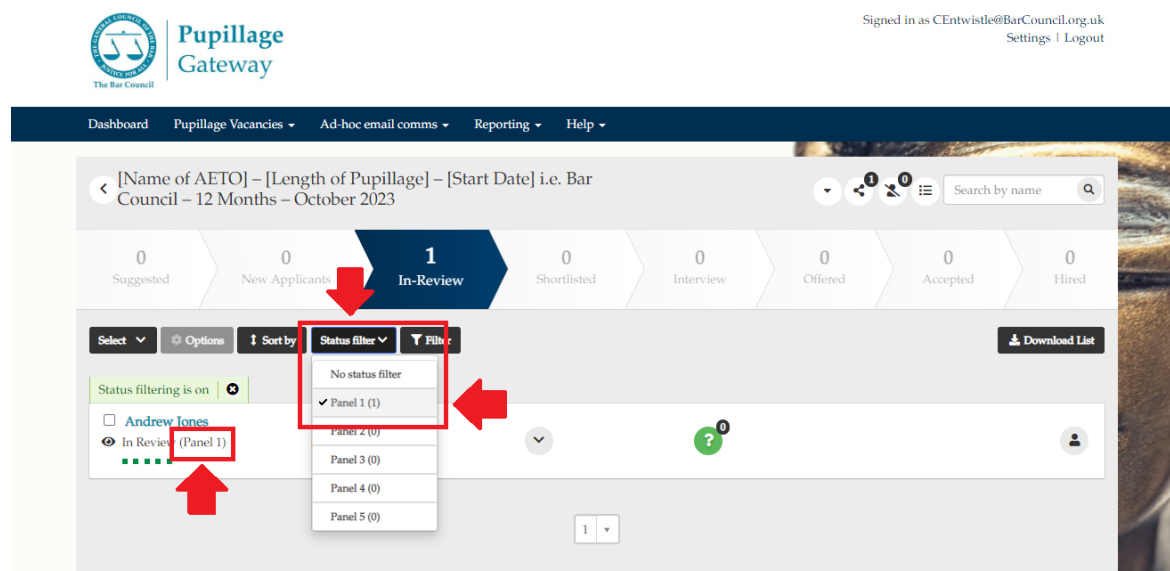


If you have created Recruitment Process Participant accounts then, when they log in to the Pupillage Gateway, they will be able to use the same 'Status Filter' button to view only those applications that have been allocated to the 'Panel' that they have been assigned. They can then either email the applications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

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

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

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

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

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

**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.
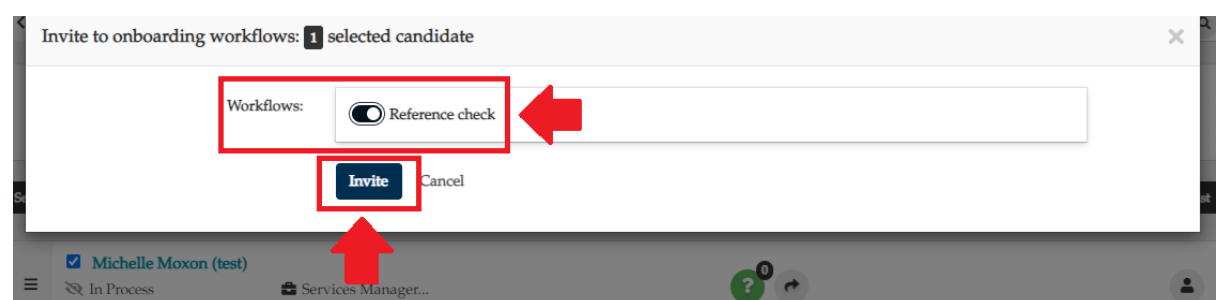


**Note:** Other Options – SMS, Other Options – Send Questionnaire and Other Options – Attach Document are redundant and should not be used.

## 8) Using the contextual recruitment functionality

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.

> **Important note: if a student has studied overseas contextual information is not currently available via the Pupillage Gateway. We therefore urge chambers to be aware of this. Please take extra care in your own processes to consider these individuals' backgrounds in terms of the extent to which they might have been disadvantaged to avoid any potential discrimination. In such circumstances, some candidates may have used the 'extenuating circumstances' section of the Gateway application form to provide contextual information.**

### Understanding the data

Candidates complete a questionnaire on the Pupillage Gateway at application stage about their personal, academic and socio-economic background.

The data is processed by Rare.

### Explaining the flag and performance indicator system on the Gateway

Flag system: flags will be allocated by Rare for the following:

**Academic background** (attending a school in the bottom 40% by key stage 4 and 5 results get one flag; two flags are allocated for attending a school in the bottom 10% nationally) up to two flags can be awarded

**Personal circumstances** (registered carer, time in care, parent before 21 years old, refugee) up to two flags can be awarded

**Socio-economic background** (home post code at age 16 is in a bottom 40% postcode using the IMD1 categorisation scale; parental occupation in a category marked as disadvantaged by the social mobility commission; paid work of >16

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[1] Index of Multiple Deprivation

hours for at least three consecutive terms at school or university); first generation in immediate household to attend university).

Note: A socio-economic flag requires a combination of factors unless the criteria is 'free school meals' which secures a flag. Up to one flag can be awarded.

A single flag is a significant measure of disadvantage. More than one flag in any area indicates a higher level of disadvantage (Rare allocate up to a maximum of 5 flags per candidate overall).

The Performance Index (PI), grade comparison data and School Percentile (SP) adds some further context to any academic flag awarded.

**Performance Index (PI)** measures of academic outperformance are also provided at different key stages (key stage 4 and 5). A PI of 30% would mean your candidate outperformed their peer average by 30%. Anything over 30% is significant.

**Top KS5 grades** vs **school KS5 average**. Compares the applicant's grades (top KS5 grades) with their school's KS5 grade average. This means you can assess whether they under or overperformed in relation to average grades for students at their school.

**School Percentile (SP)** assesses the quality of the school the candidate attended for key stage 4 and 5. 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.

**Overseas-educated students:** Rare doesn't have data on schools outside of the UK. This means contextual recruitment is not available for overseas-educated students

**Viewing the contextual recruitment data on Gateway**

Data is currently only available on a candidate-by-candidate basis. To access an individual candidate's data, an AETO will need to select the green icon 'CR' which will be shown - if contextual data is available - on the candidate's application on the Gateway system.



If you hover over this green 'CR button', you will see a summary of the candidate's RARE status. This will include any flags and performance index data (explained above).

**Academic** background**:** attending a school in the bottom 40% by Key Stage 4 & 5 results gets 1 flag; 2 flags are allocated for attending a school in the bottom 10% nationally.**Up to 2 flags can be awarded**

**Personal** circumstances: registered carer, time in care, parent before 21, refugee.**Up to 2 flags can be awarded**

**Socioeconomic** background: home postcode at age 16 is in a bottom 40% postcode using the Index of Multiple Deprivation categorisation scale; parental occupation in a category marked as disadvantaged; paid work of >16 hours for three consecutive terms at school or university; first generation in immediate household to attend university. Note: a flag requires a combination of socioeconomic factors unless the criteria is 'free school meals' which secures a flag.**Up to 1 flag can be awarded**
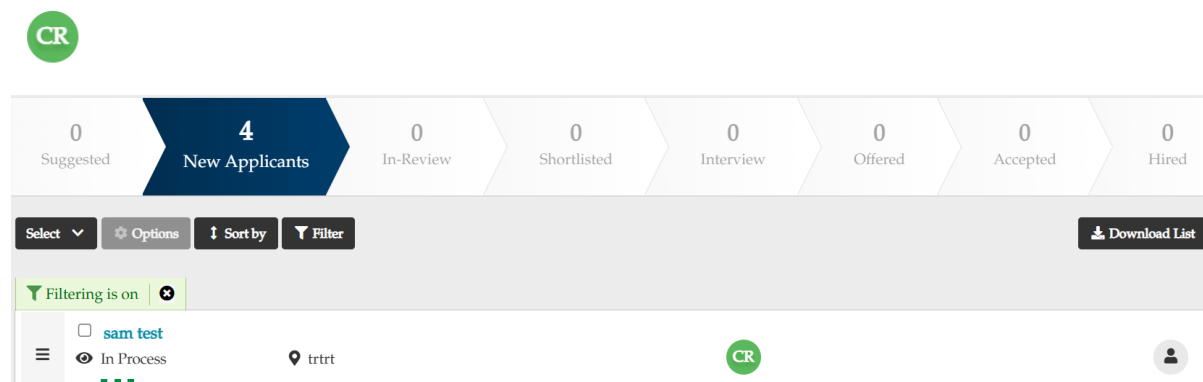
**Top KS5 grades &school KS5 average:** compares the applicant's grades (Top KS5 grades) with their school's KS5 grade average. This means you can assess whether they under- or over-performed in relation to average grades for students at their school

**Performance index (PI):** measures of academic outperformance at Key Stages 4 and 5. A PI of 30% would mean your candidate outperformed their peer average by 30%. **Anything over 30% is significant**

**School percentile (SP):** assesses the quality of the school the candidate attended for Key Stages 4 & 5. 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

## Contextual recruitment

**Provider:**Rare

**Instance:**Contextual recruitment

**Started at:**2025-01-06 19:35:33

**Completed at:**2025-01-06 19:42:54

**Academic flags:**2

**Personal flags:** 1

**Socioeconomic flags:**1

**Top 3 KS5 grades:**BCC

**School KS5 average grades:**CCD

**KS5 performance index:**13

**KS4 performance index:**14

**KS5 school percentile:**42

**KS4 school percentile:**6

For example: **Sample Rare Gateway report**

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

This candidate has **two academic flags**. Up to two flags can be awarded in this category, so this shows significant academic disadvantage. These flags mean they attended a school in the bottom 10% in terms of performance nationally. Further data is provided on their school and academic performance. There is data showing the average **key stage 5 (KS5) grades** in the school were DDD, so this candidate has overperformed as their **Top 3 KS5 grades** are BCC. Note: the '44' data point can be ignored. Also included is the candidate's performance (PI) against their peer average at KS5. Here **KS5 PI** is over 73% where anything over 30% is significant. But their **KS4 PI** is less significant at 26% (i.e. less then 30%, where 30% is the demarcation point). The **KS5 school percentile (SP)** is 7% (anything below 10% shows the school as significantly below average) and this candidate attended a better school for key stage 4 – here the **KS4 SP** is 50% and is therefore not deemed below average (i.e. where less then than 40% is the demarcation point).

The candidate also shows **one flag for their socio-economic background**. This could be based on their post code, having to work more than 16 hours per week for at least three terms at school or university, or being the first generation in their immediate household to attend university. Here a flag requires a combination of factors unless the criteria is free school meals which secures an automatic flag.

There is **no personal circumstances** category on this candidate's report. This means they did not merit a flag (they were neither a registered carer, had spent time in care, were a parent before 21 years old, or a refugee).

**Note:** it will not be possible to download a spreadsheet of all applicants with flags in the 2024/2025 application round from the gateway. We are currently in a pilot phase and will seek feedback on potential areas for improvement from AETOs upon completion of the 2024/25 application round.

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**Top tip:** Please consider your preferred approach to integrating contextual recruitment before you start your recruitment process. It's recommended that you complete your initial shortlisting process as normal, then look at the contextual data of the 'maybe or borderline' candidates.

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**What do error messages on the Rare gateway report mean?**

Error messages mean that the applicant either failed to complete the question or provided incomplete information, or data is not held by Rare. Any error message should be disregarded – there is no contextual data available in this area for this candidate.

**Can Rare contextualise any qualifications apart from GCSE or A Levels?**

No. Rare cannot currently contextualise other qualifications.

**Can I download Rare gateway reports?**

You cannot currently download the Rare Gateway reports. A work around is to simply take a screen shot as you hover over the report and attach to the applicant's application for processing.

**Is there more information available about using contextual recruitment?**

Yes, please look at our  Fair Recruitment Guide [Link]. If you are an AETO using the Gateway you can contact us via our helpline and we will be happy to assist.

## 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.
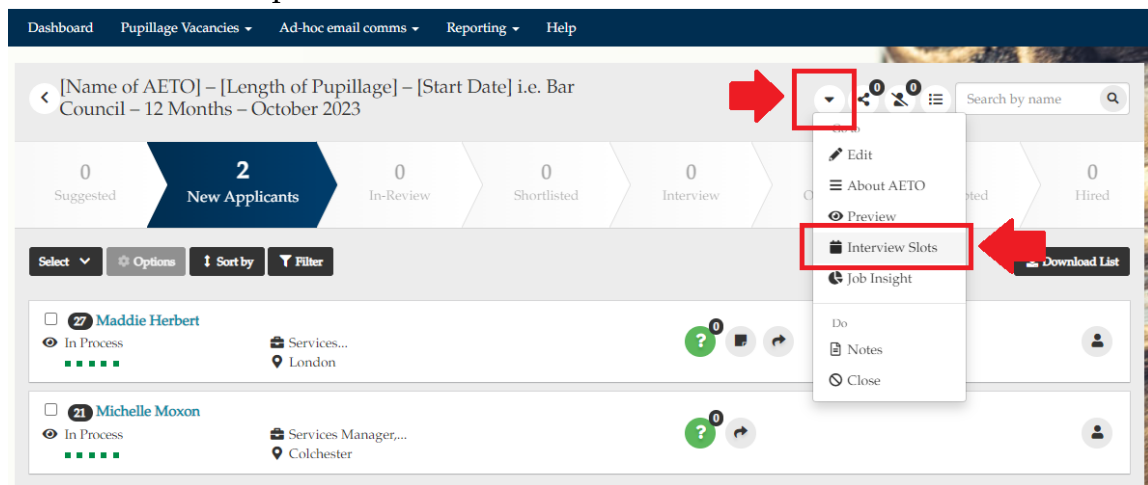


**Top tip:** You can use this process to set up interview slots for all stages of your process in advance, simply ensure that you select the correct 'Interview Stage' when creating your timetable i.e. use 'Interview' for first round interviews, 'Interview Second Stage' for second round interviews and 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.
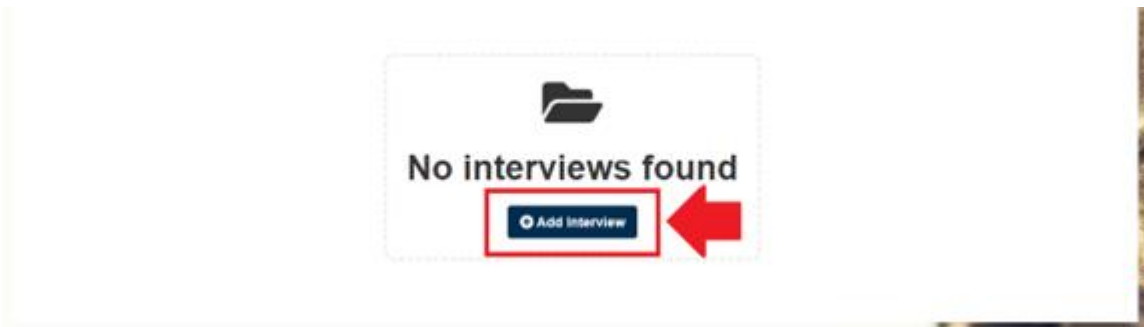
**Interview Address** allows you to add the address at which the interviews will take place, provided that you select 'New' from the range of options available.
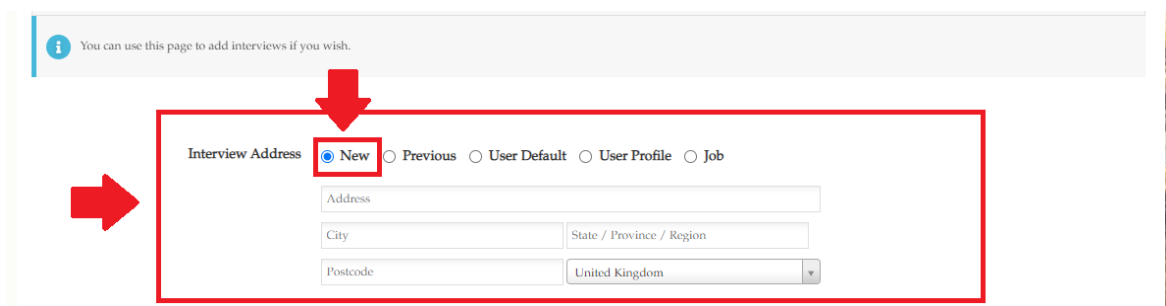


**Top tip:** If you are planning to run virtual interviews, you can exchange the physical location of interviews for the ID of your Teams or Zoom meeting.



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

**Interviewer** allows you to add the names and job titles of those who will be sitting on the interview panel. As you only have the option to add one row of information, it is suggested you separate the names and job titles of the

interviewers using a semi-colon. Please note that this information will be visible to applicants.

**Interview Stages and Slots** allows you to select the interview stage from a dropdown menu ('Interview' for first round, 'Interview Second Stage' for second round, and so on and so forth), the number of candidates that the panel would like to see per interview, and gives you the option to either create a single interview slot or multiple interview slots.
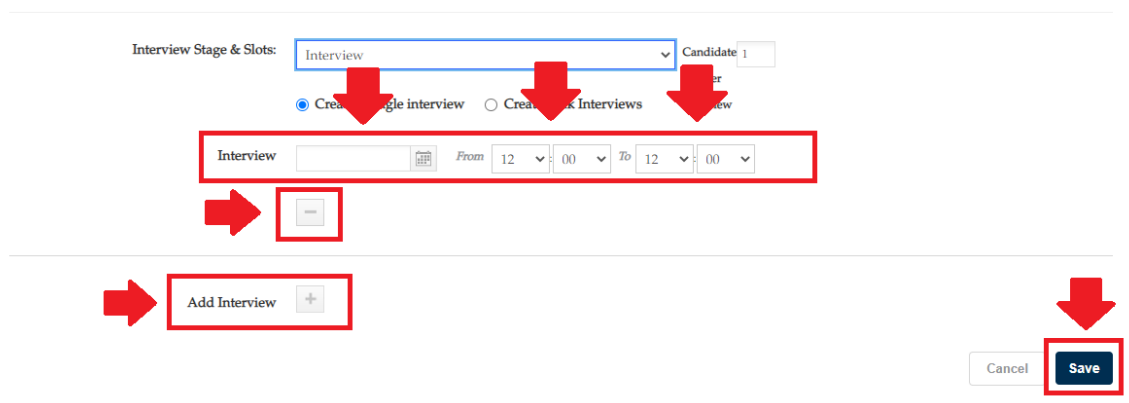


**Top tip:** If you are not including details of the interviews and are running more than one panel on the same day and at the same times, you can increase the number of candidates per interview to, for example, '3' and you will then be able to invite up to three applicants to join you per slot created.
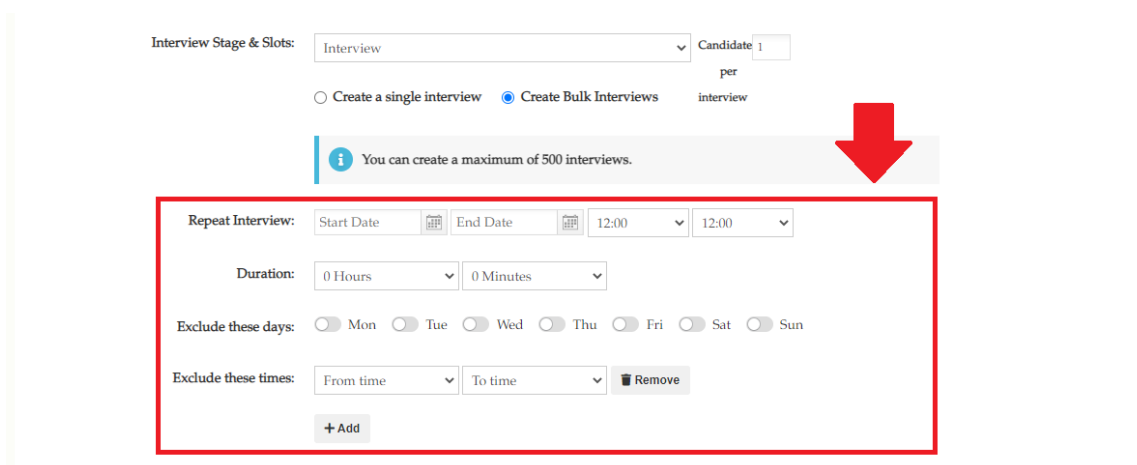
If you opt to 'Create a Single Interview', input the date and times of the first interview in the fields next to 'Interview', then select the '+' symbol beneath to add more. You can also use the '-' symbol to delete a slot, before pressing 'Save'.



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



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

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

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

**Exclude these times** allows you, if applicable, to exclude certain times for the interviews (during which, for example, the panel might wish to take a lunch

break or otherwise). You can use the '+Add' button to set-up additional exclusions.

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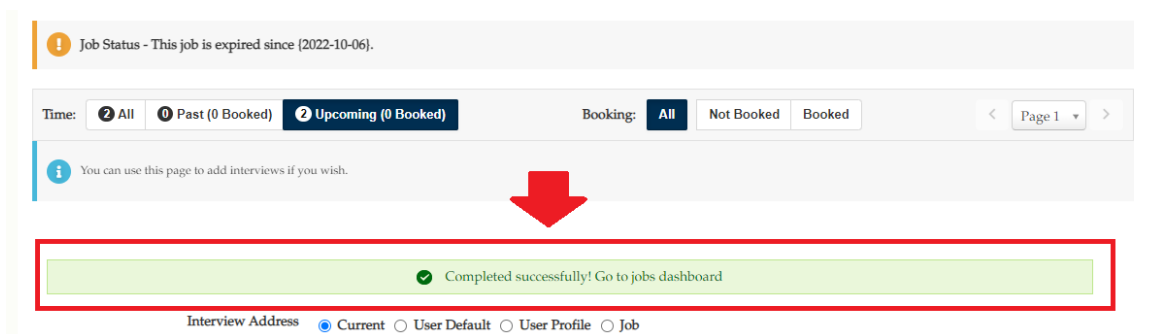


If you scroll down the page, you will also be able view the slots that you have created and delete any that you do not require, using the minus (-) symbol beneath each.
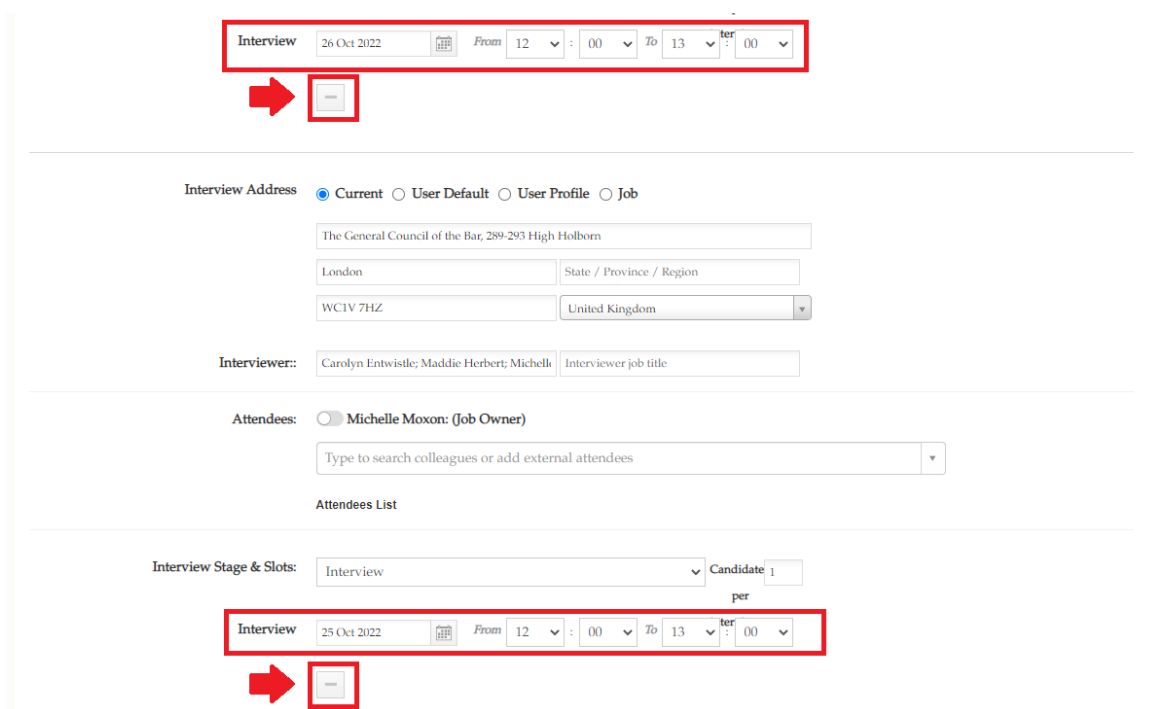


To invite your candidates to book interview slots, return to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, select the candidates that you would like to invite to

interview from whichever status they currently reside in, then select 'Options' and 'Invite a candidate to book an interview slot'.

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**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.

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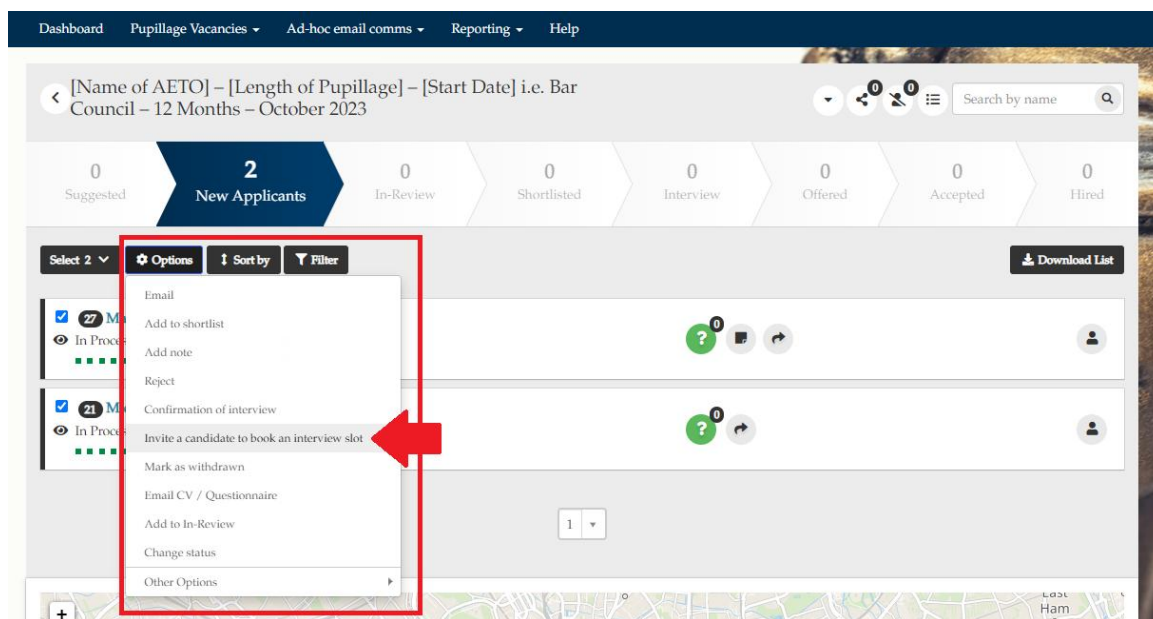


When the 'Invite a candidate to book an interview slot' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create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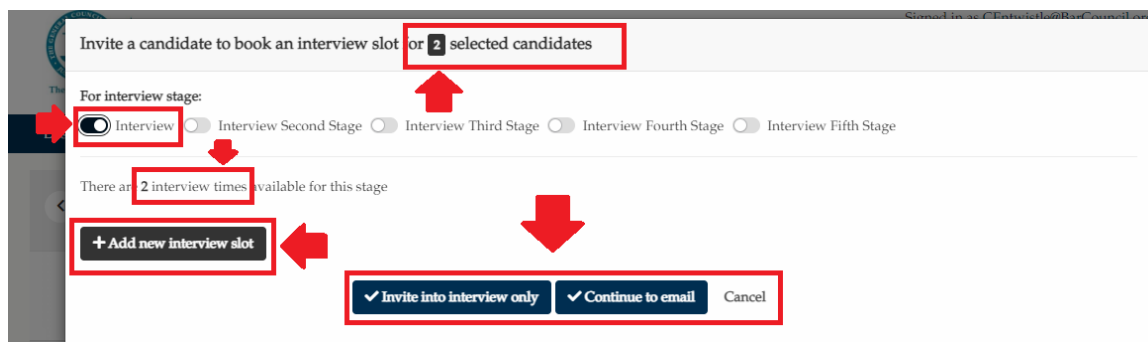


Once you are happy with the interview details, select either 'Invite to interview only' or 'Continue to email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of

candidates shown in the top right-hand corner. If you choose the former, the applicants will not receive an email and you can instead use the 'Email' option described under section 7 above to contact them separately. Alternatively, you can contact them using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

The applicants that you have contacted and moved to 'Interview' will now be able to login to their accounts and access a button appear to the right-hand side of your advertisement entitled 'Book/rebook an Interview'.
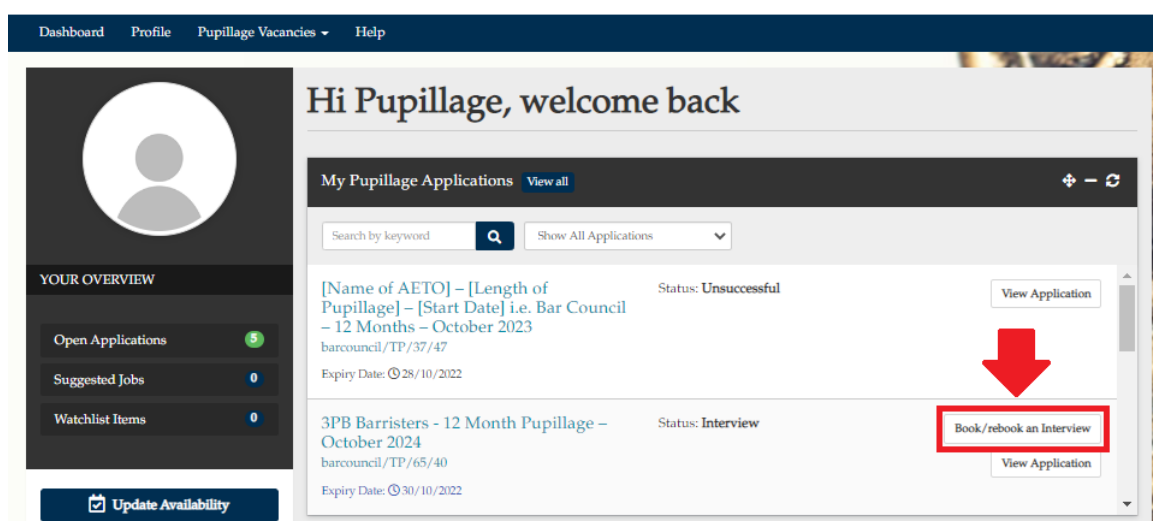


Once they have clicked on the 'Book/rebook an Interview' button to make their booking, they will be taken to the booking page and will be able to select an interview from the date(s) and time(s) that are still available, by clicking on the slot of their choice, followed by 'Book Interview'. If applicable, they will also be able to view the names of those sitting on the interview panel and the location of the interviews, which they can receive directions to through Google maps.
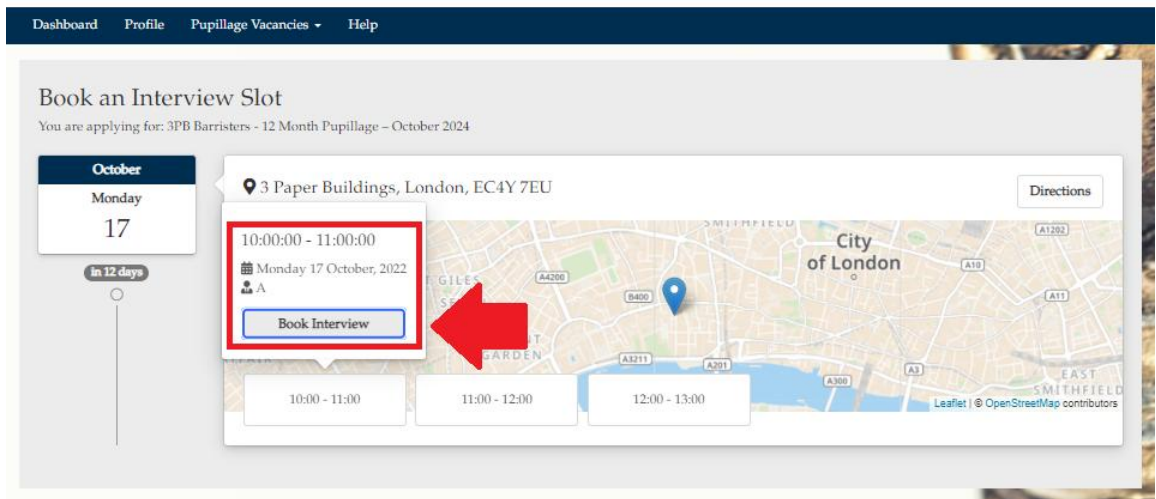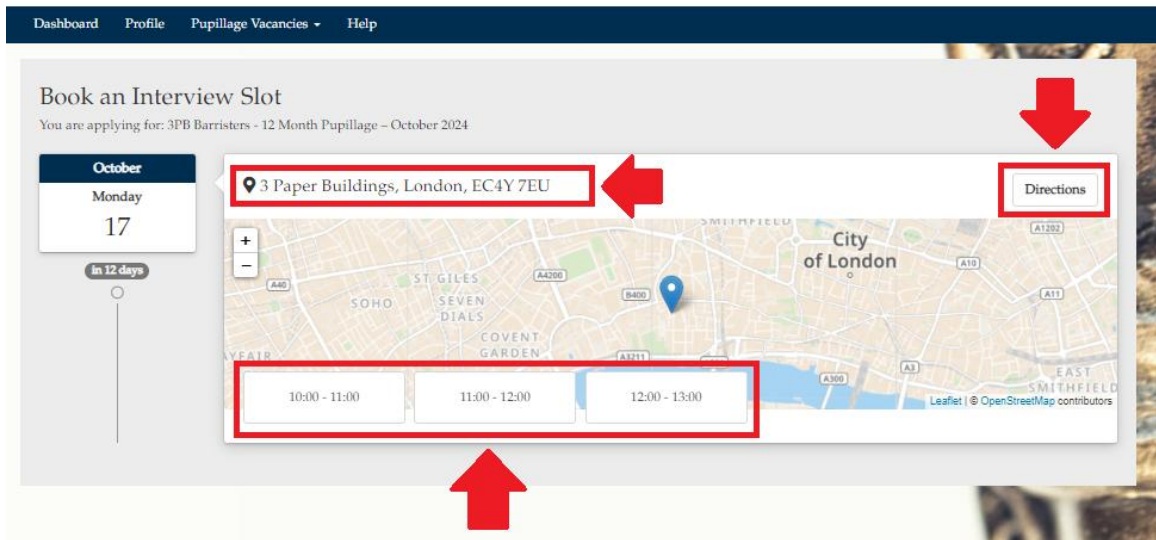
Once they have successfully booked their interview, a green tick will appear next to their name and, if you hover your mouse over it, you will be able to see which slot they have booked.
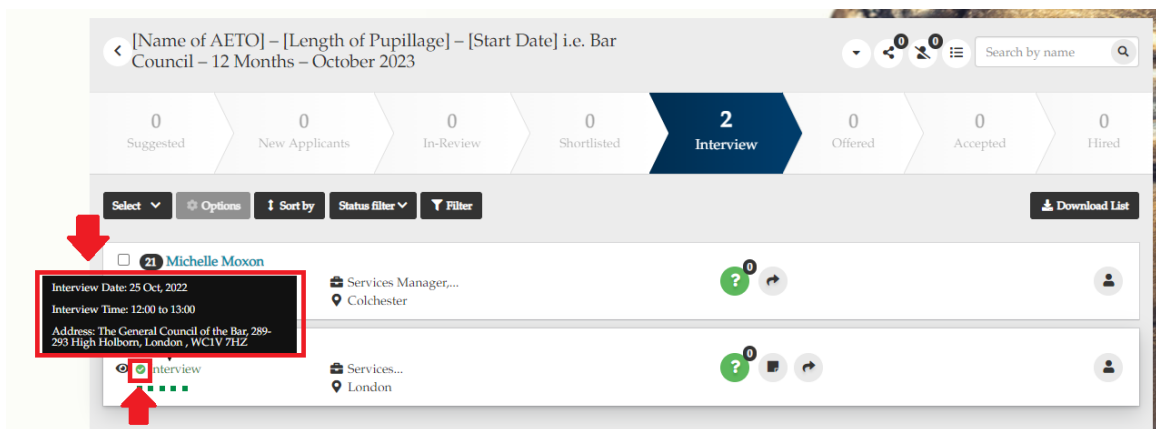
You can also view download a PDF of the interview timetable by downloading a CSV list of relevant applicants using the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.
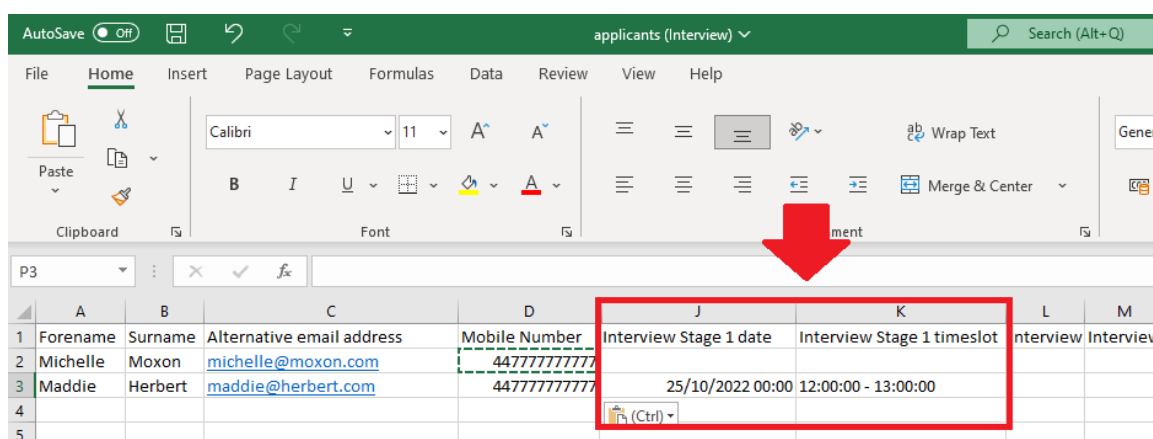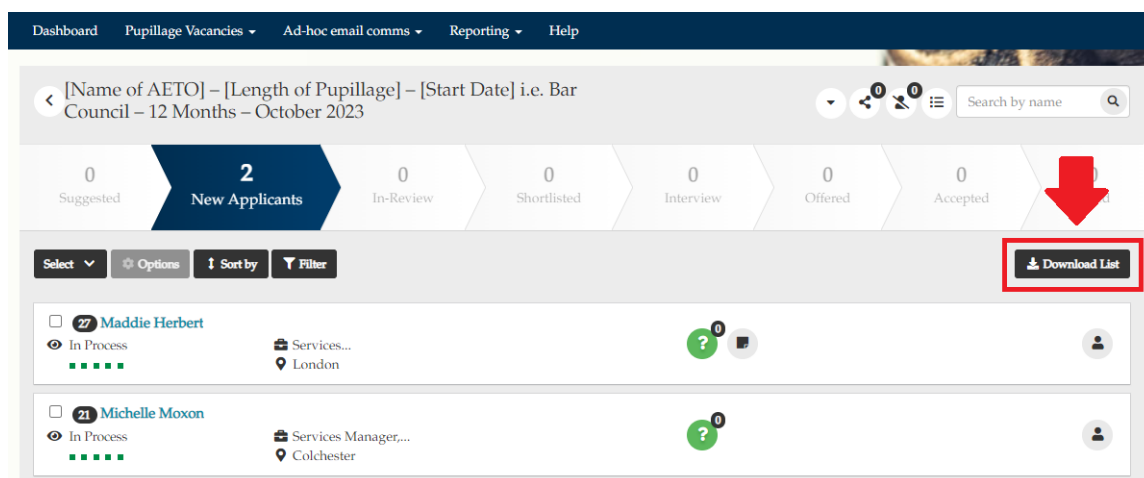




If you do not want the candidates to book their own interview times, you can assign them a slot on a per applicant basis. Follow the instructions above to 'Create a Single Interview' slot or 'Create Bulk Interviews', return to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, select the candidates that you would like to invite to interview from whichever status they currently reside in, then select 'Options' and 'Confirmation of Interview'.
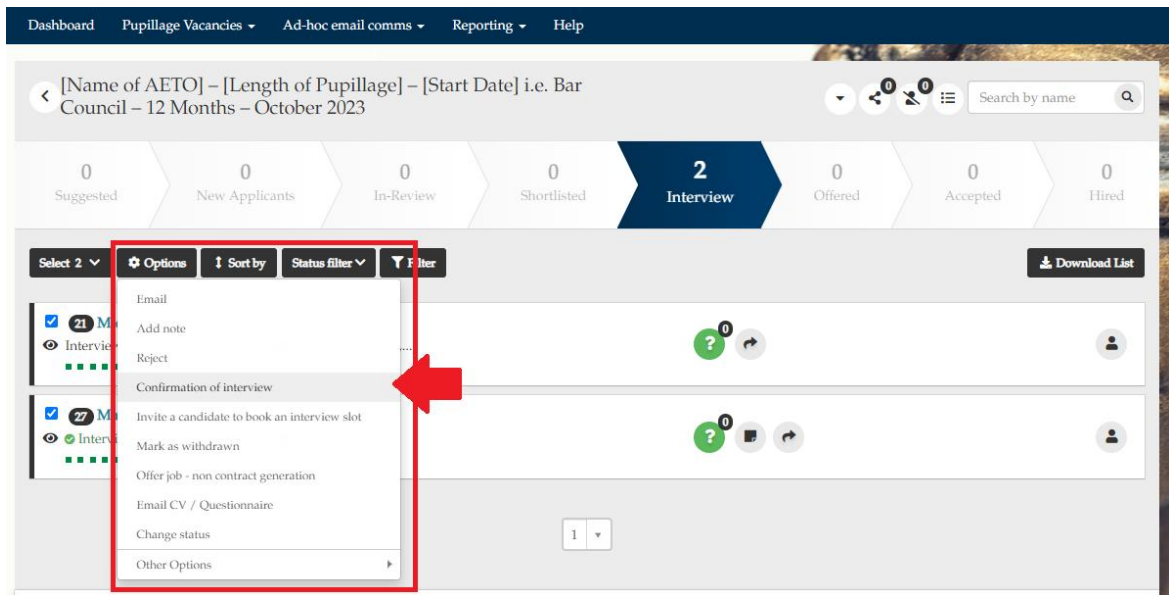
When the 'Confirmation of interview' pop-up notification appears, toggle on the stage that you have just created interviews for and check that the number of slots listed is the number that you require. Otherwise, you can use the '+Add new interview slot' button to change the 'Create a Single Interview' slot or 'Create Bulk Interviews' form you will have just completed.

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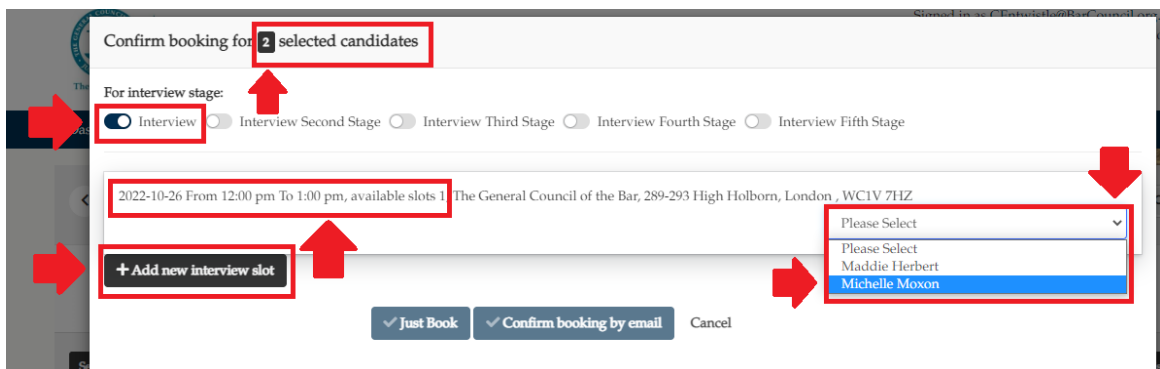
Finally, select 'Confirm booking by email' and edit the template email according to your preferences. Select 'Book interview and send email' to finalise the process, noting that it will send immediately to the number of candidates show in the top right-hand corner.

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

## 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.
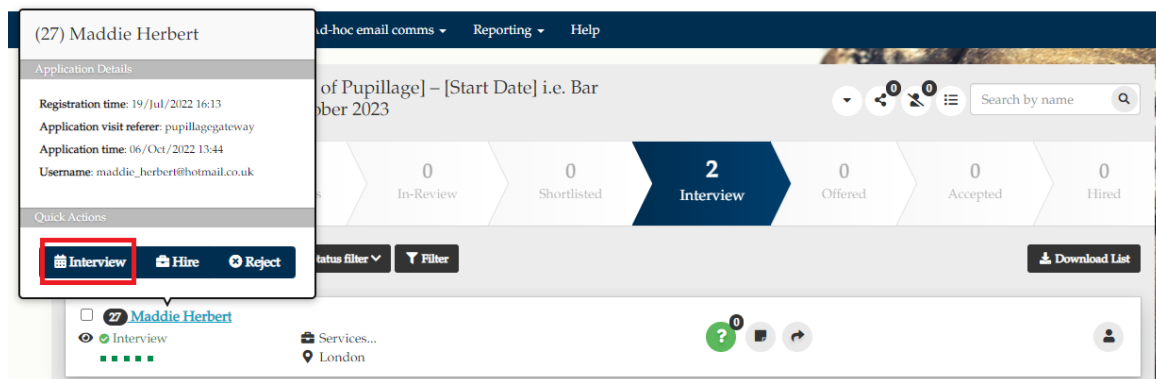


When the 'Confirmation of interview' pop-up notification appears, toggle on the relevant interview stage, followed by the interview date and/or time that you are changing the candidate to.
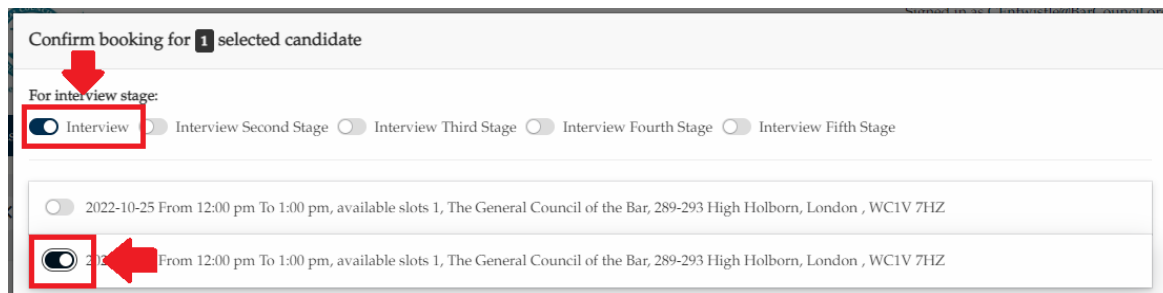


If the date and/or time that you are seeking to change them to isn't available, then it will have either been allocated to, or taken by, another candidate. To create an additional interview slot, use the '+Add new interview slot' button.

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.

**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.



## 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 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'.
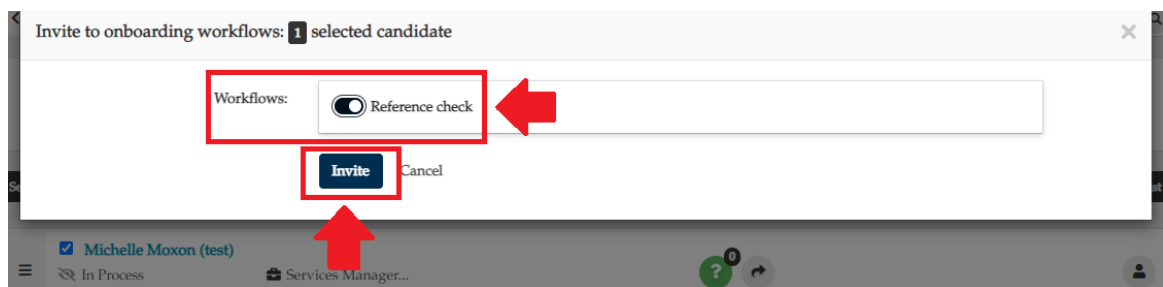


Once you have completed either of the above actions, the relevant applicants will receive the following email through the Pupillage Gateway:

*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.
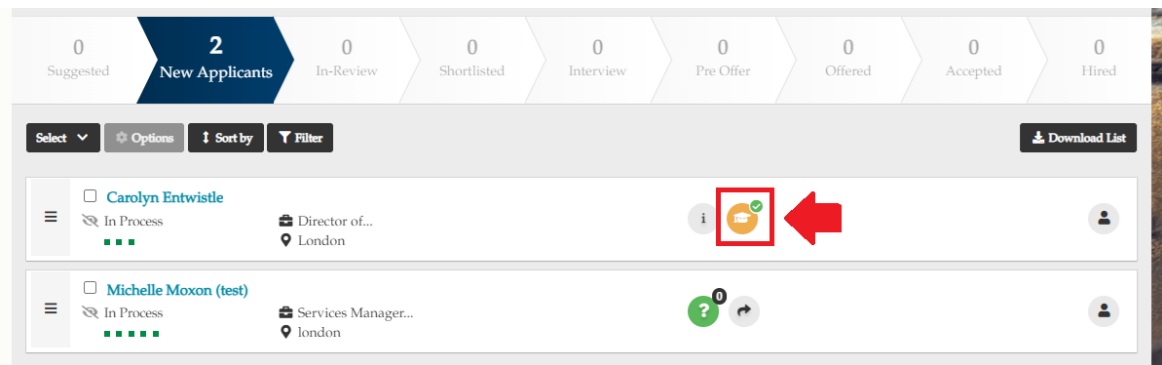


If you have selected the Bar Council Standardised Reference Checks Onboarding Package, your applicant's referees will then receive the following email through the Pupillage Gateway:

*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.

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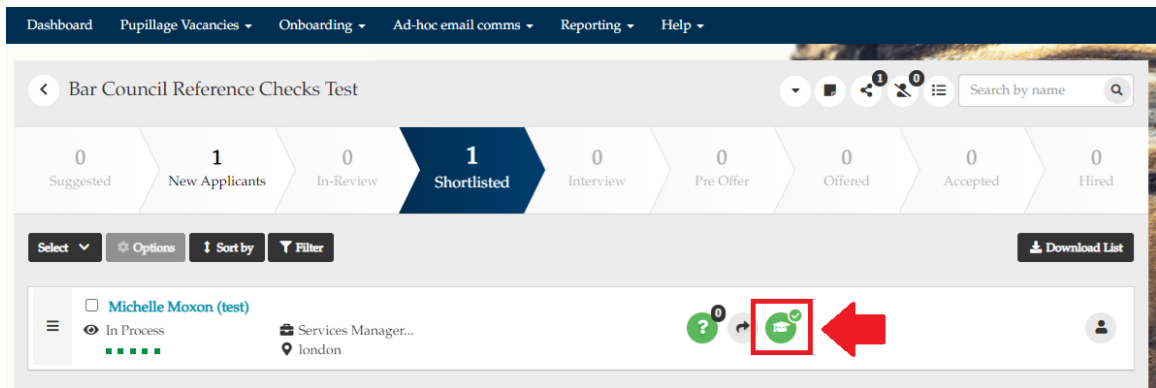
Click on the icon to open the 'Reference Check' workflow. Scroll down to the completed 'Referee Workflow' form(s) and select > to open the relevant reference.
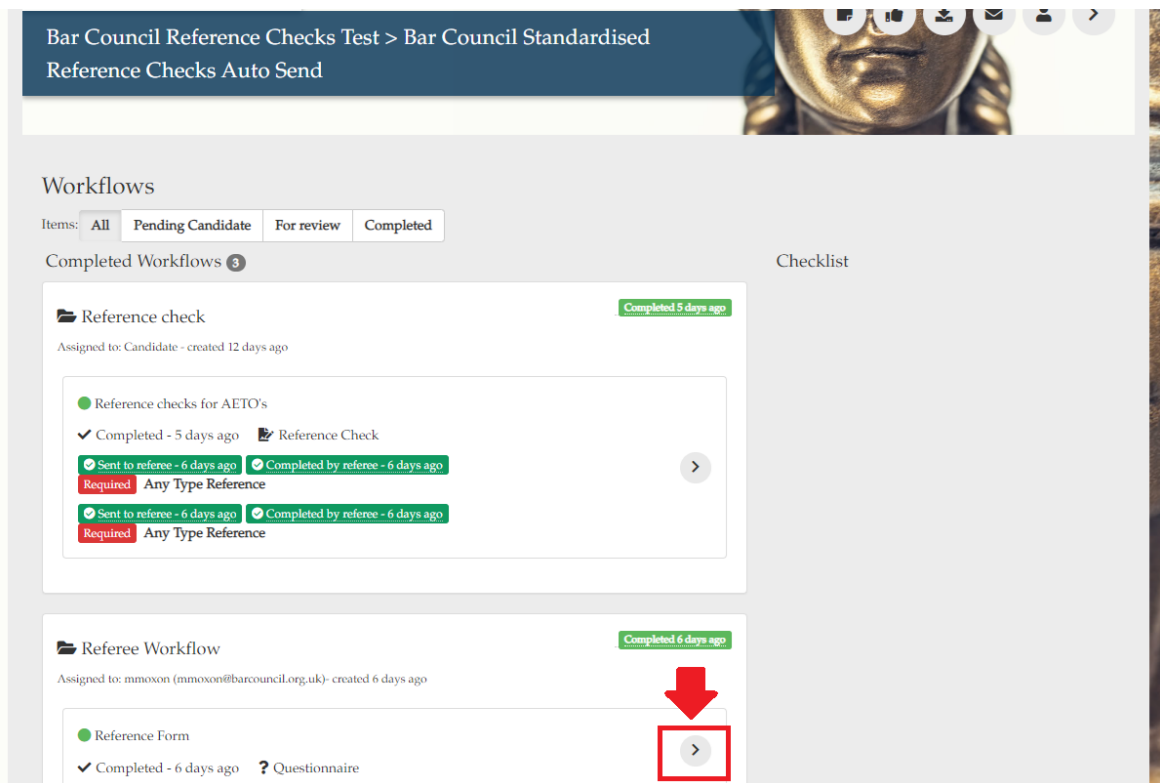


To download the information contained within the form, select the download icon from the top of the page and toggle on everything except 'Include diversity answers' before selecting 'Download PDF'.

---
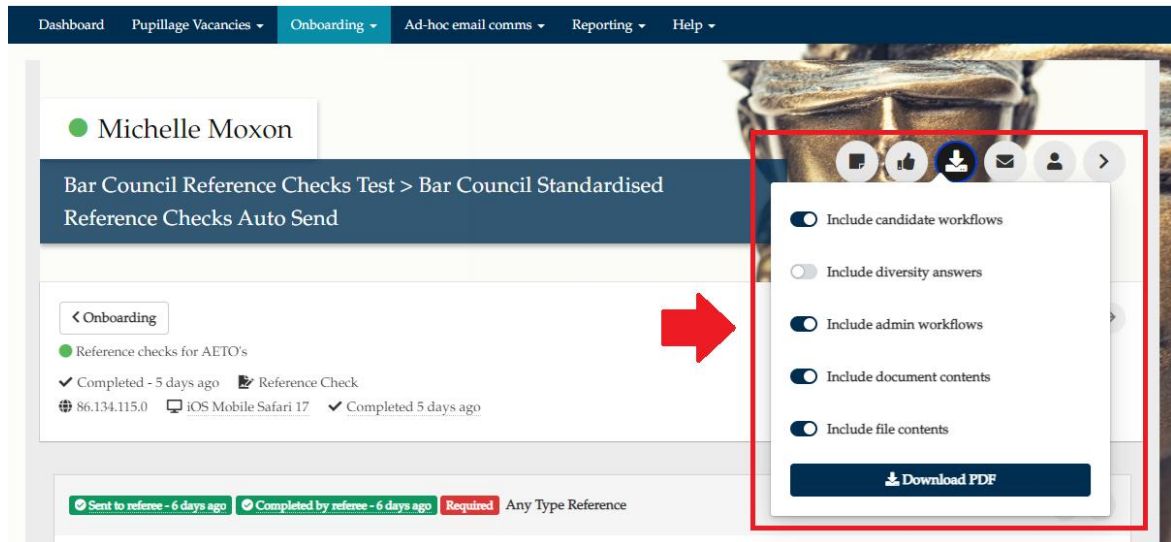


**Top tip:** The download symbol for the Pupillage Gateway looks like an arrow pointing downwards toward a hard drive.

---

**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'.



**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.
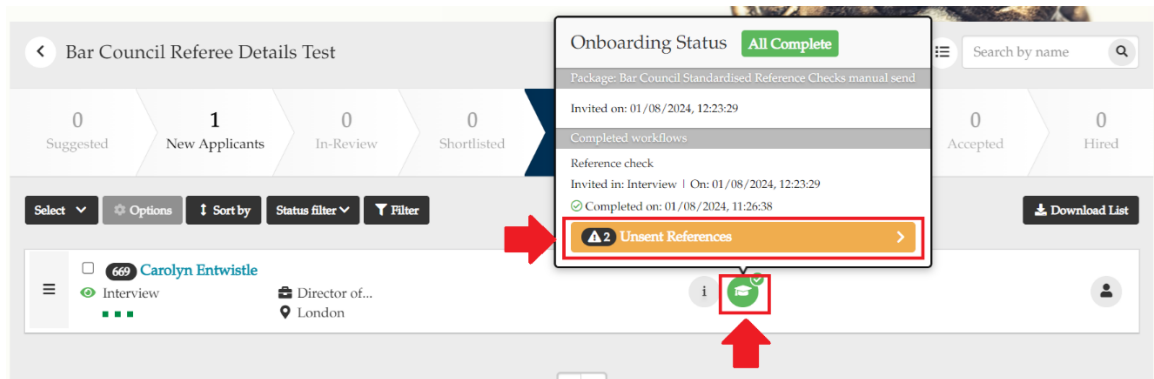


To download the information contained within the form, select the download icon from the top of the page and toggle on everything except 'Include diversity answers' before selecting 'Download PDF'.



**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

**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.

## 12) 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.
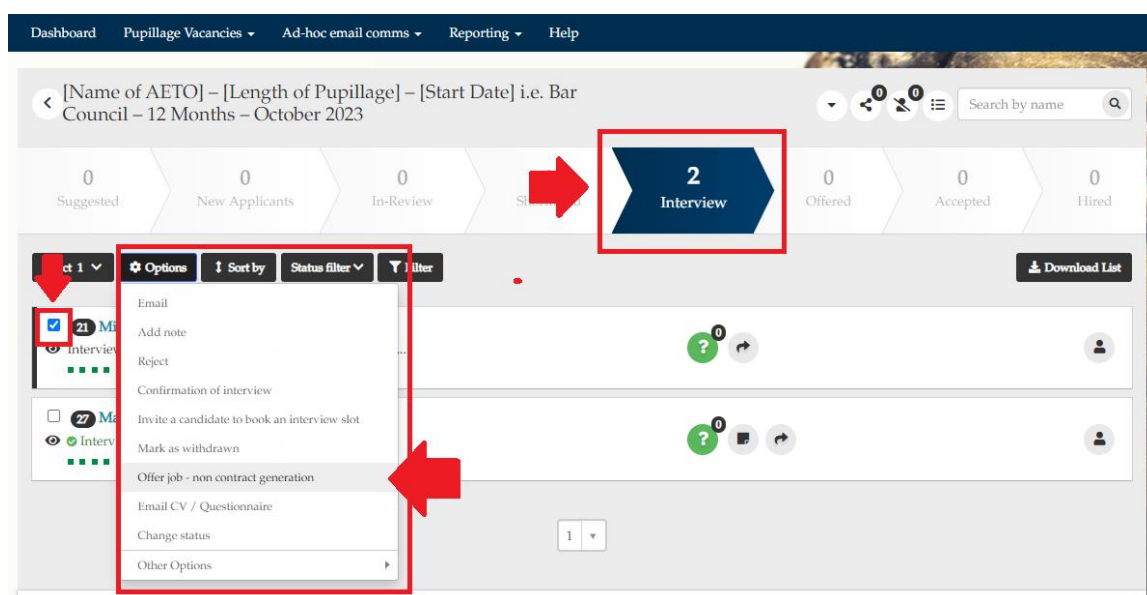


Once you have selected 'Offer job – noncontract generation' from the 'Options' dropdown box, select either 'Offer job only' or 'Offer job and send email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates show in the 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.
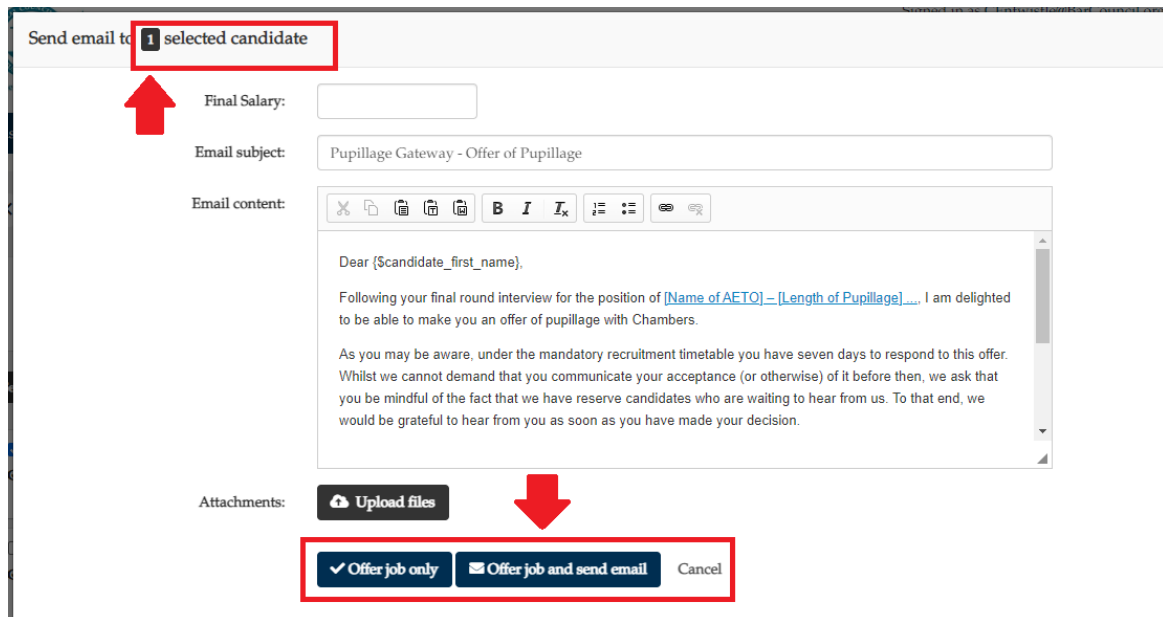
Alternatively, you can contact them by phone or using your business email account, using the contact details contained within the CSV list of your applicants, which you access by clicking on the 'Download List' button that appears to the right-hand side of the page, beneath the chevroned stages bar.

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.
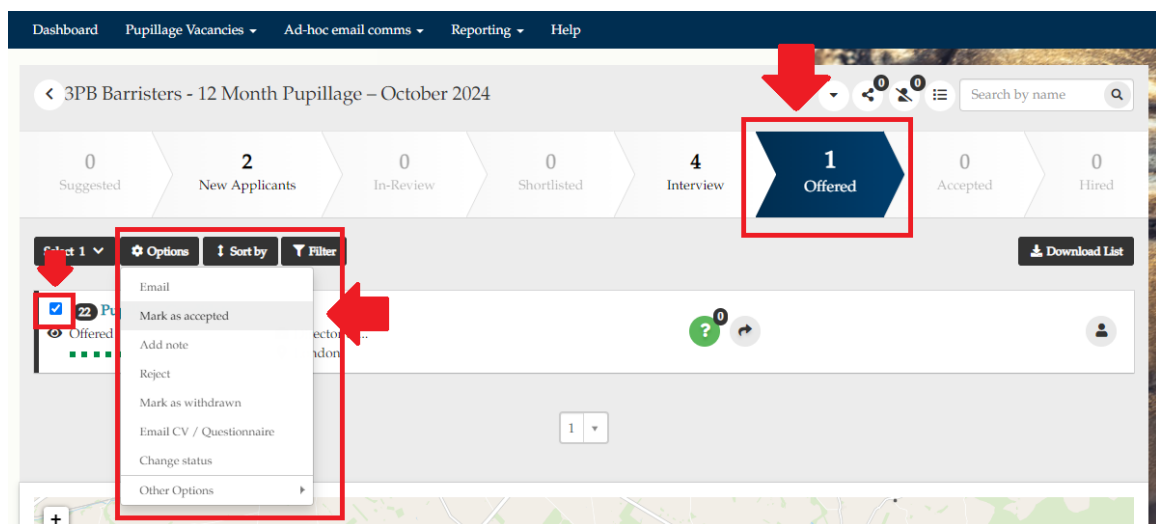


Once you have selected 'Mark as accepted' from the 'Options' dropdown box, select either 'Mark as accepted only' or 'Mark as accepted and email'. If you choose the latter, you can edit the template email beforehand, noting that it will send immediately to the number of candidates shown in the top right-hand

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.



## 13) Viewing an applicant's history

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

To view an applicant's history, go to your 'Dashboard' and select the relevant advertisement from the list of vacancies in the 'Jobs' widget. When the vacancy opens, click the list button entitled 'ATS Activity Log' in the top right-hand corner, next to the 'Search by name' search box.
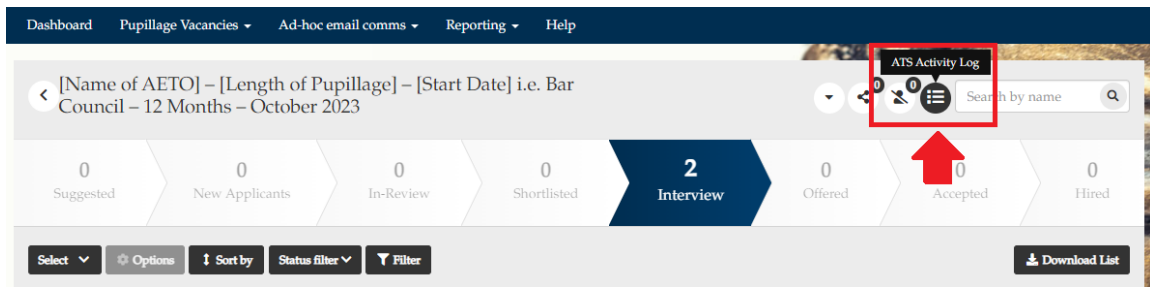
The 'ATS Activity Log' pop-up box will appear, and you can use the box in the top right-hand corner to search by an applicant's name. Alternatively, you can filter the results using the 'Start Date', 'End Date' and 'Filter by Recruiter' options contained within the main navigation menu of the pop-up box.
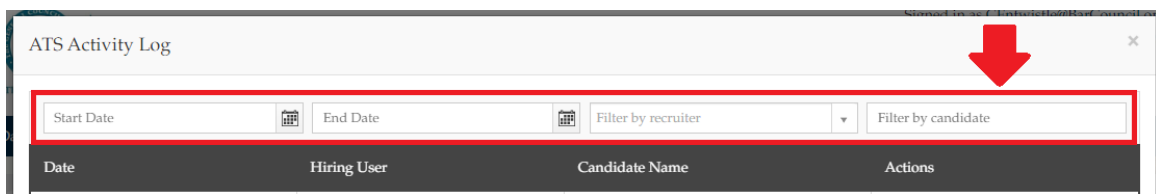


The results of your search will include the time and date of the relevant action, the name of the Recruitment Administrator (or 'Hiring Manager') responsible it, the name or number of the candidate to whom the action applied, and what the action was. You can also view any emails associated with a specific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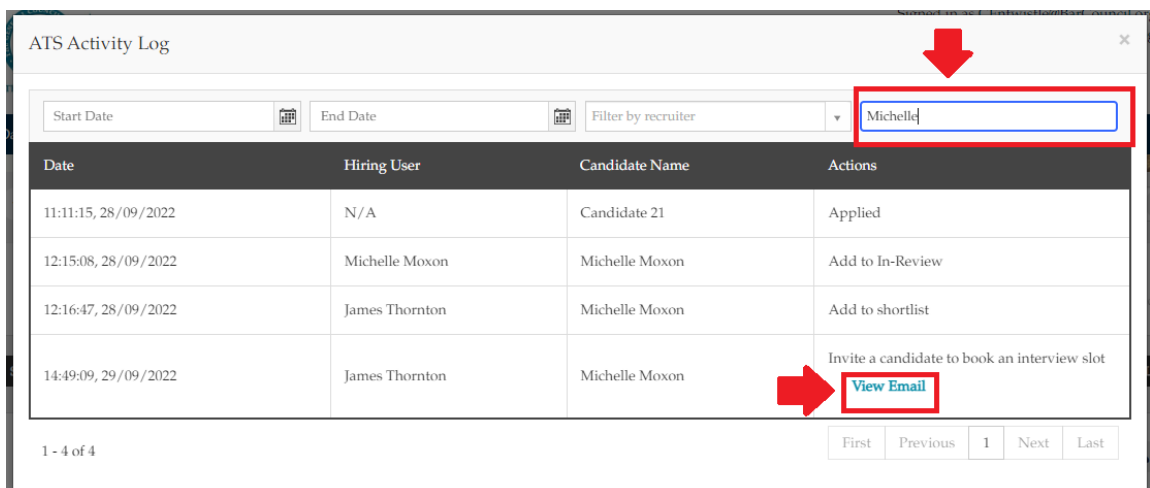
## 14) Viewing equal opportunities monitoring reports

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'.
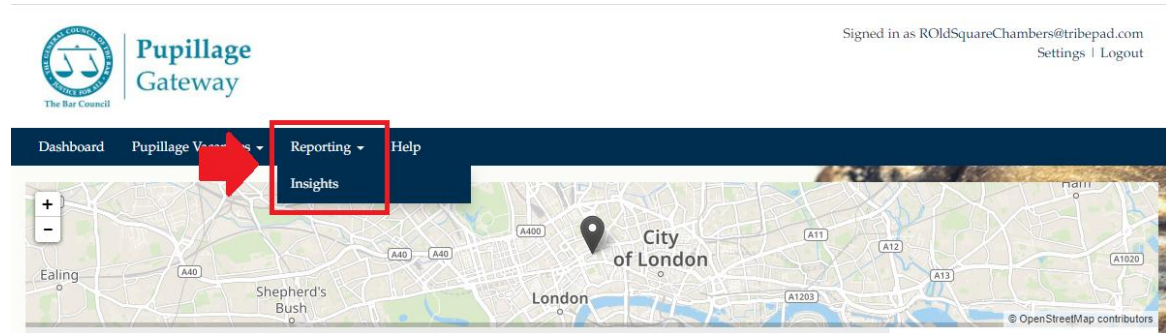


A new window will open, and you will need to login using your Pupillage Gateway account details. Accessing 'Insights' involves a two-factor authorisation process, and you will therefore also need to follow the instructions for generating a code using your mobile device, or for one to be sent to your 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.
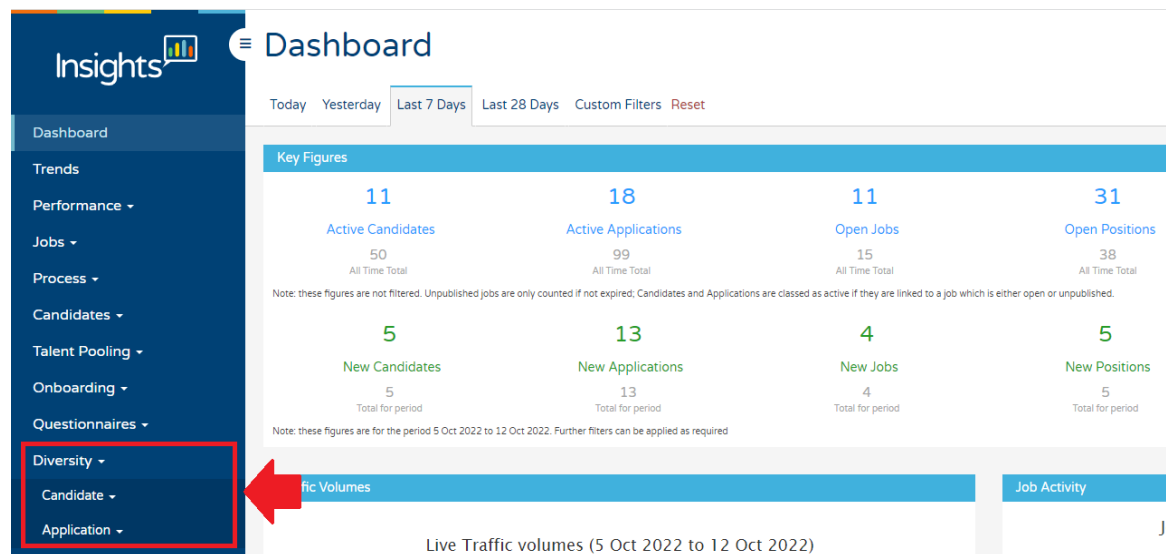
If you select 'Application', followed by 'Overview by Status', you will be able to view the percentage of candidates that have answered any given question contained within the Equal Opportunities Monitoring questionnaire, split by the status(es) that they have been moved to. This information is real time so by the end of the process you should see only those in 'Rejected', 'Withdrawn', or 'Hired'.
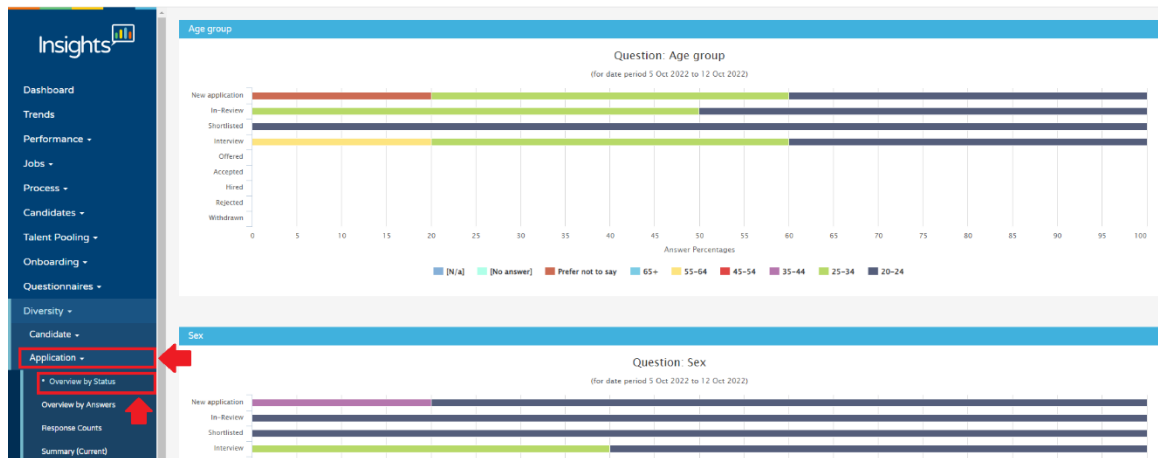


For example, in the screenshot above, when asked to categorise their age group, 20% of applicants responded with "Prefer Not to Say", 40% responded with "25 – 34", and a further 40% responded with "20 – 24".

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.
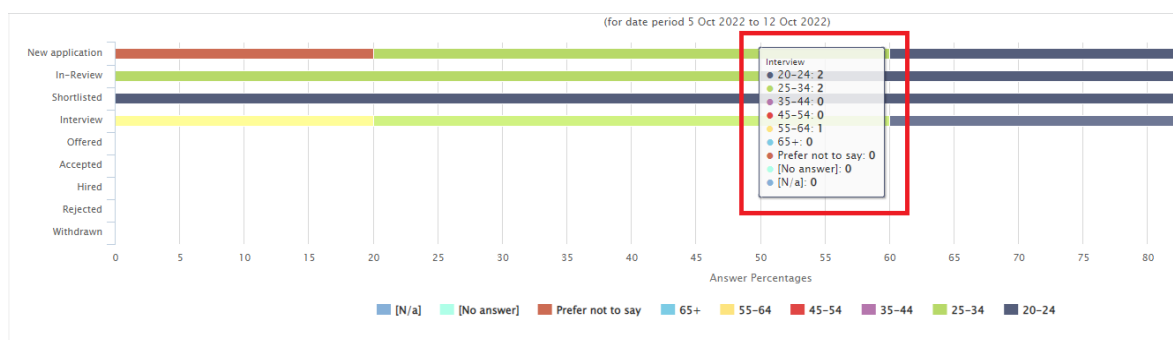


For example, in the screenshot above, when asked to categorise their age group, two interviewees responded with "20 – 24", two with "25 – 34" and one with "55 -64".

**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)'.



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

Once you have set out your preferred filters, scroll down the page and press 'Submit', wait for the data to refresh, and then select 'CSV' from the 'Export' dropdown menu to download your report.



**Top tip:** You will see from the screenshot above that you can also choose whether to view the candidate responses 'as a percentage', 'as a count', or 'as both a percentage and count'.

To download the equivalent of the 'Equal Opportunities Monitoring by Applicant' report on the historic version of the Pupillage Gateway, select 'Applications' from the 'Diversity' menu, followed by the 'Detailed' report.

When the data loads, select 'Custom Filters' from the top of the page. Here, you can filter by 'Job Reference' to ensure that you are only viewing the data relevant to a specific advertisement, and by the 'From' and 'To' dates that the application window closed 'From' and when your offers process ran 'To'.
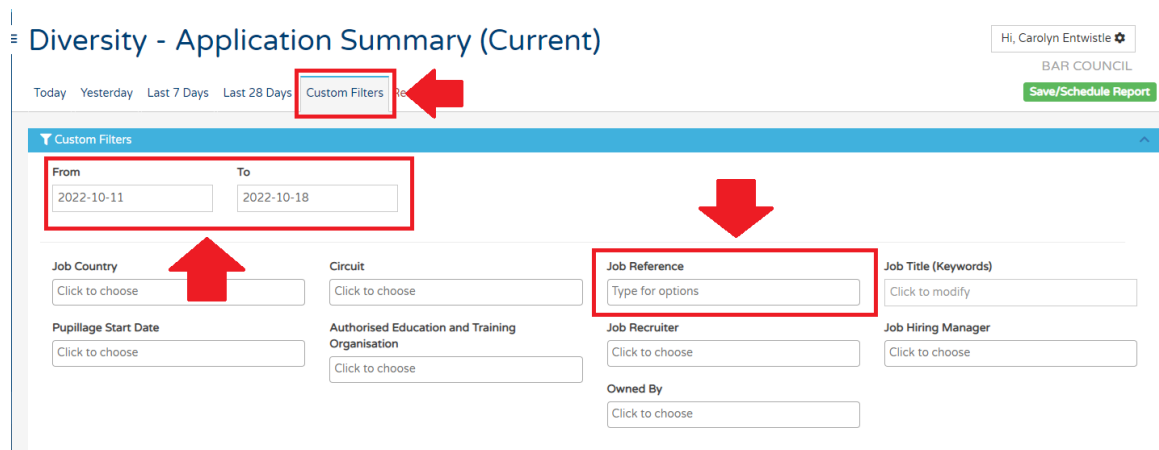


**Note:** The Equality and Diversity form changes most years. To view data relating to previous application processes, please ensure that you have selected the correct 'Diversity Questionnaire Filter'. The one for the 2022/23 process is [980] Equality and Diversity Questionnaire (Version 12) [Inactive]. For 2023/24 Equality and Diversity Questionnaire (Version 15 and Version 16) [Inactive]
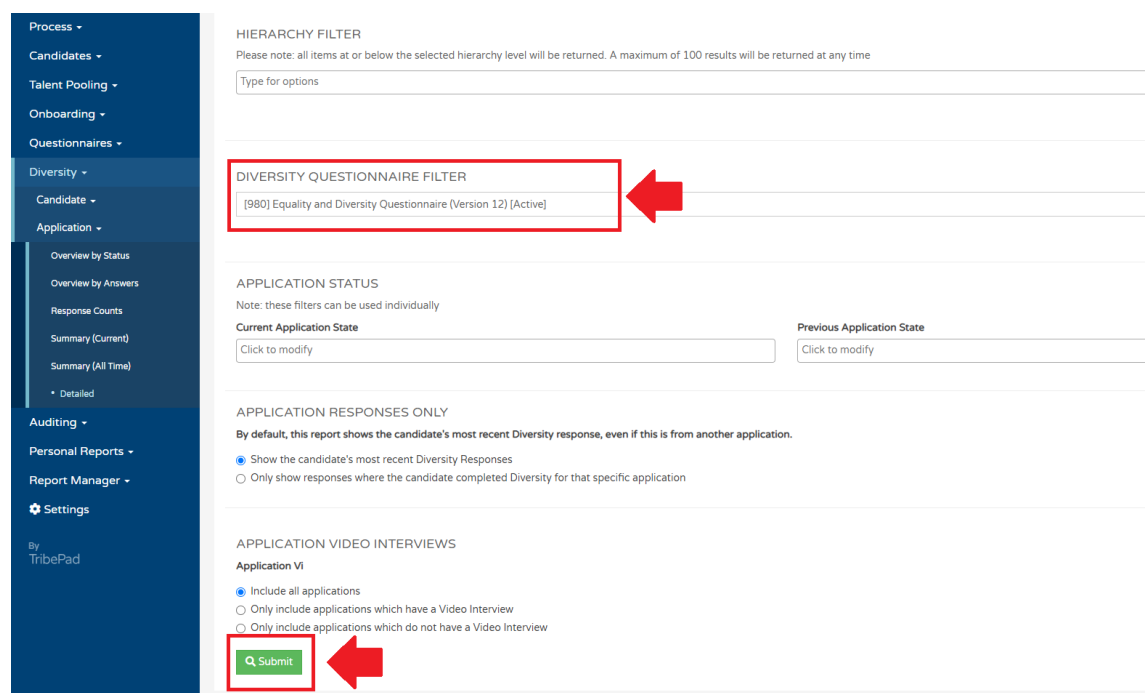
Scroll back to the top of the page and click 'Column' and untick all the options other than 'Candidate ID', those containing the responses to the Equal Opportunities Monitoring Form, and any beginning with 'Date in…' before pressing 'Update'.

## 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)
☐ 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.



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).

## 15) 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.

## 16) Version control

| Date | Version | Description of Changes |
|------|---------|------------------------|
| 14.10.2022 | 1.0 | First version launched. |
| 23.10.2023 | 2.0 | Updated to:<br>• Highlight new advertising format, including 'Content Assistance Feedback', 'Anonymous Applications', and 'Interview Workflow' functionality.<br>• Refer to the use of word limits instead of character limits in the Bespoke Questionnaires.<br>• Include most recent version of the Sample Application Form.<br>• Refer to how to Recruitment Administrators can view candidate names before sending email communications.<br>• Include a 'hack' for arranging Zoom or Teams interviews.<br>• Refer to how Recruitment Administrators can download past Diversity Data Reports from Insights. |
| 27.11.2023 | 2.1 | Updated to include most recent version of the Sample Application Form (with the 'Other Disclosures' section replaced with questions pertaining to applicants' fitness to practise). |
| 23.01.2024 | 2.2 | • Updated Guidance Notes relating to the 'Other Disclosure' section of the Sample Application Form.<br>• Changed instructions for processing applications to include new functionality that enables Recruitment Administrators to email themselves download links. |

| 01.09.2024 | 3.1 | Updated to: |
| --- | --- | --- |
| | | • 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. |
| 22.12.2024 | 3.2 | Information and guidance in relation to the contextual recruitment functionality |
| 20.02.2025 | 3.3 | Updated guidance in relation to contextual recruitment functionality |

# Annex 1: AETO User Information Form



## User Information Form

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

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

| Name of AETO | |
|---|---|

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

# Annex 2: Sample Application Form



## Sample Application Form

### Section 1: Personal Information

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

| Address | |
|---------|---|
| | |

**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***<br><br>**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 GSCEs, A-Levels or equivalent. It is recommended that, in addition to specifying the final grade that you have received or expect in Further Education, you also include the percentages that you were awarded, or expect to be awarded, in respect of the individual modules associated with each qualification. If you do not include your grades then you risk not receiving any marks for your academic history, which could impact on the success of your application(s).

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

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

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

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

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

| | |
|---|---|
| **If 'Yes', please provide further details here.**<br><br>**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**<br><br>**100-word limit** | |

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

## Section 4: Additional Skills, Hobbies, and Interests

| | |
|---|---|
| **Languages**<br><br>**100-word limit** | |

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

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

| **Professional Qualifications** 100-word limit | | **Guidance notes:** Please provide details of any additional qualifications, alongside the name of the awarding body and the date obtained. For example: 'Merit in Teaching English as Foreign Language (TEFL) at the International TEFL Academy (2020)' or 'Grade 7 Pianist at the Associated Board of the Royal Schools of Music (2018)'. |
| --- | --- | --- |

| **Positions of Responsibility** 100-word limit | | **Guidance notes:** Please provide details of any positions of responsibility you have held and that you have not already referred to within this application form. |
| --- | --- | --- |

| Interests and Recreational Activities<br><br>**100-word limit** | |
| --- | --- |

## Section 5: Extenuating Circumstances and Other Disclosure

| Extenuating Circumstances* <br><br>**200-word limit and the answer must be at least one word** | |
| --- | --- |

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

|  |  |
|---|---|
|  |  |

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

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

| | |
|---|---|
| **If 'Yes', please provide further details here. \*** <br><br> **200-word limit** | |

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

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

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

## 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 Bar Council Template Emails



## Editable Bar Council Template Emails

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

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

| Stage | Content | Prompts |
|---|---|---|
| Unsuccessful | **Subject:** Pupillage Gateway - Your Application for {$job_title} <br><br> Dear {$candidate_first_name}, <br><br> Thank you for [your application/for attending an interview] for the position of {$job_with_link}. <br><br> We regret to inform you that your application will not be taken any further on this | • {$candidate_first_name} <br> • {$candidate_full_name} <br> • {$candidate_last_name} <br> • {$company_name} <br> • {$recipient_firstname} <br> • {$recipient_surname} <br> • {$job_with_link} <br> • {$job_title} |

| | | |
|---|---|---|
| | occasion. Due to the high volume of applicants unfortunately at this stage of the process we are unable to offer feedback.<br><br>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.<br><br>Kind regards,<br>{$your_full_name} | • {$your_email} |
| Confirm Interview | **Subject:** Pupillage Gateway - Confirmation of Interview for {$job_title}<br><br>Dear {$candidate_first_name},<br><br>I am pleased to confirm the details of your forthcoming pupillage interview for {$job_with_link}.<br><br>Date: {$interview_date}<br>Time: {$interview_time}<br>Location: {$interview_location}<br><br>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 {$your_email} prior to the interview so we can adjust accordingly. I would otherwise be grateful if you could please confirm your attendance by return email.<br><br>Please note that, whilst you can log into your account and use the 'Book/Rebook and Interview' button next to the relevant application under 'My Pupillage Application' to cancel your interview, you will not be able to rearrange it using this function. It is therefore recommended that, if you need to cancel for any reason, you contact me directly at {$your_email}.<br><br>Kind regards, | • {$candidate_first_name}<br>• {$candidate_last_name}<br>• {$candidate_full_name}<br>• {$company_name}<br>• {$interview_date}<br>• {$interview_time}<br>• {$interview_location}<br>• {$interview_time_to}<br>• {$interview_interviewer}<br>• {$interviewer_job_title}<br>• {$your_full_name}<br>• {$your_email}<br>• {$job_with_link}<br>• {$job_title} |

| | {$your_full_name} | |
|---|---|---|
| Invite to Book an Interview | **Subject:** Pupillage Gateway - Invitation to Interview for {$job_title}<br><br>Dear {$candidate_first_name},<br><br>Thank you for [your application/for attending an interview] for the role of {$job_with_link}.<br><br>We are pleased to advise that we would like to invite you to a [first/second/final] round interview with {$company_name}. Please log into your account and use the 'Book/Rebook and Interview' button next to the relevant application under 'My Pupillage Application' to schedule your interview.<br><br>If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview please do not hesitate to contact me at {$your_email} prior to the interview so we can make adjustments accordingly.<br><br>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.<br><br>Kind regards,<br>{$your_full_name} | • {$candidate_first_name}<br>• {$candidate_last_name}<br>• {$candidate_full_name}<br>• {$company_name}<br>• {$interview_date}<br>• {$interview_time}<br>• {$interview_location}<br>• {$interview_time_to}<br>• {$interview_interviewer}<br>• {$interviewer_job_title}<br>• {$your_full_name}<br>• {$your_email}<br>• {$job_with_link}<br>• {$job_title} |
| Offer | **Subject:** Pupillage Gateway - Offer of Pupillage<br><br>Dear {$candidate_first_name},<br><br>Following your final round interview for the position of {$job_with_link}, I am delighted to be able to make you an offer of pupillage with Chambers. | • {$candidate_first_name}<br>• {$candidate_surname}<br>• {$candidate_full_name}<br>• {$job_title}<br>• {$job_location}<br>• {$job_salary_from}<br>• {$job_with_link} |

| | 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.<br><br>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 {$your_email}. In the meantime, I will endeavour to provide you with a draft Pupillage Agreement and any other relevant documentation as soon as is reasonably practicable.<br><br>Kind regards,<br>{$your_full_name} | • {$your_full_name}<br>• {$your_email} |
|---|---|---|
| Offer Withdrawn/Declined | **Subject:** Pupillage Gateway - Your Application for {$job_title}<br><br>Dear {$candidate_first_name},<br><br>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.<br><br>Kind regards,<br>{$your_full_name} | • {$candidate_first_name}<br>• {$candidate_last_name}<br>• {$candidate_full_name}<br>• {$company_name}<br>• {$your_full_name}<br>• {$your_email}<br>• {$job_with_link}<br>• {$job_title} |
| Hire Candidate | **Subject:** Pupillage Gateway - Confirmation of Pupillage<br><br>Dear {$candidate_first_name},<br><br>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 | • {$candidate_first_name}<br>• {$candidate_last_name}<br>• {$candidate_full_name}<br>• {$company_name}<br>• {$your_full_name}<br>• {$your_email}<br>• {$job_with_link} |

| | hesitate to contact me at {$your_email}.<br><br>Kind regards,<br>{$your_full_name} | • {$job_title} |
|---|---|---|