Applicant user guide

Your step-by-step guide to applying for vacancies on the Pupillage Gateway.

Version 4 – 25 July 2025

In this guide

September – January: Before the opening of the advertisement and application window

Setting up your account and profile

Registering for an account on the Pupillage Gateway

Go to the user login page and follow the select 'Register now'.

Fill in your details and set a secure and memorable password for your account. Confirm that you have read and agree to both the privacy policy and terms and conditions, and then click 'I agree. Create my account'.

The email address you enter here will become your username. All emails from authorised education and training organisations (AETOs) will be sent to this email address. **This cannot be changed once set.**

You will receive a welcome email. You can now log in using your email address and password.

If you haven't received a welcome email from the Pupillage Gateway, check your junk inbox. If you have input an invalid email, it will send to the alternate email address you added when you created your account. If you can find no record of any email contact our [Services team](#).

Resetting your password

Click the 'Forgot Password?' reset button on the [User Login](#) page, entering your username (email address) and clicking 'Submit'.

You will then receive an email, follow the link provided.

Your account will be disabled for 15 minutes if you enter your password incorrectly three times in a row.

Creating your profile

To create your candidate profile account, you will be asked to complete the following:

- Title*
- Pronouns
- First name*
- Last name*
- Mobile number
- Email address*
- Address*

Fields marked with a red asterisk * are mandatory.

Pupillage award expectations

There is one option below the minimum pupillage award, select this to see all vacancies posted to the Pupillage Gateway.

Employment and work experience history

The information in this section automatically copies across to all applications, regardless of whether they are in progress or have been submitted. You can add to your employment and work experience history at any time between 1 July and the closure of the application window each year.

You will be asked to complete the following:

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

When completing the position and employment status field, include the title of your role and the 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).

Education history

The information that you add to the 'Education History' will be automatically copy across to all applications that you make. You can add to your education history between 1 July and the closure of the application window each year.

You will be asked to complete the following:

- Type of qualification*

- Currently studying here
- Start date (DD/MM/YYYY)*
- End date (DD/MM/YYYY)*
- Institution name and type*
- Name of qualification
- Grades obtained or pending*

> When completing the institution name and type field, please state the name of the institution where you studied and the category it fell within: fee-paying, state, grammar, academy.

> You must use the grades obtained or pending section to specify the grades you have received or expect to receive for each qualification, including any GSCEs, A-Levels or equivalent. 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).

Pupillage start date

The pupillage start date is used to match you to relevant pupillage vacancies. You must be confident that you will have passed the Bar Training Course before the advertised start date of any pupillage that you apply for.

Communication opt-ins

I want to be automatically alerted when vacancies that I might be interest in are posted on the Pupillage Gateway	Yes/No
I am happy for the authorised education and training organisations that I apply to, to contact me about other news and events relevant to aspiring barristers	Yes/No
I am happy for the Bar Council to contact me about other news and events relevant to aspiring barristers	Yes/No

Once competed select 'I agree, continue' to save your information and be taken to your dashboard.

Updating your profile and communications preferences

You can edit the 'personal information' section and edit or add to the 'employment and work experience history' and 'education history' sections of your profile at any time. Simply select 'profile' from the main menu, followed by the relevant tab that appear on the left-hand side of the screen.

If you edit information in your profile during the application window, all of your current applications will be updated, regardless of whether they are outstanding or submitted.

AETOs that manage their recruitment processes, through the pupillage gateway, are given the option to anonymise their application and remove all personal information, and names of any academic institutions. The Bar Council recommends they do so but doesn't mandate any such practice.

You can edit the 'communications opt-ins' section of your profiling by selecting 'settings' at the top-right hand corner of the screen and select, or deselect, your preferred communications from the 'account settings' page.


November – January: During the advertisement and application window

Searching for pupillage vacancies

To see advertisements, select 'Search for Pupillages' from the 'Pupillage Vacancies' dropdown box in the main menu.
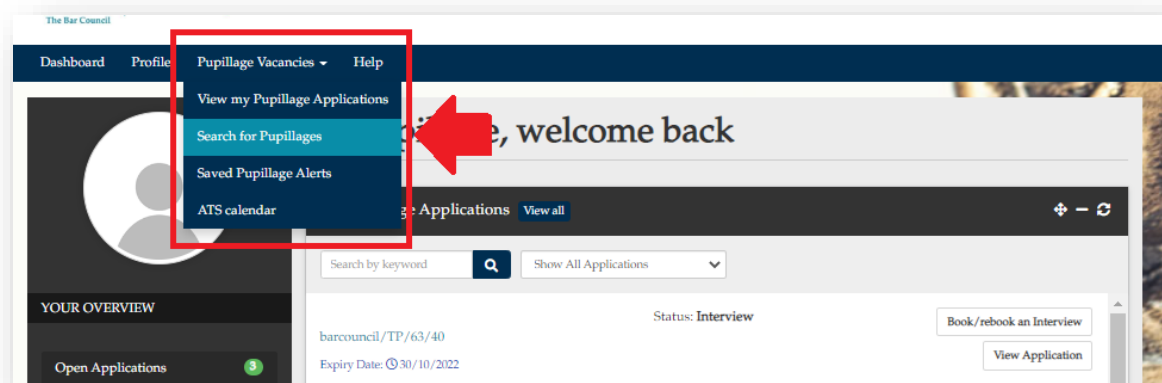
AETOs will use tags such as 'crime', 'property', 'commercial', 'family' etc. in their advertisements to indicate which areas of practice their members specialise in. Use the 'Keywords' box to search using these tags.

Creating a saved search for vacancy email notifications

After you have performed a search, you can click 'Get alerts on this search' button at the top of your 'Search Pupillage Vacancies' results page and save the search as a title of your choice, before selecting the plus symbol. You will receive email notifications relating to new vacancies that match your search.

You can access your saved searches by selecting 'Saved Pupillage Alerts' from the 'Pupillage Vacancies' dropdown box in the main menu.

Creating and editing a watchlist

To save adverts you can create a 'Watchlist'. Click on the watchlist heart icon, it'll turn from grey to red. To remove an advertisement, click on the same icon.

To review the adverts in your watchlist, select 'My Watchlist' from the 'Pupillage Vacancies' menu.
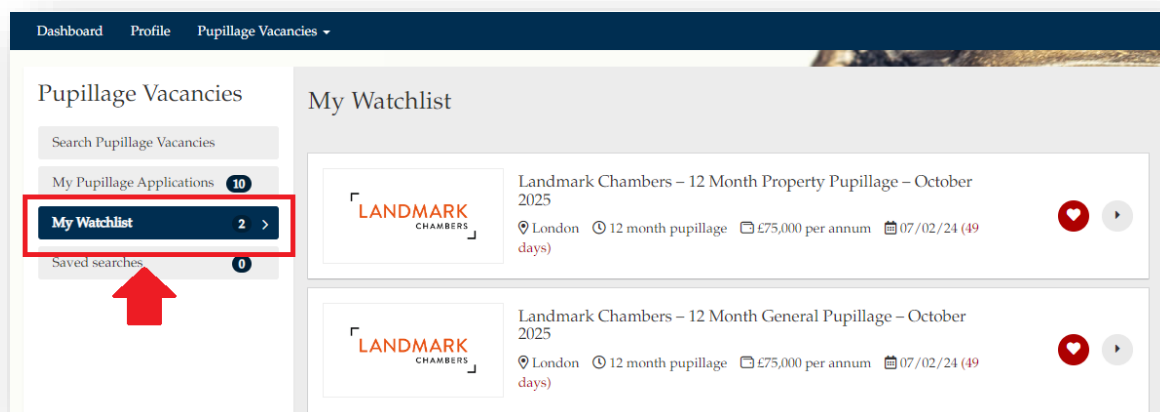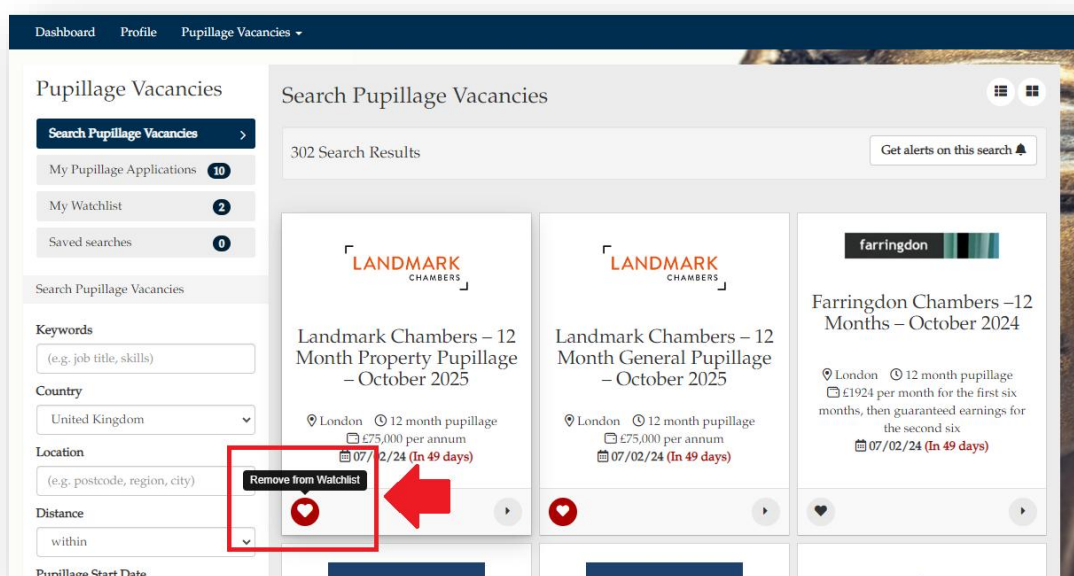
Preparing your Pupillage Gateway applications

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

After setting up your account, you can start preparing your application by adding information relating to your academic and work experience history.

We have produced a sample application form which can be found at the end of this guide. You can use this to complete and prepare in advance for the vacancies that are receiving vacancies through the gateway. You can then copy and paste your answers across when the applications open.

To identify the vacancies that accept applications through the Gateway by scrolling down to the 'How to Apply' section on the vacancy. The advertisement will contain the following wording:

"Aspiring barristers are invited to apply to chambers between [application window dates] using the Pupillage Gateway application system to search for the relevant Pupillage Vacancy and selecting 'Apply for this pupillage'."

All AETOs must use the Pupillage Gateway to advertise their vacancy, but they can choose whether to accept applications through the Gateway or via their own system eg direct to email. Details of how to apply will be set out in each advert.

In addition to the standardised Bar Council questionnaire (contained in Annex 1), AETO's can ask up to seven bespoke questions. To help you prepare in advance, these questions appear under the same 'How to Apply' section of the

Applying for pupillage

When completing your applications do not have multiple applications in multiple windows open. If you do so, then the information that you enter into one application will be copied across to all the others when saved.
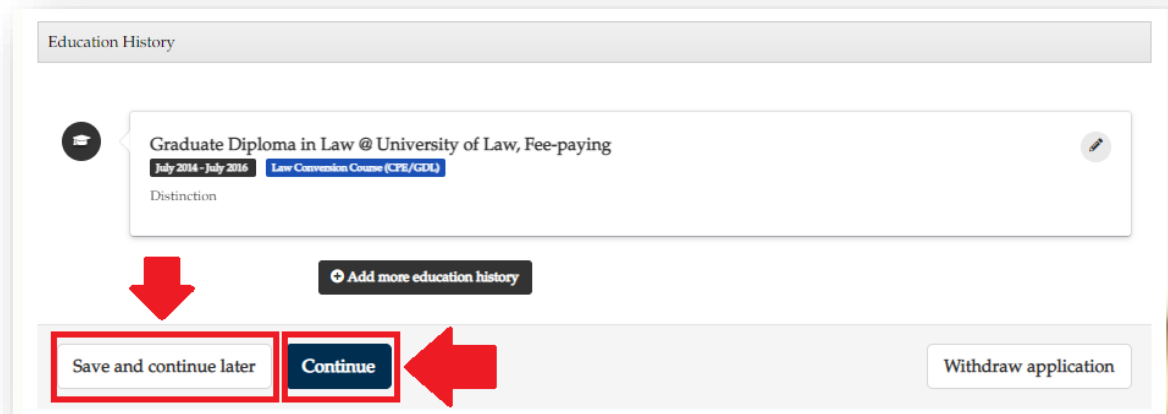
To apply, click on the advertisement and then 'Apply for this pupillage'.

If you have already completed your profile the first section of the form will pre-populate with your personal details, academic and work experience history.

You can edit any information at this point but doing so will also update your 'Profile' and any current applications that are either outstanding or submitted.

To save your progress, scroll to the bottom of the page and click 'Save and continue later. To continue with your application, scroll to the bottom of the page and click 'Continue'.

'Continue', will be take you through the remainder of the standardised Bar Council questionnaire, followed by the Authorised Education and Training Organisation's bespoke questions, then the Bar Council Equality Opportunities Monitoring Form, and finally the contextual recruitment questionnaire.

The information that you provide in response to the equal opportunities monitoring form will be treated in the strictest confidence and will be used by the Bar Council for the purposes of statistical monitoring only. Whilst most of the questions in the form are mandatory, each has a 'prefer not to say' option for those who do not wish to provide further detail. All AETOs that use the Pupillage Gateway to manage their recruitment processes can conduct the shortlisting and interview stages without reference to this information, as it is automatically separated from candidates' applications.

Contextual recruitment was introduced to give AETOs a tool to evaluate your application based on a better understanding of your circumstances and potential. It is intended to help those responsible for recruitment to identify high achievers who may have faced challenges which they have overcome. The contextual recruitment questionnaire is not mandatory. Your response to the contextual recruitment questionnaire will be sent directly to our partner, Rare, who process the data and

attach 'flags' for each of the categories to your application. Recruiters will get to see if you have an 'education', 'personal' or 'socio-economic' category flag. If you do not receive any contextual 'flags', this does not put your application at a disadvantage. If your application meets all the criteria required by the AETO, you will still be included on their shortlist.

If you were educated outside the UK, please choose 'other' in the education section.

When completing the contextual recruitment questionnaire you will be presented with the following options:

Continue - this submits the form to Rare, once pressed, you cannot edit the answers.

Skip Assessment to continue - this will allow you to skip the assessment and return later. If you submit your application without completing the form you cannot go back to complete it.

Back - this will allow you to return to the previous screen without submitting the form. Any information input will not be saved and will have to enter it again.

> ⚠ Please check your information carefully, as your answers aren't editable after you've submitted this form.

Continue   **Skip assessment to continue**

Back

Should you not wish to complete the form select the I do not wish to provide contextual recruitment data and select continue.

> ℹ Please ensure you have completed your education history and grades in the education section of your profile, as the following questions are optional and intended only for the purpose of contextual recruitment. Your data will be processed by Rare Technology.
> If you do not wish to submit this information with your application tick the box below.
> ☑ **I do not wish to provide contextual recruitment data**

When copying and pasting your answers from an external programme into the Pupillage Gateway, use plain text format.

In Windows, use the combination 'Ctrl + Shift + V' to paste without formatting. Mac users, the shortcut is 'Option + Command + Shift + V' to paste without formatting.

You can also paste text to a plain text editor like the applications 'Notepad' or 'TextEdit' before copy/pasting into your application to remove formatting.

If you have tried the above but are unsuccessful, you can check the text is clean you are inputting by visiting Jonathan Hedley's 'Convert Microsoft Word to Plain Text' site, copying the text into the top box, selecting 'Clean' and then copying the text that appears in the bottom box into your application.

Top Tip: Ensure you read the question 'Guidelines' as they are designed to help you with your application.

Once you have completed all sections of the application, you will be taken to a 'Summary' to review your responses and confirm that you are happy for it to be processed in accordance with the Terms and Conditions of the Pupillage Gateway before hitting Submit'.

The Pupillage Gateway is designed to be environmentally friendly, you will not be able to print your applications from the system directly. To create a PDF of your application, at the summary stage, you can select right click, select 'Print' and 'Save as PDF'.

Other than your personal details and the information contained within the employment and work experience, and education, history sections, which you can edit until the closure of the application window, you will not be able to edit your application once submitted.

In these circumstances, you are unable to withdraw your application to replace it with a revised version using the same account. To that end, please ensure that you are completely happy with it before you click 'Submit'. In exceptional circumstances, the Bar Council can delete your application on your behalf, which will enable you to replace it with a new one. For assistance with this process, please contact the Bar Council at pupillagegateway@barcouncil.org.uk.

Once you have submitted your application, a screen will confirm your application was submitted successfully and you will receive an email from us.

Viewing an application for pupillage

To view applications you've made or are in the process of making, click the 'View Application' or 'Continue Application' buttons that appear to the right-hand side of the relevant advertisement title under the 'My Pupillage Applications'.
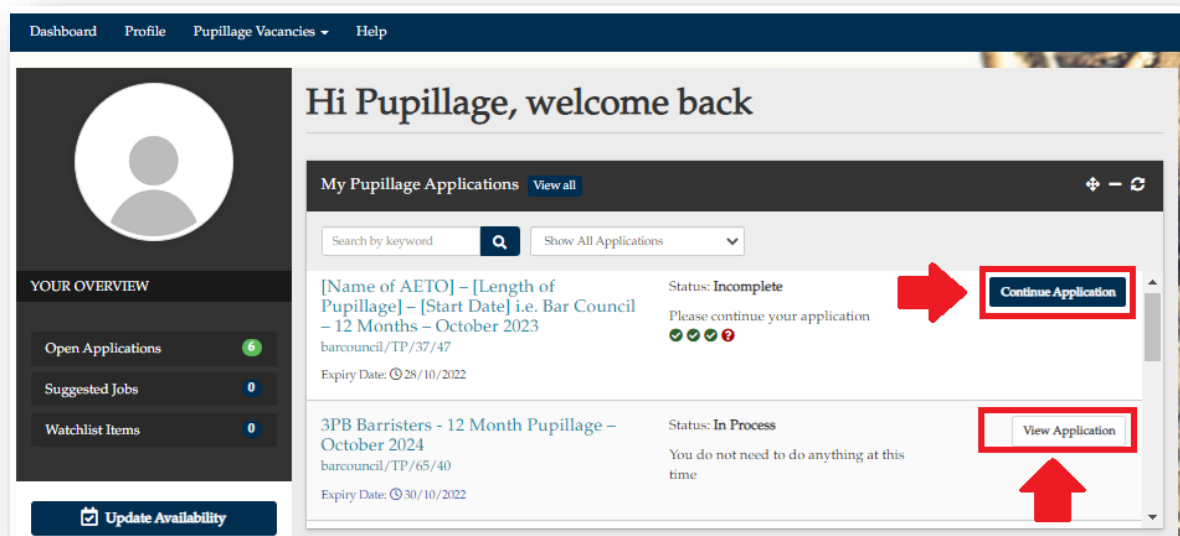
All applications started will appear on your dashboard, regardless of whether you have submitted them or left them in draft. We aren't able to remove them from your account, therefore during the process you can only withdraw them. Each year, in August, we'll delete any unsubmitted applications from the previous recruitment round.

The Pupillage Gateway is environmentally friendly therefore you aren't able to print your completed applications from the system directly. To create a PDF of your application you can select the download button that appears at the bottom of the page as shown below.
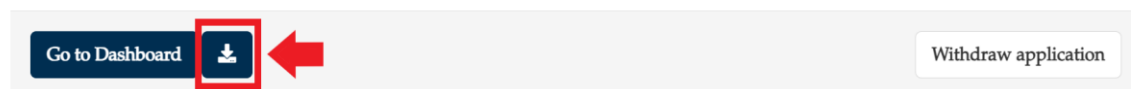
Withdrawing an application for pupillage

You can withdraw an application by clicking on 'View my Pupillage Applications' from the 'Pupillage Vacancies' dropdown menu. Click the 'View Application' button to the right-hand of the vacancy name, scroll down to the bottom of the page, and click 'Withdraw Application'.
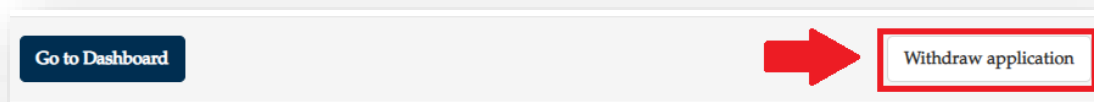
A warning will appear to confirm your request to withdraw your application,
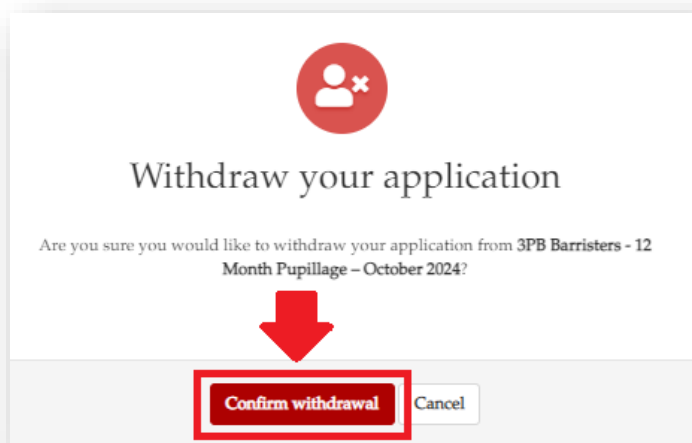
You won't be able to withdraw your application and replace it with a revised version using the same account. In exceptional circumstances, the Bar Council will be able to delete your application on your behalf, which will enable you to replace it with a new one. If you would like assistance with this process, please contact pupillagegateway@barcouncil.org.uk.

January - May: During the shortlisting and interview window

Viewing the status of an application

The status of your application updates as AETOs move through its shortlisting and interview processes. The status is visible to the right-hand side of the relevant advertisement.
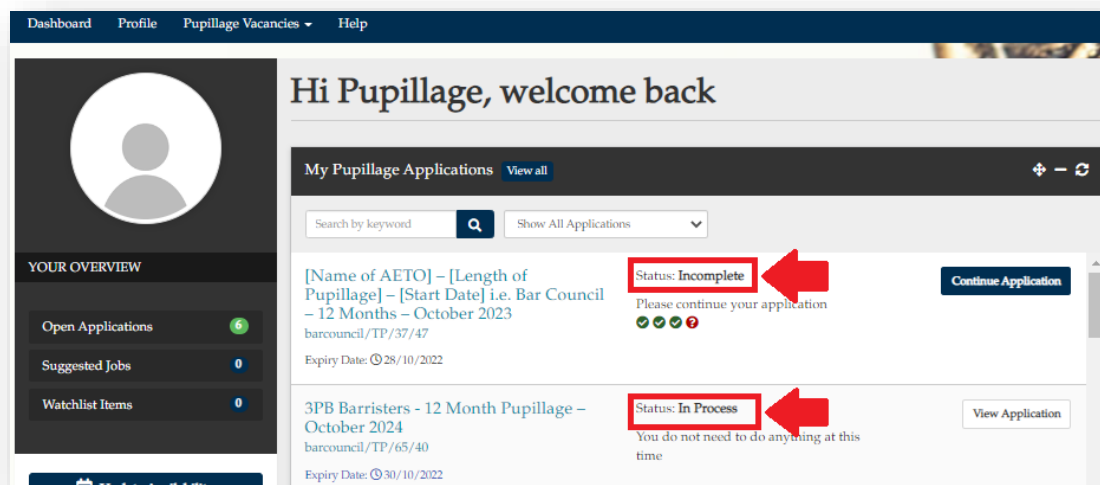
Incomplete means that you have started an application and not yet submitted it.

**In process** means you have applied, and either pending the closure of the window or under review by the relevant AETO.

Interview means you have been invited to participate in an interview process.

Hired means you have been offered a pupillage with the AETO and you have accepted the offer.

Unsuccessful means your application for pupillage with the relevant AETO has been unsuccessful.

Top Tip: The methods of communication used by the AETO that use the Pupillage Gateway to manage their recruitment processes differ. They are encouraged by the Bar Council to promptly update the statuses of their applicants and email them accordingly. To query the status of your application, please contact the AETO directly and not the Bar Council.

Viewing your email history

You can view the emails that have been sent to you from the Pupillage Gateway on your 'Dashboard'. Scroll to 'Emails sent to You' widget and click 'View Email' on the right-hand side.

Upon viewing your emails, add any AETO email address to your own emails safe sender list to ensure you receive email communications.

Arranging interviews

AETO that use the Pupillage Gateway to manage their recruitment processes can invite candidates to interview in one of two ways. They can either assign candidates an interview slot or invite candidates to book an interview slot through the platform. In both cases, you will receive an email from the relevant AETO your status will change to 'Interview'. If an AETO has opted allow candidates to book their own interview slots, you will also see a button appear to the right-hand side of the relevant advertisement title entitled 'Book/rebook an Interview'.
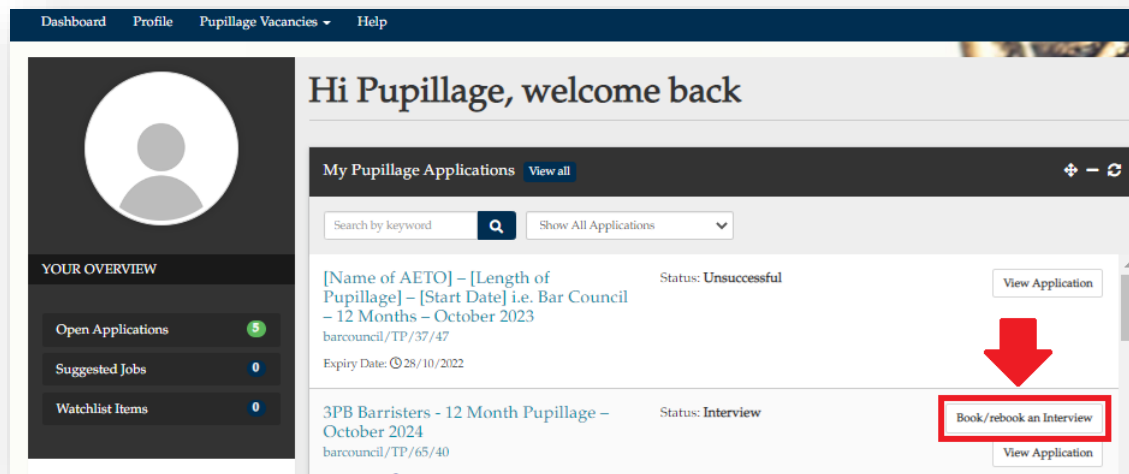
Click on the 'Book/rebook an Interview' button, the booking page will appear and show date(s) and time(s) that are still available. Click on the slot of your choice, followed by 'Book Interview'. You can view the location of the interviews and receive directions through Google maps.
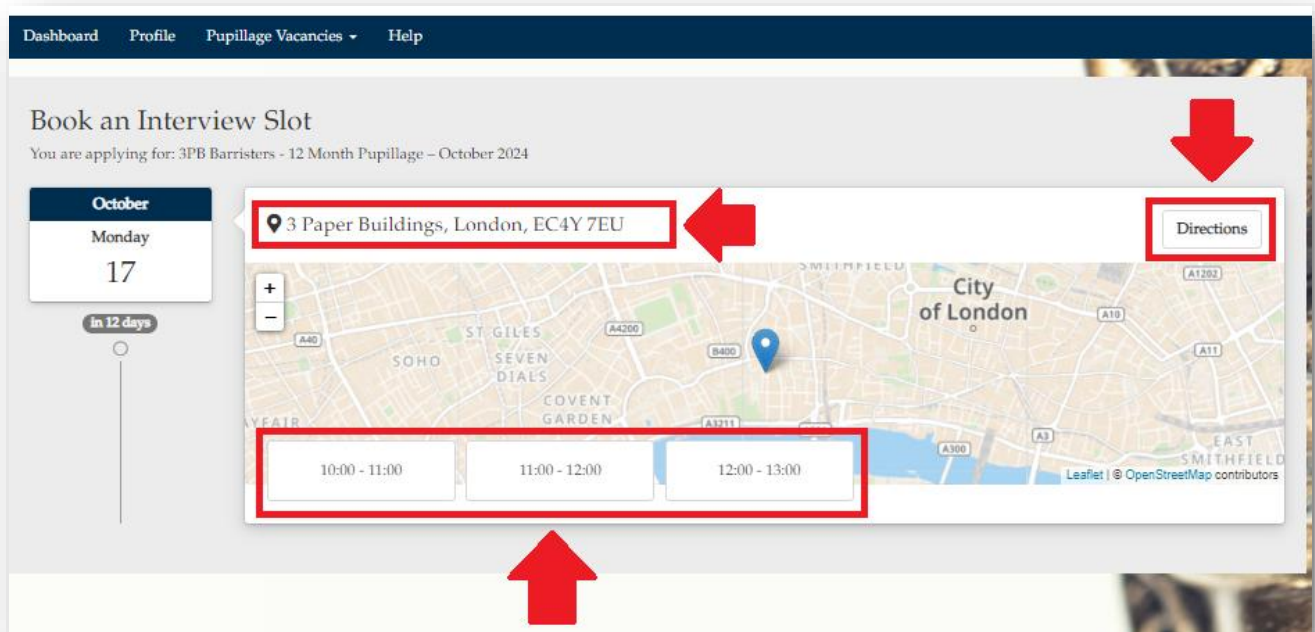
Top Tip: You may see the names of those on the interview panel appear next to the person icon, but this dependent on the AETO.

A green notification will appear stating: 'You have booked your interview successfully and you will receive a confirmation email.

You can cancel and rebook your interview in the same way, using the 'Book/rebook an Interview' to the right-hand side of the relevant advertisement. Should this be grade out you are too late to reschedule your slot and will need to contact the relevant AETO.

Completing References

If an AETO needs to obtain the details of your referees, they will either contact you directly or use the onboarding functionality in the Pupillage Gateway. You will receive an email inviting you to upload their details by clicking 'Start Now'. Alternatively, you may see 'Further action required' next to the relevant vacancy, click on this and it will take you to the same section to complete the relevant form.
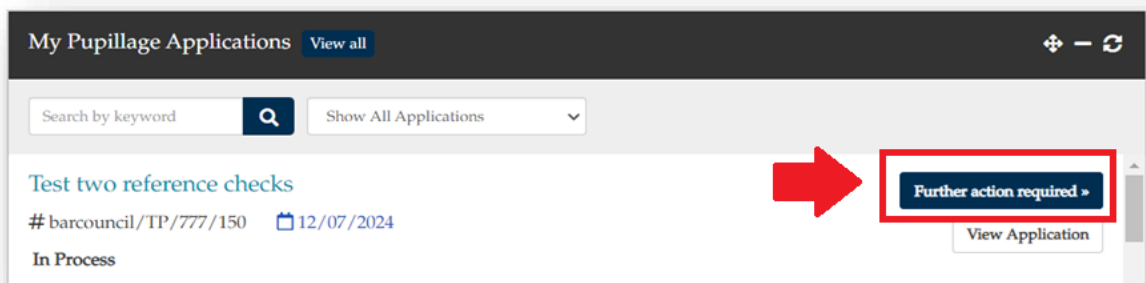
Complete the relevant form, two referees are required before you can click 'Submit'.

Further assistance

Technical assistance

If you are experiencing technical difficulties with the Pupillage Gateway platform, contact the Bar Council. Ensure 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.

Pupillage process assistance

If you have a question about the general pupillage application process, contact the Bar Council.

If you have a query about the application process of, or nature of pupillage with, a specific AETO, please contact them directly using the details provided within their advertisement or on their website.

Version control

Date	Version	Description of changes
14.10.2022	1.0	First version launched.
27.11.2023	2.0	Updated to: • New version of the Sample Application Form. • Instruct candidates not to open multiple applications in multiple windows at once. • Help candidates formatting of their responses. • Advice candidates of what to do in circumstances where they wish to withdraw their application and replace it with a new one.
19.12.2023	2.1	Updated to: • Indicate 'Grades Obtained and Pending' • Guide on removing items from Watchlists. • Remove references to the 'CV upload' option.
04.01.2024	2.2	Updated Guidance Notes relating to the 'Other Disclosure' section of the Sample Application Form.
11.10.2024	3.1	Updated to: • Inform candidates of the new restrictions relating to the editing of their employment and work experience history, and education, following the closure of the application window. • Reflect amendments to the Equality and Diversity Questionnaire. • Removal of references from the application process and new reference request process. • Information relating to Contextual recruitment questionnaire.
12.12.2024	3.2	• Format changes
14.03.2025	3.3	• Additional guidance re contextual recruitment
28.07.2025	4	• Guidance streamlined

Useful documents: Sample application form

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

Section 1: Personal Information

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

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

Section 2: Employment and work experience history

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

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

Section 3: Education History

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

Guidance notes

Institution name and type*	

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*	

Some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most for those you

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

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

Have you applied, or are you planning to apply, for a waiver from the Vocational Component?*	Yes/No
If 'Yes', please provide further details here. **200-word limit**	
Membership of an Inn of Court*	Gray's Inn/Inner Temple/Lincoln's Inn/Middle Temple/Not Applicable
Scholarship, Awards and Prizes **100-word limit**	

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

Section 4: Additional Skills, Hobbies, and Interests

Languages **100-word limit**		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**		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**		Please provide details of any positions of responsibility you have held and that you have not already referred to within this application form.

Interests and recreational activities **100-word limit**		Please provide details of any non-work-related involvement. If relevant to your proposed area of practice, please explain in what way.

Section 5: Extenuating circumstances and other disclosure

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

Do you have any convictions (spent or unspent), cautions or final warnings in any country, save those that are protected by law?*	Yes/No	Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the

	Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".
	If you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of your application. If you require further advice relating to this section, you may contact the Bar Council's Pupillage Helpline at PupilHelpline@BarCouncil.org.uk.
If 'Yes', please provide further details here. * **200-word limit**	

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

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

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

Section 6: Bespoke questions of authorised education and training organisations

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

Section 7: Equal opportunities monitoring

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

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

Section 8: Contextual recruitment

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

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

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

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

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

Section 9: Application summary and agreements

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

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

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