

Student Handbook

2023/24



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Welcome!

We are delighted to welcome you to your professional home. The Inner Temple is committed to providing you with an educational experience that will enhance your understanding of the profession, provide you with new skills and knowledge, and complement the learning you gain on the Bar Course. Your Inn is not only an educational hub, but should also provide community and support throughout your life and career. We hope that the Inn will form a core part of your professional life for many years to come.

As an organisation, we make a commitment to abide at all times by the following standards:

- To communicate in a friendly, respectful and professional manner.
- To work without bias, to ensure that we treat everyone with dignity and respect and to provide an equal service to everyone.
- To protect the personal data and information of our members and to ensure that we maintain the trust of those using our services.
- To treat our members as individuals and take time to understand their needs and answer their questions by being clear, correct and concise.

You can help us achieve the above goals by following the [Volunteer and Participant Code](#) and by making a commitment to treat staff and members with dignity and respect at all times. In particular, we ask that you bear in mind the following guidelines:

- Participants must, at all times, respect the rights and views of other students, staff, members and anyone else they may meet, whether at in-person events, online sessions or in communication via telephone or email.
 - Participants must, at all times, ensure their behaviour does not affect the safety, interests or reputation of the Inner Temple, Chambers or Courts, its members and staff.
- ‘Good conduct’ in the Code of Conduct means that members (including students) should:
- a) Inform themselves of Inner Temple’s policies and abide by them;
 - b) Recognise the diversity of the Inn’s community and treat others with respect;
 - c) Act responsibly, being honest, considerate, respectful and courteous towards others;
 - d) Show consideration for the Inn’s property and care for the environment of the Inn by respecting buildings, spaces and facilities;
 - e) Use social media responsibly;
 - f) Play their part in maintaining security;
 - g) Recycle and dispose of litter responsibly;
 - h) Show consideration for others regarding noise (for example, by switching mobile phones off during classes);
 - i) Show consideration for the welfare of friends and peers and, if appropriate, provide advice on how to seek help.

Further details of the expected behaviours of participants can be found in the Code of Conduct at www.innertemple.org.uk

Feedback

You will receive invitations to provide feedback after every Qualifying Session and we may send more general feedback requests throughout the year. Please take the time to provide as much feedback as you can on the sessions you attend. Our programme is shaped by our volunteers and by the feedback we receive from students. The more feedback we receive, the better we can tailor our programme for you in future terms and students after you in future years.

The Inner Temple's Commitment & Our Complaints Procedure

The Inner Temple is committed to creating a safe and inclusive culture and will take actions to prevent bullying, harassment, and discrimination from happening. Please inform us in the event you encounter any examples of these, so that we can support you appropriately. You can report incidence of harassment via the Inn's website or speak to our support advisors. To read more visit: <https://www.innertemple.org.uk/who-we-are/how-we-operate/policy-statements/anti-harassment/>

As mentioned above feedback forms, will be sent out after each Qualifying Session. If you have any concerns that you feel warrant specific attention, you can speak to a member of staff directly or access the Inn's complaint policy using this link: <https://www.innertemple.org.uk/who-we-are/how-we-operate/policy-statements/complaints/>



THE INNER TEMPLE

Anybody who wishes to be Called to the Bar of England and Wales must join one of the four Inns of Court.

The four Inns of Court have distinct histories, coming into being around the middle of the 14th century. The Inns held sole responsibility for legal education and therefore acted as gatekeepers to the profession. While much of this responsibility has been devolved to higher education institutions, the Inns continue to play an essential part in education and training for the Bar.

The Inns of Court also continue to hold exclusive rights of admission to the Bar. This process, known as 'Call to the Bar' or 'Call', occurs after you have successfully completed the academic and professional training components. This includes a programme of professional development activities at your Inn known as 'Qualifying Sessions'.

However, Call does not entitle you to practise as a barrister as you must first complete a year of pupillage and hold a practising certificate.

Students wishing to train for the Bar may choose which Inn to join but can only apply to one Inn for scholarships.

The Inns provide a great deal of valuable financial assistance for the various stages of becoming a barrister and you can find out more about our assistance on our website.

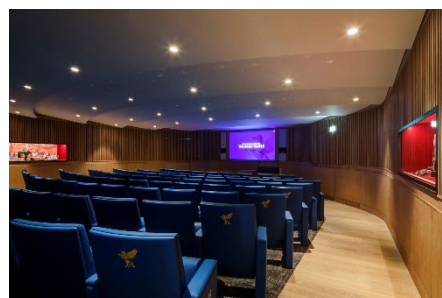
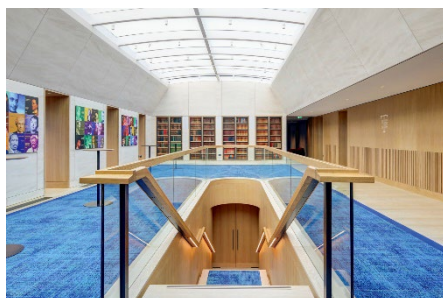
Each Inn has three standard groups of members: students, barristers and Masters of the Bench, or 'Bencher'. Masters of the Bench form the governing body of the Inn. New Benchers are chosen from existing members, in addition to honorary members, such as legal academics and usually at least one member of the Royal Family.

The senior Bencher of the Inn is the Treasurer, a position held for one year. The Under or Sub-Treasurer is the acting chief executive of the Inn. The General Council of the Bar ('Bar Council') and the Bar Standards Board provide other representation and regulatory functions for the profession.

To read more about the history of the Inn and its governance, and to access the career guide, please visit www.innertemple.org.uk



Visiting the Inn



We are delighted to welcome you to the Inn's redeveloped and refurbished Treasury Building. Re-opened in 2022, the Treasury Building has added space and state-of-the-art educational facilities, which will support the activities of the Bar for generations to come.

Many of our Qualifying Sessions will be held in the attractive, flexible training and lecturing spaces, which will further facilitate the delivery of educational programmes for students, pupils and practitioners. We very much hope you will take every possible advantage of the Inn and its resources.

Entrance for the Library and for Education & Training facilities will be through the front door of the Treasury Building on Crown Office Row. Full details about library opening hours can be found at innertemplelibrary.org.uk.

Please refer to the map on the following page, which may prove useful when attending Qualifying Sessions and other Inn events.



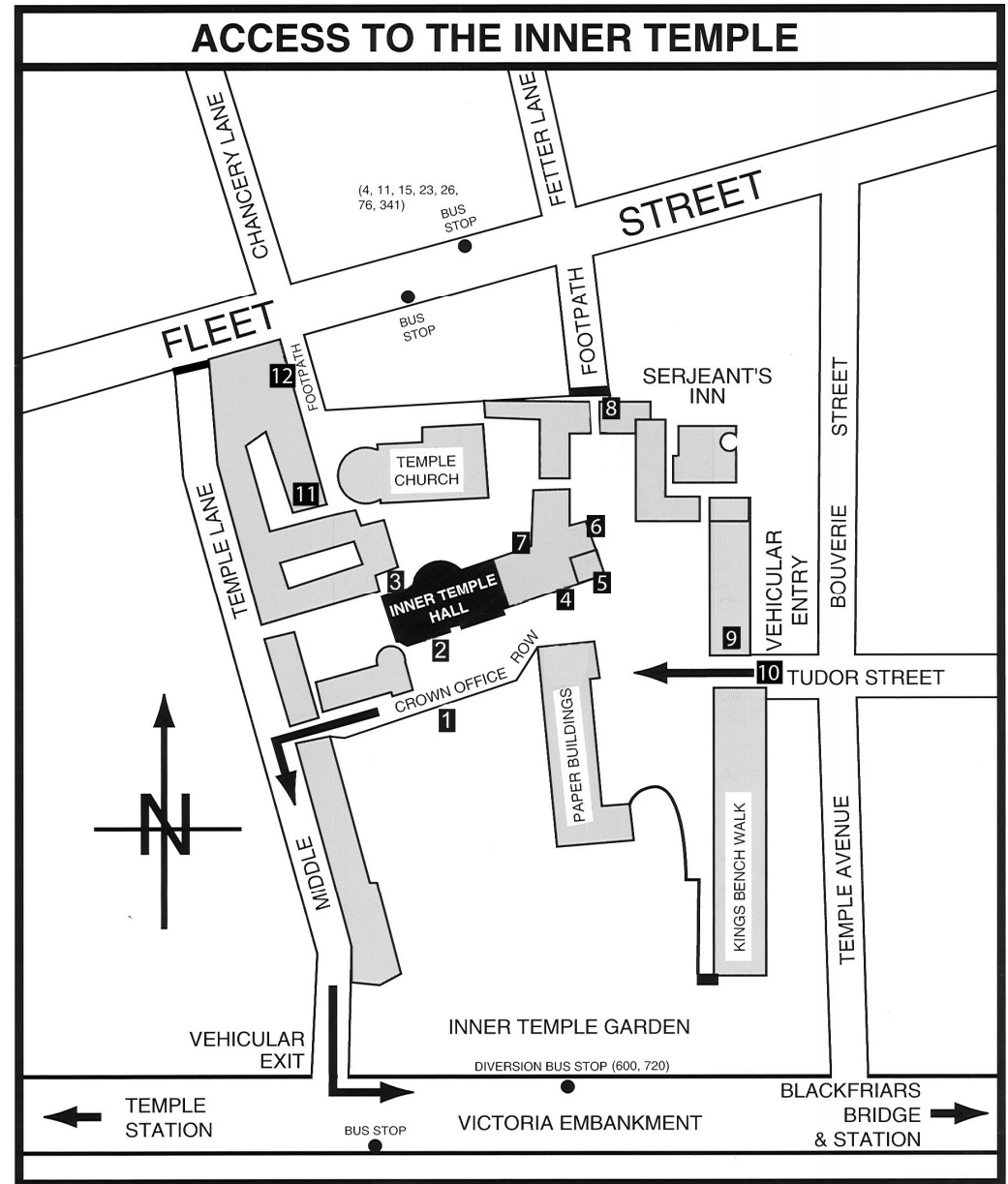
The nearest underground stations are Temple and Blackfriars stations on the Circle and District lines.

Access for pedestrians after 8.30pm on weekdays and all weekend is via Tudor Street only.

Vehicles enter via Tudor Street Gate at all times. Exit for vehicles is via Tudor Street Gate or the Embankment Monday to Friday 6.00am to 8.30pm and at all other times is only via Tudor Street Gate.

There is no parking available on weekdays before 6.30pm and parking afterwards is only for those going to buildings within Inner Temple

- 1 Entrance to the Garden
- 2 Lower Entrance to Hall
- 3 Church Court Entrance to Hall
- 4 Main Entrance**
- 5 Pegasus Bar
- 6 Eastern Entrance
- 7 Church Court Benchers' Entrance
- 8 Mitre Court Meeting Room: Basement
- 9 Surveyor's and Collector's Offices: 6 King's Bench Walk
- 10 Tudor Street Gate – Vehicle Entrance
- 11 Overnight Accommodation (Chaucer and Boswell): 3 Dr Johnson's Buildings, 3rd Floor
- 12 Temple Church, Temple Music Foundation: 1 Inner Temple Lane



INTRODUCTION TO QUALIFYING SESSIONS

What are Qualifying Sessions?

Qualifying Sessions form a vital part of a student's journey in training to become a barrister. All students who undertake vocational training for the Bar are required to be members of an Inn. Qualifying Sessions, which take place alongside a student's vocational training, provide opportunities for professional and ethical development. This also complements and builds on a student's academic and vocational education, forming a bridge to the final component of Bar training: pupillage. Qualifying Sessions also provide opportunities for a student to enhance their understanding of the role of barristers in the wider justice system and the rule of law.

Through the provision of both practical and knowledge-based sessions, delivered by specially selected and trained members of the profession and experts, the Inns help equip students to undertake the next stage of training and to be fit and proper to serve the public as barristers. The links made with the profession through the Inns provide students with a foundation for pupillage and work-based learning but also for a career at the Bar thereafter.

Qualifying Session Requirements

Before the date of your Call to the Bar ceremony, you must have completed a **minimum** of:

10 Qualifying Sessions in total

1 in each of the **5** themes below

1. Ethics, Standards and Values;
2. Advocacy Skills;
3. Legal Knowledge, Justice and the Rule of Law;
4. Equality, Diversity and Inclusion;
5. Preparation for Pupillage, Career Development and Wellbeing.

2 advertised as Advanced Preparation and Interactive

You may attend more than 10 sessions. Some Qualifying Session events may award more than 1 Qualifying point and/or theme. This will be clearly advertised at the point of booking.

Qualifying Sessions are valid for a period of 5 years after attendance.

The Inn provides the opportunity for Bar Course students at providers outside of London to complete up to five Qualifying Sessions locally (There are also a certain number of online sessions reserved for Circuit students, but these do not count towards the five-session limit).

Please note, it is a student's responsibility to ensure that they attend the required number and type of Qualifying Sessions. Themes and the number of QS points allocated to each event will be clearly advertised on the booking page.

For further information on Qualifying Session rules please visit the [Inner Temple website](#).



Useful Information on Qualifying Sessions

How to Book

Inner Temple Qualifying Sessions are booked via our website at www.innertemple.org.uk.

To make a booking through our website you will need to first login to the Members Area with your email address and the individual password which was detailed on your admission letter, before proceeding to the events page (www.innertemple.org.uk/events). If you did not receive your login details, please contact enquiries@innertemple.org.uk.

Booking for Qualifying Sessions normally opens before the start of each term. You will be notified by email when they are available to book. Events are booked on a first come, first served basis so please ensure you book early as sessions often sell out quickly.

Please note that the majority of sessions will be in the Michaelmas (September to December 2022) and Hilary terms (January to March 2023). The last Qualifying Sessions of the academic year will take place in July 2023, but the majority will have happened before mid-May 2022. You should plan to complete your Qualifying Sessions by then. We recommend you look at the website for the whole year's programme to plan out your Qualifying Sessions ahead of time.

The Inn will provide a balance of online and in-person sessions, with a view to ensuring our Qualifying Sessions programme is as accessible, interactive and educationally stimulating as possible.

When booking, **please pay close attention** to whether sessions are advertised as in-person, online or hybrid events.

Attendance at events

To ensure that you are awarded QS point for events attended please:

- familiarise yourself with our Attendance Policy (p.9)
- ensure that you sign in to all in person events
- use your full name to log in to all digital events
- plan ahead to ensure you are present at any Qualifying Session for the full advertised running time

Please note that attendance is monitored throughout all sessions.

Dress Code

The dress code for in person Qualifying Sessions is:

All students at Qualifying Sessions and other student events (unless otherwise indicated) are required to wear dark suits and dark shoes. Entry may be refused to any student who is not dressed appropriately.

The dress code for online Qualifying Sessions is:

Smart Casual (unless otherwise indicated).



Cancellation/Refund policy

There is a charge for all Qualifying Sessions (except those sessions that include volunteering to help the Inn with other Education programmes, such as Mock Trials and Teacher Training). A clear breakdown of these charges can be found in the Qualifying Session Programme on pages 10-12. Please note this is not intended to reflect the cost of the session and that all Qualifying Session events are heavily subsidised by the Inn.

We will only refund your booking if you give us a minimum of 7 working days' notice before the event. If you have to cancel your booking in the 7 working days leading up to the event, we will only consider a refund if you must cancel because of illness. Illness must be verified by a GP/Healthcare Professional. Cancellations within 7 working days of the event for any other reason will not be refunded.

Amendments to hybrid event bookings (such as changing a ticket from in person to online) may not be possible within the 7 working days' notice period as well.

Please refer to our [cancellation/refund policy](#) for further details.

Qualifying Sessions Grant Scheme

If you are experiencing financial hardship which is making it difficult to pay for Qualifying Sessions, you can apply to the Grant Scheme. Applications to the scheme will require supporting documentation. Please refer to the section on our Qualifying Session Grant Scheme of this handbook in the first instance and write to gs@innertemple.org.uk if you have any further queries.

Qualifying Sessions Travel Subsidies Scheme

The Financial Support Scheme also supports travel to the Inn to attend Qualifying Sessions, should you be based at a provider outside of London. Please write to gs@innertemple.org.uk to find out more.

Feedback

We will send feedback forms after each Qualifying Sessions. Please take the time to complete them, so we can ensure that your education can be the delivered to the highest standard.



ATTENDANCE AT QUALIFYING SESSIONS

Please note that our events are led by senior members of the profession who have volunteered their time to educate and help members entering the profession.

It is polite to arrive on time and to prepare for each session as directed.

The Bar is a relatively small profession and an exceptionally collegiate environment. During our Qualifying Sessions, you are likely to network with the people you will continue to work with throughout your career. We encourage you to make the most of these connections early on and to treat all of your booked Qualifying Sessions as a professional commitment.

Our Attendance Policy

- Our attendance policy applies to both in person and online events.
- If you are late for a Qualifying Session, you may still attend (if it is not disruptive to other attendees) but you will not be awarded the QS point for attending. Cut-off points for lateness are a matter of staff discretion.
- If you are delayed for any reason, please contact the event manager to advise them. They will confirm if this delay will result in you not being awarded a QS point for the session. This is dependent on how much of the session you will miss.
- If you leave the session early or do not participate fully in the session, you will not be awarded the QS point for attending. Please note this includes Q&A sessions which follow panels and talks. End times are clearly advertised on our events page at point of booking.
- Any disruptive or unreasonable behaviour that affects trainers, staff or other student members during a Qualifying Session will result in you being asked to leave the session. You will not receive a QS point if this action is taken. Please see our [volunteers and participant's code](#) for further clarification on this.
- Any costs associated with the Qualifying Session will not be refunded if you cannot attend unless a cancellation has been made in line with our cancellation policy (see below).
- **Non-attendance, late attendance or partial attendance at more than 3 Qualifying Sessions booked in a row will prompt a meeting with a Master of the Bench for a Student Welfare Check.**
- Any decision made by the relevant event manager as to whether a QS point will be awarded is final.

Cancellation in good time is not counted as non-attendance. Please see our [cancellation policy](#) for details on how to cancel a booking and when a refund may be issued after a cancellation.

QUALIFYING SESSIONS PROGRAMME

Please find below a timetable of Qualifying Sessions for the 2023-2024 academic year.

Please note, the schedule for Hilary and Trinity terms is still subject to change and further information on learning outcomes, costs and themes will be provided nearer the time.

With regard to pricing, please check the events you wish to book against the **Tier Key**, which can be found at the bottom of this section.

You will be made aware via email when booking for each term opens. **Please note that events will be held in person unless noted otherwise in the below table – some in person events may also offer hybrid online streaming, and this will be made clear at point of booking.**

September to December 2023

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Saturday 16 September	Advocacy and Legal Research Training	8:50 – 14:00 (Morning Session) 11:00 – 16:00 (Afternoon Session)	2	3
Tuesday 19 September	Introductory Evening for London Students	17:00 – 19:30	1	2
Friday 29 September	Introductory Evening for OOL Students	17:00 – 19:30	1	2
Saturday 30 September	Foundational Skills Course	10:00– 12:00 (Morning Session) 13:00– 15:00 (Afternoon Session)	1	2
Monday 2 October	Reader's Lecture Night	18:00 – 19:30	1	2
Saturday 7 October	Advocacy Teacher Training Weekend (Sat)	9:30 – 16:00	2	1
Sunday 8 October	Advocacy Teacher Training Weekend (Sun)	9:30 – 12:30	1	1
Tuesday 10 October	EDI Series: TBC [online]	17:45 – 20:00	1	2
Wednesday 18 October	Legal Research Training [online]	18:00 – 20:00	1	2
Monday 23 October	Mooting Masterclass	18:30-21:00	1	2
Thursday 26 October	EDI Series: TBC [online]	17:45 - 20:00	1	2
Thursday 2 November	Wellbeing at the Bar	18:00 – 20:00	1	2
Monday 6 November	Magna Carta Moot	18:00 – 20:00	1	2
Tuesday 7 November	Circuit Session: TBC [online]	18:00 – 20:00	1	2
Wednesday 8 November	Pupillage Q&A	18:00 – 20:00	1	2
Monday 13 November	Reader's Lecture Night	18:00 – 19:30	1	2

Date	Qualifying Session Title	Timings	QS Points ¹¹	Ticket Tier
Thursday 16 November	Ethics in Practice [online]	17:30 – 19:00	1	2
Tuesday 14 & Monday 16 November	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Monday 20 November	Social Context of the Law Series	17:45 – 20:00	1	2
Monday 20 & Tuesday 21 November	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Tuesday 22 November	CIRCUIT SESSION: TBC [online]	18:00 – 20:00	1	2
Friday 8 – Sunday 10 December	Student Advocacy Weekend – December	All Weekend	4	4

January to March 2024 (NB: Programme subject to change)

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Tuesday 9 January	EDI Series: Subject TBC [online]	17:45 – 20:00	1	2
Monday 15 January	Advocacy Master Class	17:45 – 20:00	1	2
Saturday 20 January	CIRCUIT SESSION: Education Day Bristol	11:00 – 16:15	3	3
Tuesday 23 January	CIRCUIT SESSION: Subject TBC [online]	18:00 – 20:00	1	2
Saturday 27 January	CIRCUIT SESSION: Education Day Newcastle	11:00 – 16:15	3	3
Friday 2 – Sunday 4 February	Student Advocacy Weekend – February	All Weekend	4	4
Monday 12 February	Reader's Lecture Night	18:00 – 19:30	1	2
Thursday 15 & Tuesday 20 February	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Saturday 17 February	Ethics in Practice [online]	11:30 – 13:00	1	2
Monday 19 February	Social Context of the Law Series	17:45 – 20:00	1	2
Tuesday 20 February	CIRCUIT SESSION: Subject TBC [online]	18:00 – 20:00	1	2
Thursday 22 & Tuesday 27 February	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Saturday 24 February	Education Day	10:00 – 16:00	3	3
Monday 26 February	International Practice Panel	17:30 – 19:00	1	2
Monday 4 March	Reader's Lecture Night	18:00 – 19:30	1	2
Saturday 23 March	CIRCUIT SESSION: Education Day Nottingham	11:00 – 16:15	3	3
Saturday 13 April	CIRCUIT SESSION: Education Day Manchester	11:00 – 16:15	3	3

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Saturday 27 April	Advocacy Day & Legal Research Training	8:50 – 14:00 (Morning Session) 11:00 – 16:00 (Afternoon Session)	2	3
Tuesday 7 May	Social Context of the Law Series	17:45 – 20:00	1	2
Wednesday 8 May	Ethics in Practice [online]	17:30 – 19:00	1	2
Friday 10 – Sunday 12 May	Student Advocacy Weekend – May	All Weekend	4	4
Monday 13 May	CIRCUIT SESSION: Subject TBC [online]	18:00 – 20:00	1	2
Thursday 23 May	Rawlinson Cup Debate and Final	18:00 – 20:00	1	2
Monday 10 June	Social Context of the Law Series	17:45 – 20:00	1	2
Monday 17 June	CIRCUIT SESSION: Subject TBC [online]	18:00 – 20:00	1	2
Tuesday 18 June	EDI Series: Subject TBC [online]	17:45 – 20:00	1	2
Thursday 27 June	Spotlight On: Alternative Routes to Practising at the Bar [online]	17:30 – 20:00	1	2

Tier Key

Please refer to the below when calculating costs for the Qualifying Sessions you wish to book and attend.

Tier	Cost
1	Free
2	£7
3	£12
4	£65

QS GRANT SCHEME FOR STUDENTS CURRENTLY ON THE BAR COURSE

The Inn heavily subsidises the cost of its educational provision to ensure sessions are accessible and affordable. However, we understand that now more than ever, many students will find themselves under financial pressure and unexpected financial hardship may make it difficult to acquire the correct number of Qualifying Sessions.

To this end, the Inn will provide a flat rate of **£70** for students who meet the requirements – this sum is calculated on the basis that it should allow students to book the minimum number of QS required to gain 10 points (NB this does **not** include the fees for residential advocacy weekends, as these have their own bursary scheme which is opened to students if and when they are allocated a place on a weekend.)

Please note that this sum of £70 will be paid **in one go** once approved and the responsibility remains on the student to ensure they are circumspect in booking and attending Qualifying Sessions. Additional grant funds will not be allocated unless in exceptional circumstances – if you book and cancel a number of sessions at short notice or fail to attend sessions you have booked, the Inn cannot provide more money to cover the shortfall in QS points.

Requirements for the QS grant scheme are as follows:

- Applicants **must** be currently enrolled full- or part-time on a Bar Course at an Authorised Education and Training Organisations. Grants can be provided to students who start in Autumn 2022 or January 2023.
- Applicants will need to demonstrate a shortfall between their income and expenditure which cannot be fulfilled another way
- Applicants can only apply for and be awarded a grant **once** unless extenuating circumstances can be demonstrated
- Applicants should demonstrate that they have exhausted other available sources of funding including student loans and provider hardship funds.

Please note, Transferring Legal Professionals are not eligible for this scheme unless exceptional financial circumstances can be illustrated.

To apply for the QS Grant Scheme, please fill in the following form:

<https://innertemple.typeform.com/to/Sh3TEDgB>

Marshall Hall Trust

Please note that additional financial assistance can be sought, if necessary, via the Marshall Hall Trust. The object of the Trust is to give assistance by way of loan or grant to members of the Inner Temple who are in need. The Trust is intended to cover costs for members who, through no fault of their own, e.g. loss of a parent or financial support being withdrawn, would not otherwise be able to complete the course or their pupillage.

Further information can be found via the Inner Temple Website:

<https://www.innertemple.org.uk/membership-services-support/financial-support-members/marshall-hall/>

QS Travel Subsidies

There is also a Travel Subsidy available for students studying the Bar Course at an out of London provider. This subsidy is intended to help with the cost of attending in person Qualifying Session and Student Society events in London.

Details on how to apply will be circulated with event booking details each term.

Please note applications should be submitted after your bookings for Qualifying Session events are made.

STUDENT ADVOCACY WEEKENDS

What are Student Advocacy Weekends?

The Inn runs three Student Advocacy Weekends a year on niche aspects of the law. These weekends are typically held residentially at venues across the UK, with locations accessible to both London and Circuit Students.

We are pleased to report that we are once again planning to hold all three weekends in person over the course of the 2023-2024 academic year.

At present, the dates and locations for this year's residential weekends are scheduled as below. Please note that you will receive further information on the topic of each weekend and its slated activities and speakers a little nearer the time (in advance of booking):

8-10 December 2023, Cumberland Lodge, Windsor – **Mental Health and Tribunal Advocacy**

2-4 February 2024, Crewe Hall, Crewe – **Section 28: The Cross-Examination of Vulnerable Witnesses**

10-12 May 2024, Crewe Hall, Crewe – **Battered and Bruised: The Law against Domestic Violence**

Further Information

These weekends are intended to be free ranging and stimulating and to provoke discussion both in formal sessions and less formal settings. Students will be joined by experts in the area under discussion and senior members of the judiciary and Bar. The Chatham House Rule applies. In addition to talks and discussion sessions, you will take part in practical advocacy sessions. Each weekend costs £65.00 and counts as 4 Qualifying Sessions. The Qualifying Session framework themes covered will be advertised nearer the time.

How to Book

Places are limited and will be allocated by a ballot system. An email will be sent to you on **Friday 6 October** with a link to the online ballot form. The ballot will close at 1pm on Monday 16 October.

Please note, submitting a ballot form will not guarantee a place on a weekend. You will be informed if you have been allocated a place in the week after the deadline.



MARSHALLING SCHEME

What is the Marshalling Scheme?

The Marshalling Scheme affords student members of the Inn the opportunity to spend up to a week sitting with a judge in England or Wales. Over the course of the placement the judge will show you the case papers and will discuss case proceedings with you. The experience will provide you with a unique opportunity to observe the workings of the court from an entirely different perspective.

Marshalling is, primarily, available in criminal, civil and family areas of law.

The scheme is open to **current Bar Training Course students** and to **student members who have completed the Bar Training Course but are yet to obtain pupillage**.

Please note that places are allocated on a first come, first served basis and being assigned a placement is not guaranteed. The Inn will make every attempt to find a placement within your first chosen area of law, but it cannot be guaranteed. It is also only possible to marshal once with a judge via Inner Temple.

How to Apply

If you would like to apply to take part in this scheme, please complete and submit the below online form:

[CLICK HERE TO APPLY](#)

Please Note

Submission of an application does not guarantee you a marshalling placement. Placements are limited and are assigned on a strictly 'first come, first served' basis. Applications are open from Summer 2023 onwards.

Contact details for placements will be sent from **January 2024** onward, not before this date.

The Inn is unable to cover any expenses incurred throughout the duration of a marshalling placement and is not responsible for arranging overnight accommodation.

Once your marshalling placement has been arranged you are committed to going. If you fail to attend your placement without informing the judge you cannot participate in the scheme again. It is essential that you inform us if your circumstances change to avoid any unnecessary problems.

If you are not allocated a placement in 2024 then you will be able to reapply in the future. Due to the limited numbers of placements available, student members cannot marshal twice via the scheme.



Guidelines for Marshals

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Once your application form and CV have been received, the Education & Training Department will proceed with the allocation process based as far as possible on your stated preference of location and area of law. If successful, you will be provided with the contact details of the judge, or their clerk, and you will be expected to contact them within two weeks of receiving this information to arrange a convenient time to marshal. Please note that your placement may take place at any point throughout the year depending on the judge's calendar.

Your First Day

When arriving at the court for the first time you will typically be expected to report to reception at the main entrance, but do confirm this with the judge in advance of your placement. You should be dressed in a dark suit (unless otherwise indicated by the judge) and you should take a notebook with you. You will meet the judge in their room at the beginning of the day and, when in court, you will sit alongside the judge, or as otherwise indicated. Any documents or information given to you by the judge must be treated as strictly confidential. The judge will normally be willing to answer questions during adjournments and at the end of the afternoon. **You must take photographic I.D. with you each day (a passport or driving licence) or you will not be able to gain access to the court.**

If you are unable to fulfil your marshalling commitment, it is important that you contact the judge and the Education & Training Department as soon as possible. If you do not inform the judge or the Inn that you are unable to conduct marshalling, you cannot re-apply.

For further information, please contact:

Mercy Quaynor, Education & Training Department,

Treasury Building, Inner Temple, London EC4Y 7HL

Tel: 020 7797 8253

To: pre-pupillage@innertemple.org.uk / www.innertemple.org.uk



MOCK INTERVIEW SCHEME

Feedback from participants of the scheme

"The mock interview made an enormous difference to my performance in my pupillage interviews. It helped my confidence and made me more comfortable in the interview environment. It also highlighted important parts of my application which I had not yet got on top of in respect of formulating strong examples from my experience. I received multiple offers and I am thrilled to have accepted a pupillage with 30 Park Place Chambers in Cardiff."

"I really felt supported and encouraged by my mock interviewer. She helped me to see that I was a strong candidate and that I needed to be confident in myself and I took this into my interview."

"It was extremely helpful in being able to talk through my nerves and worries"

"I gained a real, practical sense of what a good answer looked and felt like to a barrister."

"Being able to have a good chat afterwards to discuss the interview with a senior barrister was really helpful."

About the Scheme

The Mock Interview Scheme aims to help students build up confidence in preparation for imminent pupillage interviews. Members are given the opportunity to practice their interview technique in front of an established barrister. Previous participants have found this to be a very beneficial and rewarding experience, having gained valuable feedback on a one-to-one basis.

In the first instance, if you have been allocated a mentor, you should try to arrange a mock interview either with or via them. If this is not possible, the Education & Training team will try to match you with a volunteer.

Due to high demand, the scheme is limited to one interview per member and is only offered to members with **confirmed** pupillage interviews, who have not previously taken part in the scheme. You must also list all the chambers you applied to this year regardless of whether you received a rejection or not.

Do also bear in mind that as you are only entitled to one interview through the scheme, it is best to position it where it would most benefit you.

Please note that whilst every effort is made to arrange your mock interview before your pupillage interview, this cannot be guaranteed as the scheme is dependent on barristers' availability. It is therefore your responsibility to give the department as much notice as possible to have the best chance of securing an interview.

During the COVID-19 pandemic, all interviews have been conducted remotely and via a platform of the volunteer barrister's choosing (Zoom/Skype/Microsoft Teams etc). Interviewers and interviewees should consult together, bearing in mind any relevant government guidelines, when deciding upon an appropriate interview format.

To apply for the scheme, you will need complete an application form, include an up to date copy of your CV and Pupillage Gateway application (or one pupillage application that you are happy to have forwarded to the barrister). To apply for the scheme, contact **Julia Armfield**.

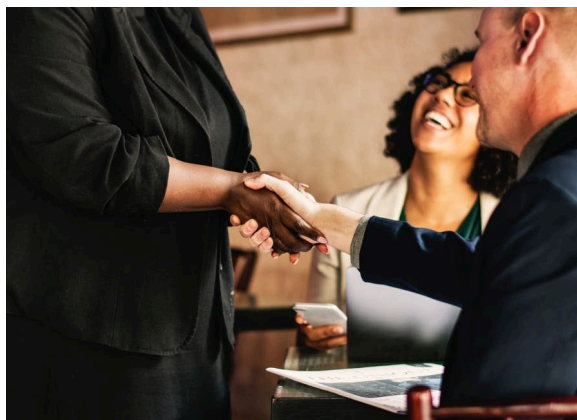
Julia Armfield
Education and Training Department
Tel: 020 7797 8207 Email: jarmfield@innertemple.org.uk



MENTORING SCHEME

"I cannot rate the scheme highly enough [...] and my Mentor was fantastically helpful. I'm quite sure that having my Mentor's support went a long way in helping me secure pupillage."

-Previous Participant



All mentors are practitioners of at least three years' experience, who will be on hand to offer advice and general guidance to allocated students as they take their first steps to a career at the Bar.

An application form will be sent to your email address on Monday 2 October 2023.

Information required to complete the form will include personal details, geographical location and practice area interest so do ensure the information is correct as this will be used to place mentees.

Due to the high demand for the scheme, we have a limited number of places available. Mentors are allocated on a first come, first served basis. The Mentoring Scheme relies on volunteers, and we cannot guarantee the availability of mentors in specific areas of practice or geographical locations.

Students and mentors are primarily allocated based on practice area (of interest to the student) and geographic location if applicable. Due to the increased use of online communication platforms over the past 3 years, we are able to match more students with Mentors of their desired practice area, over their geographic location. We encourage regular online communication with Mentors, however if you would like to meet in person, it will be at the Mentor's discretion.

If you are allocated a mentor, we will send you their contact details and send your contact details to them. The onus will be on you to make contact with your mentor.

If you have any further questions, please contact mentoring@innertemple.org.uk



SPECIALIST BAR ASSOCIATIONS & SERVICES

There are 24 Specialist Bar Associations. These associations are dedicated to the interests of groups of barristers within specific practice areas and geographical regions. The SBAs can help to promote their members' interests, for example responding to proposals for changes to regulations, and offering support to their members through networking events and mentoring schemes.

The Bar is also split into geographical Circuits. Each Circuit has its own events and networks available to its members. These are generally on offer to practising members of the Bar, but some Circuits also have student support schemes also. Please check with the organisations individually to enquire about any student memberships, schemes or events that may be available.

And finally, there are many associations, networks and other groups that aim to bring together sub sections of the Bar and provide support. Some of these organisations will be represented at the Inn's introductory evenings. If you cannot attend, please ask us for the programme with details of the organisations after September.

For more information on SBAs and other organisations linked to the Bar, visit the Bar Council Website for a links.

<https://www.barcouncil.org.uk/about/about-the-bar/other-organisations.html>

Some useful information on applying to be called to the Bar:

- There are four Call nights for student members each year: Hilary (March), Trinity (July), Deferred Trinity (October) and Michaelmas (November). Trinity, Deferred Trinity, and Michaelmas ceremonies take place in Temple Church, whereas Hilary is typically a smaller ceremony and is held in the Treasury Building. All ceremonies are followed by a celebratory reception for you and your guests.
- Guidance on how to apply to be called to the Bar through the online application portal will be sent out to all current Bar course students in spring 2024. As a result, please ensure you update your contact details if they change, either via the *Members Area* of our website (www.innertemple.org.uk) or by emailing records@innertemple.org.uk. The guidance document will also be uploaded to the 'Call to the Bar' section of the website, however, this can take some time so please ensure your details are updated to receive the initial mailout.
- If you intend to be called to the Bar at the Hilary ceremony in March 2024, you may have already received the application guidelines via email in spring 2023. Alternatively, please go to the 'Call to the Bar' section of the website.
- To be eligible to be called to the Bar each student member must meet the following pre-Call requirements:
 - Be certified as having successfully completed the Bar course or Bar Transfer Test (for Transferring Legal Professionals only),
 - Obtained the requisite number of Qualifying Session (QS) points, and
 - Undergone the necessary fit and proper person checks (including criminal record checks). The Inn will not be able to accept any DBS checks previously obtained as the criminal record check must be obtained through the provider selected by all 4 Inns of court.
- Please note that you can submit an application via the online application portal before you have completed the Bar course/Bar Transfer Test, before attending all necessary QS and before obtaining your criminal record check. However, you will need to ensure that these requirements are met before you can be called.
- The Inn must receive confirmation of the outcome of all necessary criminal record checks at least two weeks prior to your Call date. The Inn must also receive confirmation that you have completed the Bar course at least two weeks prior to your Call date.
- You will also need to be interviewed by a Master of the Bench and have them agree to propose your Call to the Bar prior to applying. Further information about this process will be included in the guidelines due to be sent out early next year. A Call application will only be considered complete if all required information on the online application forms have been filled in, the signed Master of the Bench interview form has been uploaded, and your Call Fee has been paid.
- Student members are expected to attend the Call to the Bar ceremony in person.
- The guidelines will also note the dress code for the event, how to book tickets for your guests and other FAQs.
- If you have any questions related to Call, please contact the Education Engagement Co-ordinator, Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk)

Please note the Education & Training Department will not circulate further details on Call to the Bar until the application forms are sent out in 2024.





Introduction to the Inn on Circuit

Introductory Session for OOL Students (29 September 2023)

The Introductory Session for circuit students provides a vital opportunity to visit the Inn and get to know the building, as well as the Education and Training Department, volunteer members and the services the Inn can provide during your year of study and beyond. We strongly encourage you to attend this event. **Don't forget to make use of our travel subsidy scheme to help with the cost of your visit if necessary!**

The evening will include:

- A panel talk on life as an Out of London student at Inner Temple
- The opportunity to network with senior members of the Inn from across the UK
- A “careers fair”-style session, with stalls for relevant Inner Temple Student schemes, social groups and legal organisations

The session will take place in person at the Inner Temple Treasury Building in London. Booking will be made available via our website at the end of August.

Please take the time to come and meet us if you can!

Circuit Education Days

In addition to the general Qualifying Sessions scheme, we also run QS events on circuit.

This year will include four Circuit Education Days running between January and May. These events provide an opportunity for circuit students to meet within their circuit and gain three QS points in one day. Volunteer trainers at each session will be local practitioners with specific insights on training and practising on circuit. Last year, each event involved talks and discussions on Advocacy and Equality and Diversity, as well as one-on-one Mock Interview and CV review sessions. This year the Education Days will be held in **Nottingham, Manchester, Newcastle and Bristol**.

Circuit Dinners

The Treasury Department will also be running Circuit Dinners throughout the year in various locations. Please keep an eye on the Innerview newsletter and the events listings emailed out to you for dinners in your area. These dinners are a great opportunity to meet other students and senior members of the profession in your area and discounted tickets are available to students.

Save the date:

24th November 2023 Midlands Circuit Dinner (Birmingham)

1st March 2024 Wales and Chester Circuit Dinner (Cardiff)

26th April 2024 Northern Circuit Dinner (Liverpool)

10th May 2024 Western Circuit Dinner (Bristol/Winchester)

Please contact **Kerry Upham** for any further queries about Circuit provision for students.

The Education and Training team are available to help with any concerns or queries.

During your Bar Course year, you will be mainly in contact with the Pre-Pupillage team.

Please find our contact details below.

Team	Contact Email Address	Contact Telephone Number
Outreach	outreach@innertemple.org.uk	020 7797 8240
Scholarships	scholarships@innertemple.org.uk	020 7797 8211
	pegasus@innertemple.org.uk	020 7797 8210
Professional Training	pupils-practitioners@innertemple.org.uk	020 7438 2310
	establishedbarristers@innertemple.org.uk	020 7797 8209
Pre-Pupillage	pre-pupillage@innertemple.org.uk	020 7438 2311
	call@innertemple.org.uk	020 7797 8257
	gs@innertemple.org.uk	020 7438 2311
General and Volunteering Enquiries	education@innertemple.org.uk	020 7797 8208