



PUPILLAGE INFORMATION



HILL TWINE SOLICITORS & BARRISTERS

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About Us

Hill Twine Solicitors & Barristers is a team of specialist Criminal Defence lawyers based in Bournemouth, Dorset. Founded in 2013, we represent clients accused of criminal offences, including motoring offences, at the police station and in the criminal courts. Our specialist areas of expertise include the Youth Justice System, and the Armed Forces.

We provide expert representation throughout Dorset, Hampshire, Wiltshire, and beyond. Our team has a wealth of knowledge across the broad spectrum of the Criminal Justice System and our solicitors and barristers are qualified to represent clients at every stage of the proceedings, in all courts. We hold a Government Criminal Legal Aid Contract and within our team we have lawyers who are qualified members of the Bournemouth & Poole Police Station and Magistrates' Court Duty Schemes.

Further information about our team and the work we do is available on our website: <https://hilltwine.co.uk>.

Equality & Diversity

We are deeply committed to broadening accessibility to the profession and are passionate about providing opportunities to those who may not fit what could be seen as the 'traditional barrister mould'. For this reason, when considering pupillage applications we do not place any weight on factors, such as, the university and school attended (so long as the Bar Standard Board's minimum mandatory requirements are met).

We are a firm based in South West England, offering a pupillage opportunity outside of a city in a beautiful area of the country. Should those who undertake pupillage with us choose to reside locally, they will not experience the frequent breadth of travel that Chambers' pupillage can entail. This means that our pupillages promote a healthy work/life balance and are particularly suited to those with caring responsibilities.

We are a diverse team with staff members from a wide variety of backgrounds. This is clear from our Equality & Diversity data, demonstrating within a small team a diverse mix in terms of gender, age, race, ethnicity, education and background, and



a strong LGBTQ+ presence. Our diversity is one of our key strengths and integral to our commitment to broaden access to a career at the Criminal Bar.

For more information, and to enquire about the accessibility of our organisation, please contact our Equality & Diversity Representative, Sarah Hill: sarahhill@hilltwine.co.uk or 01202 159166.

Pupillage Award & Financial Support

We recruit pupils with a view to offering a permanent employment contract as an Employed Barrister, subject to successful completion of pupillage.

Pupils will have a 12-month fixed term employment contract with a starting salary of £24,000 per annum.

Pupils will be enrolled in the firm's pension scheme and will have an annual leave allowance of 25 days (in addition to Bank Holidays). Tax and NIC will be paid via PAYE. Pupils will benefit from the firm's PII.

Travel expenses to courthouses, prisons, police stations, and other eligible work locations will be reimbursed and the firm will cover the cost of training provided by external providers and assessments (including re-sits in exceptional circumstances).

Pupils will benefit from access to the firm's library and will be provided with their own copy of the latest edition of Blackstone's/Archbold. The firm will also pay for a pupil's wig and gown and practising certificate.

Unless otherwise agreed, pupils will have the firm's office as their base where they will work as part of a team with other colleagues. Pupils will benefit from a supportive a friendly atmosphere, working alongside their Pupil Supervisor. They will find it particularly useful to discuss their work with colleagues, as well as benefitting from the type of learning that can only happen working alongside colleagues in a vibrant, professional environment.



Structure of Pupillage

Our pupillages are for a period of 12 months on a full-time basis and, unless otherwise agreed, pupils will be based at the firm's office..

Pupils will follow our bespoke 12-month training programme focusing on developing the skills, knowledge, and experience to deal with complex and challenging cases in the Crown Court. Our pupillage provides a unique advantage over a 'traditional' Chambers pupillage as our Pupils will undertake the training to achieve the Criminal Litigation Accreditation (attaining Duty 'Solicitor' status). This is a recognised quality standard for criminal practitioners, facilitating a solid grounding in representing those accused of criminal offences at the police station and the magistrates' court. This strong foundation will enhance the quality and standard of our Pupils' advocacy in the Crown Court.

During the non-practicing period, in addition to supported theoretical study, Pupils will spend time observing and shadowing the work of both our in-house lawyers and external Counsel. Pupils will also spend time sitting with a District Judge dealing with magistrates' court proceedings. In addition to the compulsory courses, they will attend regular in-house training events and undertake mock trials and advocacy exercises. They will be exposed to a huge variety of work across the entire spectrum of criminal offences.

During the practicing period, Pupils will be appearing regularly in both the magistrates' court and the Crown Court. Pupils will continue to participate in training events and advocacy masterclasses. Whilst Pupils will enjoy being challenged and developing their practice, they will undertake work that is suitably matched to their skills and experience at any given time.

Upon pupillage completion, Pupils will be performing to a high standard in all courts, with a particular focus on Crown Court cases. They will be representing clients across a broad range of offences and will understand the work required of litigators and advocates to achieve successful outcomes. They will have a thorough understanding of the practical application of the rules, procedures, and processes in the criminal courts and at the police station. Moreover, they will be invested in being part of a team that provides a high standard of representation at every stage of criminal proceedings, understanding that this is necessary to attract and retain high-



calibre work facilitating the development of their own interesting and rewarding practice as an employed barrister.

Although there will be the occasional necessity to travel further afield, the majority of our work is based in Dorset. A pupillage with us will therefore particularly suit those who want to spend their time studying, observing, developing, and practicing, instead of travelling here, there and everywhere.

Eligibility to Apply

Aspiring barristers will be aware that there are mandatory minimum requirements specified by the BSB for entry to the profession. Accordingly, we have incorporated these requirements in our eligibility criteria. We will only accept applications from those who have the following:

- 1) Attained a lower second class honours (2:2) law degree or, alternatively, a lower second class honours (2:2) non-law degree + Graduate Diploma in Law (or equivalent);
- 2) Successfully completed the Bar Training Course (or a post-graduate BSB approved Bar Course, previously the BPTC (Bar Professional Training Course), or, another England and Wales bar qualification (e.g. Bar Transfer Test)
- 3) Completed the prescribed number of qualifying sessions as a student member of an Inn, or be in the process of completing them;
- 4) Been Called to the Bar, or will soon be Called.

Whilst we understand that it is often the case that the pupils of the future wish to secure pupillage before completing the vocational training course, we will only accept applications from those who have completed that training. This is for a number of reasons, including, confirmation that applicants have started to develop the skills necessary to succeed in a career at the Bar to the required standard, have practical experience of Criminal Litigation and advocacy and are making an informed choice about pursuing a career in Criminal Defence, and reduces the risk of a change in heart about undertaking pupillage after accepting the offer.

Application Process

Application is by the submission of a fully completed application form (available on our website when a position is advertised, under the pupillage job advert: <https://hilltwine.co.uk/join-us/>). The completed application form needs to be sent to Sarah Hill by the deadline: sarahhill@hilltwine.co.uk.



Shortlisting for interview will take place shortly after the application deadline. However, the Pupillage Committee are able to consider application forms at an earlier date, i.e. upon receipt. This ensures that the volume of applications can be appropriately managed, allowing for sufficient review time to be allotted and avoiding the situation of a number of application forms having to be reviewed within a short time frame.

Application forms are scored against specified criteria (see Annex 1 below) to identify those who should be selected for interview. The number of applicants selected for interview is not pre-determined and, therefore, so long as the selection criteria is met the applicant will be invited to criteria. This means that it will be possible for invitations for interview to be sent out before the closing date. The advantage of this is the flexibility it provides to interview those who may not otherwise be available during the pre-determined interview timetable and/or to manage more efficiently the number of interviews to be conducted.

Interviews will normally take place during a specified time frame. However, as stated above, there is flexibility in the process to facilitate interviews with shortlisted applicants at an alternative time. This ensures that the needs and pre-existing commitments of shortlisted applicants can be accommodated. As the number of interviewees is not pre-determined, it also allows for all who meet the selection criteria to be interviewed.

Each interview will last for no longer than 1 hour and will include a short advocacy exercise (a plea in mitigation). All applicants will undertake the same exercise and they will be provided with the materials at least one week in advance of the interview date. The criteria set out in Annex 2 will apply. Those who exceed the selection threshold and, therefore, are suitable for appointment will be ranked (i.e. highest score to lowest score). The offer of pupillage will be made to the candidate with the highest score; the other candidates will be on a reserve list in order of score.

It is not intended for second-round interviews to take place as a matter of course. Second-round interviews will only take place if there are a number of candidates who are suitable for appointment and have the same highest score. Aspiring pupils will be notified in advance of the interview timetable but, as with first-round interviews, there is flexibility in the timeframe and the needs and pre-existing commitments of interviewees can be taken into account.



Whilst it is intended for pupillage to commence by the specified date, this can be altered if necessary (for example, in the event of the successful applicant needing to re-locate, give notice to an existing employer etc.).

Offers for pupillage will be made by the published date. The firm may, at its discretion, offer more pupillages than advertised.

We are very happy to give *all* applicants feedback. All requests should be made by email to SarahHill@hilltwine.co.uk. We will endeavour to give feedback by telephone.

Completion of Pupillage

We recruit pupils with a view to offering a permanent employment contract as an Employed Barrister, subject to successful completion of pupillage. Pupillage will be monitored in a number of ways. Pupils will participate in the firm's formal Performance Management process (applicable to all employees). They will also be supervised throughout the pupillage year and will have a bespoke training plan with performance targets set. This structure ensures that the performance of pupils is considered fairly and objectively.

As stated above, the pupil will be offered a permanent contract if pupillage is successfully completed. At the end of pupillage, a meeting will take place between the applicant and the Directors to discuss appointment.



ANNEX 1

Application Form Selection Criteria for Interview

Scores:

- 0 Not met/no evidence
- 1 Limited evidence
- 2 Some/extensive evidence but of a limited quality
- 3 Some evidence of a high quality
- 4 Extensive evidence of a high quality

Criteria	Score	Notes
<p>Minimum mandatory eligibility requirements met?</p> <p>Degree Bar Course Qualifying Sessions Called to the Bar</p>	Yes/No	
<p>Experience of the Criminal Justice System</p>		
<p>Commitment to a a career in Criminal Defence at Hill Twine Solicitors</p> <ul style="list-style-type: none"> • Reasons for wanting to undertake pupillage in a solicitors' firm • Reasons for wanting to pursue a career in Criminal Defence • Commitment to being based in Dorset • Potential to contribute to Hill Twine more generally (e.g. talks, seminars, marketing, delivering training) 		

<p>IT Skills</p> <ul style="list-style-type: none"> • Ability to use digital documents in place of hard copy papers • Experience of Microsoft programmes, or similar (Word, Excel etc) • Confidence using IT in a pressured environment 		
<p>Experience of public speaking (including advocacy)</p> <ul style="list-style-type: none"> • Ability to engage with people from different backgrounds and gain trust • Ability to vary style to suit audience • Experience of formal public speaking 		
<p>Temperament and interpersonal skills</p> <ul style="list-style-type: none"> • Commitment to and capacity for hard work • Ability to perform under pressure • Ability to work alone and as part of a team • Understanding of the needs and concerns of others • Resilience capacity (for example, does the applicant have outside interests which help maintain a work/life balance and give perspective) 		

<p>Intellectual Ability</p> <ul style="list-style-type: none">• Ability to learn and apply new information• Ability to process and absorb information from extensive material• Ability to identify salient issues from complex information• Ability to identify helpful material and dealing with unhelpful material• Depth and consistency of analysis• Attention to detail		
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TOTAL SCORE:



ANNEX 2

Selection Criteria for Interview & Suitability for Appointment

Criteria	Score	Notes
<p>Advocacy Ability</p> <ul style="list-style-type: none"> • Confidence • Appropriateness of tone, volume, pace and style • Ability to structure an argument • Ability to focus on key points • Ability to deal with weaknesses in a case • Ability to deal with interjections • Persuasiveness of argument • Ethical issues (e.g. not misleading the court, acting in the interests of a client and being an Officer of the Court) 		
<p>Preparation Ability</p> <ul style="list-style-type: none"> • Ability to understand and apply Sentencing Guidelines • Ability to identify strengths and weaknesses in a case • Ability to absorb information and apply to a situation 		

TOTAL SCORE:

COMBINED SCORE:

