



THE HONOURABLE SOCIETY OF  
THE INNER TEMPLE

# Student Handbook

2022/23



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# RESPONSIBILITIES

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## Education & Training Service Standards

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.

We will do this by:

- Responding to communications in a timely fashion and forwarding communications onto relevant colleagues if the answer is not immediately available to us. For more complex communications and enquiries, we will inform you if the response might take longer than usual.
- Ensuring we are well-informed and well-trained about policies, processes, schemes and events and creating opportunities to share knowledge and information where necessary.
- Identifying ourselves by name and team when providing a service by email and ensuring clear staff ownership of communications and issues at all times.
- Encouraging and considering formal and informal feedback from our members, listening to suggestions for the development of our services and implementing suitable suggestions where possible.

## Your Responsibilities

You can help us achieve the above goals by following the [Volunteer and Participant Code](#) and by making a commitment to treating 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](http://www.innertemple.org.uk)

## The Inner Temple's Commitment

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/>

Feedback forms will be sent out after each Qualifying Session. If you have any concerns, 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

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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 – a form of apprenticeship – 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 'Benchers'. 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](http://www.innertemple.org.uk)



# Visiting the Inn

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We are delighted to announce the completion of Project Pegasus and the reopening of the Inn's redeveloped and refurbished Treasury Building. Project Pegasus has provided a unique opportunity to add space and state-of-the-art educational facilities to our premises, which will support the activities of the Bar for generations to come. The project has allowed us to create attractive, flexible training and lecturing spaces, which will further facilitate the delivery of educational programmes for students, pupils and practitioners. The 2022-2023 academic year will be the first year the new facilities are fully open and operational, and 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](http://innertemplelibrary.org.uk).

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



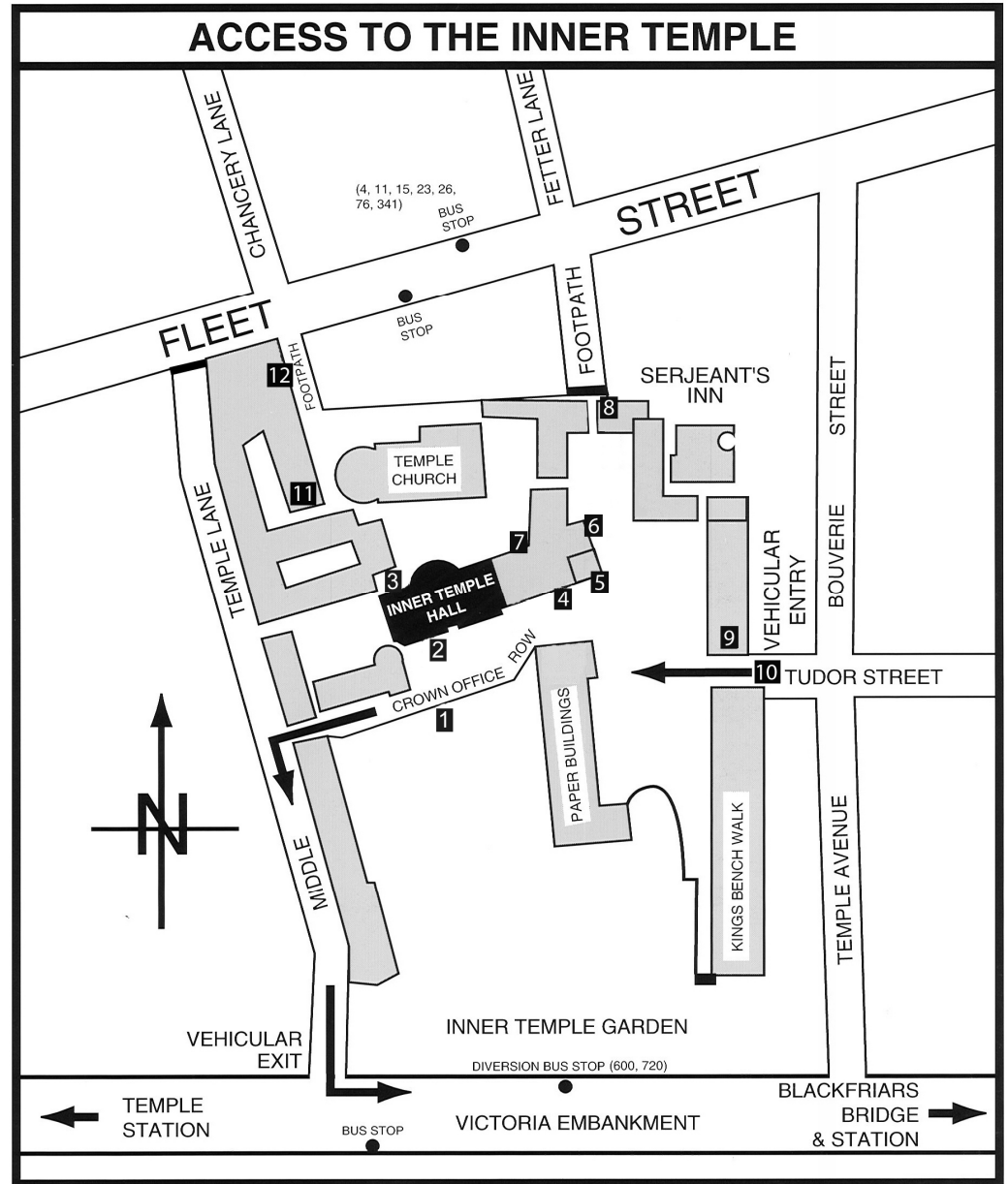
The nearest underground stations are Temple and Blackfriars stations on the Circle and District lines.

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, 3<sup>rd</sup> Floor
- 12 Temple Church, Temple Music Foundation: 1 Inner Temple Lane



# INTRODUCTION TO QUALIFYING SESSIONS

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## 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

From September 2020, the number of Qualifying Sessions needed to be called to the Bar changed. Students beginning the Bar Course **on or after 1 June 2020** must now complete ten Qualifying Sessions (please note that the Call to the Bar ceremony does not count as a Qualifying Session). Students must attend a minimum of one session under each of the themes outlined below and at least two sessions must be interactive and require preparation in advance (NB: all interactive sessions *also* require preparation in advance so you only need to attend two of these sessions altogether, not four). Students can contact the Education and Training Department if they have questions about this change.

The Inn's Qualifying Sessions are spread across five themes. The themes are:

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

The Inn recognises that its student members study the vocational qualification component with providers across England and Wales and therefore provides a wide range of Qualifying Sessions at weekends as well as during the week. The Inn provides the opportunity for Bar Course students at providers outside of London to complete up to five Qualifying Sessions locally (this local provision includes online sessions specifically reserved for Circuit students).

Students who began the Bar Professional Training Course (BPTC) before 1 June 2020 are subject to transitional provisions set out in the joint Inns [Qualification and Educational rules](#).

Please note, it is a student's responsibility to ensure that they attend the required number and type of Qualifying Sessions. It will be made as clear as possible to you at the point of booking which Qualifying Sessions count for which themes.





# USEFUL INFORMATION ON QS's

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## How to Book

Inner Temple Qualifying Sessions are booked via our website at [www.innertemple.org.uk](http://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](http://www.innertemple.org.uk/events)). If you did not receive your login details, please contact [enquiries@innertemple.org.uk](mailto:enquiries@innertemple.org.uk).

Booking for Qualifying Sessions normally opens in September and in December. You will be notified at the beginning of each term when new Qualifying Sessions 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. As such, you should start to accrue your Qualifying Sessions as early as possible.

After two years of Qualifying Sessions being held largely online, owing to the COVID-19 pandemic, the Inn is now looking forward to welcoming students back to in-person sessions, many of which will be held in the new E&T facilities. We are, however, sensible of the many benefits of online training and going forwards will be hoping to balance 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 in person events

- Students should arrive promptly.
- Doors will close at the time stated on the ticket or indicated in your confirmation email.
- Please provide your ticket or confirmation email on arrival if requested.

Please note that latecomers will not be permitted entry so you should allow ample time for travel to the Inn/venue. If you feel that exceptional circumstances have caused you to be late, you may discuss these by calling the Duty Porter on 020 7797 8255 or the number provided for the relevant staff member.

Mobile phones must be switched off. Students must ensure that they sign the register at each Qualifying Session event – failure to do so will result in the QS credits not being awarded.

## Attendance at online events

Please ensure you enter the session on time - it would be best if you prepared to log in five or ten minutes before.

Attendance of all events is monitored. You will be required to be present for the entire session to gain the QS credits. You will need to keep your camera on throughout.

Please note that all events are recorded for internal use only and attendance of events is monitored. It is vital you do not film or screengrab the event yourself and do not share any images on social media.

## 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, plus a dark tie for men. (When gowns are required



for a Qualifying Session, they will be made available in the cloakrooms). 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).

## Refunds

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

## 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 [qs@innertemple.org.uk](mailto:qs@innertemple.org.uk) if you have any further queries.

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 [qs@innertemple.org.uk](mailto:qs@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.



# QUALIFYING SESSIONS PROGRAMME

Please find below a timetable of Qualifying Sessions for the 2022-2023 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 2022

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Saturday 17 September	Advocacy and Legal Research Training	8:50 – 14:00 (Morning Session)  11:00 – 16:00 (Afternoon Session)	2	3
Saturday 24 September	Advocacy Teacher Training Weekend (Sat)	9:30 – 16:00	2	1
Sunday 25 September	Advocacy Teacher Training Weekend (Sun)	9:30 – 12:30	1	1
Tuesday 27 September	Introductory Evening for London Students	16:30 – 19:30	1	2
Friday 30 September	Foundational Skills Course	14:00 – 16:00	1	2
Friday 30 September	Introductory Evening for OOL Students	16:30 – 19:30	1	2
Saturday 1 October	Foundational Skills Course	10:00– 12:00 (Morning Session)  13:00– 15:00 (Afternoon Session)	1	2
Monday 3 October	Reader's Lecture Night	18:00 – 19:30	1	2
Monday 10 October	EDI Series: Being LGBTQ+ at the Bar [online]	17:45 – 20:00	1	2
Monday 17 October	CIRCUIT SESSION: Subject How to examine/cross-examine a vulnerable witness [online]	18:00 – 20:00	1	2
Wednesday 19 October	Legal Research Training	17:30 – 19:30	1	2
Thursday 20 October	Ethics in Practice [online]	17:30 – 19:00	1	2
Monday 24 October	Advocacy Demo and Lecture w. Master Hodge	18:30 – 21:00	1	2
Thursday 27 October	EDI Series: Class and Socio-Economic Diversity at the Bar [online]	17:45 - 20:00	1	2
Thursday 3 November	Wellbeing at the Bar	18:00 – 20:00	1	2
Wednesday 9 November	Pupillage Q&A	18:00 – 20:00	1	2

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Monday 14 November	Reader's Lecture Night	18:00 – 19:30	1	2
Tuesday 15 & Monday 21 November	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Monday 21 November	Social Context of the Law Series	17:45 – 20:00	1	2
Wednesday 23 & Tuesday 29 November	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Tuesday 29 November	CIRCUIT SESSION: Reality & Resiliency at the Bar <a href="#">[online]</a>	18:00 – 20:00	1	2
Thursday 1 December	CIRCUIT Pupillage Q&A <a href="#">[online]</a>	18:00 – 20:00	1	2
Friday 9 – Sunday 11 December	Student Advocacy Weekend – December	All Weekend	4	4
Date TBC	Magna Carta Moot	18:00 – 20:00	1	2

## January to March 2023 (NB: Programme subject to change)

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Tuesday 10 January	EDI Series: Subject TBC <a href="#">[online]</a>	17:45 – 20:00	1	2
Monday 16 January	Advocacy Master Class	17:45 – 20:00	1	2
Wednesday 18 January	Spotlight On: Pupillage Support <a href="#">[online]</a>	17:45 – 19:45	1	2
Saturday 21 January	CIRCUIT SESSION: Education Day	11:00 – 16:15	3	3
Tuesday 24 January	CIRCUIT SESSION: Subject TBC <a href="#">[online]</a>	18:00 – 20:00	1	2
Tuesday 7 February	Spotlight On: Wellbeing in Pupillage <a href="#">[online]</a>	17:45 – 19:45	1	2
Friday 10 – 12 February	Student Advocacy Weekend – February	All Weekend	4	4
Monday 13 February	Reader's Lecture Night	18:00 – 19:30	1	2
Thursday 16 & Tuesday 21 February	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Saturday 18 February	Ethics in Practice <a href="#">[online]</a>	11:30 – 13:00	1	2
Monday 20 February	Social Context of the Law Series	17:45 – 20:00	1	2
Tuesday 21 February	CIRCUIT SESSION: Subject TBC <a href="#">[online]</a>	18:00 – 20:00	1	2
Thursday 23 & Tuesday 28 February	Mock Trials	17:30 – 19:30 (on both dates)	1	1
Saturday 25 February	Education Day	10:00 – 16:00	3	3
Monday 27 February	International Practice Panel	17:30 – 19:00	1	2
Monday 6 March	Reader's Lecture Night	18:00 – 19:30	1	2
Saturday 25 March	CIRCUIT SESSION: Education Day	11:00 – 16:15	3	3
Saturday 1 April	CIRCUIT SESSION: Education Day	11:00 – 16:15	3	3

## April to July 2022 (NB: Programme subject to change)

Date	Qualifying Session Title	Timings	QS Points	Ticket Tier
Saturday 29 April	Advocacy Day & Legal Research Training	8:50 – 14:00 (Morning Session)  11:00 – 16:00 (Afternoon Session)	2	3
Friday 5 – Sunday 7 May	Student Advocacy Weekend – May	All Weekend	4	4
Wednesday 10 March	Ethics in Practice <a href="#">[online]</a>	17:30 – 19:00	1	2
Saturday 13 May	CIRCUIT SESSION: Education Day	11:00 – 16:15	3	3
Monday 15 May	CIRCUIT SESSION: Subject TBC <a href="#">[online]</a>	18:00 – 20:00	1	2
Tuesday 16 May	Social Context of the Law Series	17:45 – 20:00	1	2
Thursday 25 May	Rawlinson Cup Debate and Final	18:00 – 20:00	1	2
Monday 12 June	Social Context of the Law Series	17:45 – 20:00	1	2
Monday 19 June	CIRCUIT SESSION: Subject TBC <a href="#">[online]</a>	18:00 – 20:00	1	2
Tuesday 20 June	EDI Series: Subject TBC <a href="#">[online]</a>	17:45 – 20:00	1	2
Thursday 29 June	Spotlight On: Alternative Routes to Practising at the Bar <a href="#">[online]</a>	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

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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/>

# STUDENT ADVOCACY WEEKENDS

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## 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 2022-2023 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):

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9-11 December 2022, Cumberland Lodge, Windsor – **Trust No One: Anonymity and the Law**

10-12 February 2023, Crewe Hall, Crewe – **Dividing the Spoils: Financial Relief in the 2020s**

5-7 May 2023, Crewe Hall, Crewe – **Money Laundering**

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## 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 themes covered are as follows: Advocacy Skills; Ethics, Standards and Values; Legal Knowledge and the Rule of Law; and Preparation for Pupillage, Career Development and Wellbeing.

## How to Book

Places are limited and will be allocated by a ballot system. An email will be sent to you on **Friday 7 October** with a link to the online ballot form. The ballot will close at 1pm on Monday 17 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.



# STUDENT SCHEMES

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The Inn runs several schemes to support student members in their journey to the Bar. The Mentoring and Mock Interview Scheme provides support and guidance, both generally and also for pupillage interviews, while the Marshalling scheme provides valuable experiences upon which students can draw over the course of the interview process and practice.

## Mentoring Scheme

The Mentoring Scheme aims to pair Bar Course students with experienced practising barristers who can give advice and guidance to students as they take their first steps towards a career at the Bar. All Mentors are practitioners of at least three years' practice. There are limited places available on the scheme and mentors are allocated on a first come, first served basis.

## Mock Interview Scheme

The Mock Interview Scheme aims to help students build up confidence for pupillage interviews. Students who take part in this scheme are given the opportunity to practise their interview technique in front of an established barrister, and in a practice area that they are looking to gain pupillage in. Previous participants have found this to be a very beneficial and rewarding experience, having gained valuable feedback on a one-to-one basis. The scheme has volunteer barristers based across the country and most interviews are held online. In person interviews are an option, however they will be at the Interviewer's discretion.

Applicants must have a confirmed pupillage interview in order to take part in the scheme and are only able to avail themselves of one interview in total (regardless of the number of times they apply for pupillage).

## 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, family, employment, public and administrative areas of law.

The scheme is open to current Bar Course students and to members who have completed the Bar course but are yet to obtain pupillage; places are allocated on a first come, first served basis.

The arrangement of placements is subject to any restrictions that might be imposed by HMCTS.





# MARSHALLING SCHEME

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## 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.

Placements will be allocated from **January 2023** 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 2023 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

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:

Richard Loveridge, Education & Training Department,  
Treasury Building, Inner Temple, London EC4Y 7HL  
Tel: 0207 797 8212 Fax: 0207 797 8212  
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# MOCK INTERVIEW SCHEME

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## Feedback from 2021 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 **Helen Gaskell**.

Helen Gaskell, Education Coordinator  
Education and Training Department  
Tel: 020 7438 2386 Email: [hgaskell@innertemple.org.uk](mailto:hgaskell@innertemple.org.uk)



# MENTORING SCHEME

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*“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 3 October 2022.**

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 2 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 Mentors 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 Helen Gaskell [hgaskell@innertemple.org.uk](mailto:hgaskell@innertemple.org.uk)



# SPECIALIST BAR ASSOCIATIONS & SERVICES

There are 24 Specialist Bar Associations:

- [Administrative Law Bar Association](#)
- [Bar Association for Commerce Finance and Industry](#)
- [Bar Association for Local Government and the Public Service](#)
- [Bar European Group](#)
- [Chancery Bar Association](#)
- [Commercial Bar Association](#)
- [Criminal Bar Association](#)
- [Employment Law Bar Association](#)
- [Family Law Bar Association](#)
- [FDA](#)
- [Intellectual Property Bar Association](#)
- [London Common Law and Commercial Bar Association](#)
- [Midland Chancery and Commercial Bar Association](#)
- Northern Chancery Bar Association
- Parliamentary Bar Mess
- [Personal Injuries Bar Association](#)
- [Planning and Environmental Bar Association](#)
- [Professional Negligence Bar Association](#)
- [Property Bar Association](#)
- Public Access Bar Association
- [Revenue Bar Association](#)
- [Technology and Construction Bar Association](#)
- Western Chancery and Commercial Bar Association

In addition to the above specialist Bar Associations, there are many other networks and associations providing support within the profession, including:

Organisation	Description and Service(s)
<a href="#">Inner Temple</a>	<ul style="list-style-type: none"> <li>- In Focus events</li> <li>- Inn Support advisors (as part of the Anti-harassment policy)</li> <li>- Disability grants</li> <li>- Pre-Pupillage Wellbeing Assistance Programme</li> <li>- Qualifying Sessions Financial Support Scheme</li> </ul>
<a href="#">Bar Council</a>	<p><i>“The Bar Council represents barristers and acts as a voice for the profession on an increasing number of issues, including the administration of justice and relations with Government, the European Union, legal professions in other countries and other organisations with common interests. It participates in the negotiation of publicly funded fees in addition to law reform consultation as well as the future of the profession. Over 200 barristers serve on a range of committees, working in the interest of the profession and of the public by seeking to improve the quality of service that the profession provides.”</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Mentoring</li> </ul>
<a href="#">Association of Women Barristers</a>	<p><i>“The Association of Women Barristers was founded in 1991 to monitor and represent the interests of women at the English Bar.”</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Mentoring</li> <li>- Report writing</li> </ul>

Organisation	Description and Service(s)
<a href="#">Temple Women's Forum</a>	<i>"The Temple Women's Forum was founded in 2011 to encourage and support women throughout their careers, so as to increase retention within the profession."</i>
<a href="#">Women in Planning</a>	<p><i>"Women in Planning is an independent network with the aim to promote a diverse, equitable and inclusive planning industry."</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Blog showcasing women in Planning and highlighting research.</li> </ul> <p>Events throughout the year</p>
<a href="#">Western Circuit Women's Forum</a>	<p><i>"The Western Circuit Women's Forum was set up in 2015 with three simple aims: To improve the lot of women barristers on the Western Circuit. To encourage and help more Western Circuit women to stay at the Bar. To encourage and help more Western Circuit women to become QC's or judges."</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Mentoring</li> </ul>
<a href="#">Women in Criminal Law</a>	<p><i>"We are an organisation setting out to connect and promote professional women across the criminal justice sector. We will support and inspire, mentor and socialise, empower and encourage."</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Mentoring</li> </ul>
<a href="#">Black Barristers Network</a>	<i>"Black Barristers' Network: promoting the growth of black barristers through support, visibility and community outreach."</i>
<a href="#">Society of Asian Lawyers</a>	<p><i>"The Society of Asian Lawyers (SAL) is an open, democratically run organisation – the biggest BAME lawyers' Society in the UK representing over 2,000 members."</i></p> <p>Services offered:</p> <ul style="list-style-type: none"> <li>- Mentoring</li> </ul>
<a href="#">FreeBar</a>	<i>"FreeBar is a network aiming to foster inclusion and support for LGBT+ people working as and with barristers"</i>
<a href="#">BLAGG</a>	<i>"The Bar Lesbian and Gay Group (BLAGG) exists to support lesbians, bisexuals, transgendered and gay men at whatever stage they are, in the profession or thinking about it, whether or not they are "out" and whether they want to enjoy our social activities or are seeking information and advice."</i>
<a href="#">Kalisher Trust</a>	<p><i>"The Kalisher Trust transforms the lives of young people, as we work towards achieving a more socially mobile and diverse criminal bar."</i></p> <p>Services Offered</p> <ul style="list-style-type: none"> <li>- legal apprentices and advocacy training to those from disadvantaged backgrounds</li> </ul>
<a href="#">Justice</a>	<i>"JUSTICE is an all-party law reform and human rights organisation working to strengthen the justice system – administrative, civil and criminal – in the United Kingdom."</i>

# CALL TO THE BAR

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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 champagne reception for you and your guests.
- Guidance on applying to be called to the Bar, as well as the relevant application forms, will be sent out to all current Bar course students in spring 2023. 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](http://www.innertemple.org.uk)) or by emailing [records@innertemple.org.uk](mailto:records@innertemple.org.uk). The guidance document and application forms 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 2023, you may have already received the application guidelines via email in spring 2022. 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
  - Obtained the requisite number of Qualifying Session (QS) points
  - 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 are able to submit an application before you have completed the Bar course, 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 submitting an application. Further information about this process will be included in the guidelines due to be sent out early next year. Once you have completed all the application forms, including the signed Master of the Bench interview form and paid your Call Fee, you can then submit your application for Call.
- 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 ([tlouis-byfield@innertemple.org.uk](mailto:tlouis-byfield@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 2023.*





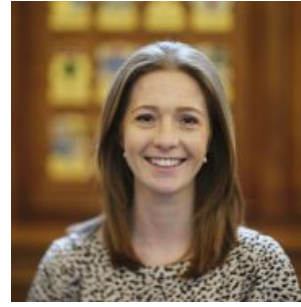
# CONTACT US



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# An Introduction to the Inn on Circuit

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## Introductory Session for OOL Students (30 September 2022)

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 and to make use of our travel subsidy scheme to help with the cost of your visit if necessary.

The evening will include:

- A talk from the Treasurer, seniors members and recent students about life as an Inner Temple Member
- The opportunity to network with senior members of the Inn from across the UK and specific circuit groups and chambers
- A “careers fair”-style session, with informational stalls for different 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!

## Events on Circuit or for Circuit Students Online

In addition to the general Qualifying Sessions scheme, we also run events with priority booking and a specific circuit focus for students studying outside of London.

This year will include four Circuit Education Days running between January and May. These events provide an opportunity for circuit students to meet at a reasonably local venue 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 Leeds, Liverpool, Birmingham and Cardiff.

We also run online sessions specifically reserved for circuit students. These will be run by a pool of volunteers practicing outside of London and are designed to give you a taste of life at the Bar on circuit via an accessible format. These sessions will include lectures, pupillage advice panels, sessions on pupillage and wellbeing and training on how to use the Inner Temple library services.

## 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.

## Contact

If you have any concerns specific to the Circuit Qualifying Sessions please contact:

**Kerry Upham**

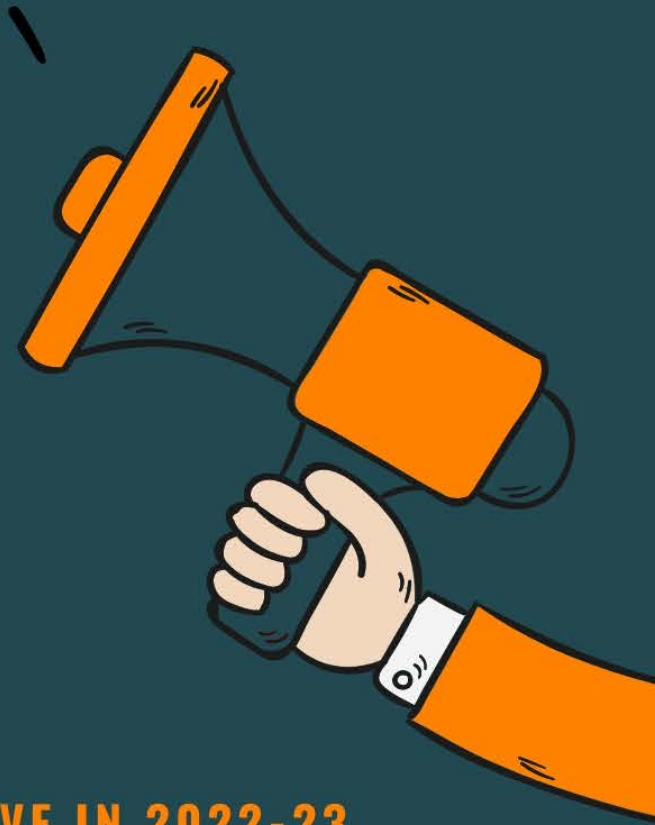
Tel: 0207 797 8189

Email: [kupham@innertemple.org.uk](mailto:kupham@innertemple.org.uk)



THE HONOURABLE SOCIETY OF  
THE INNER TEMPLE

# APPLY NOW!



## TO BE A COURSE REPRESENTATIVE IN 2022-23

We want to hear from all our students about their experience and that is why we are asking you to apply to be the Course Representative for the academic year of 2022-23.

Successful candidates will also have the opportunity to become Student Representatives and sit on committees shaping our programmes and future plans.



APPLY VIA: [HTTPS://INNERTEMPLE.TYPEFORM.COM/COURSEREP2022](https://inner temple.typeform.com/courserep2022)  
OR SCAN THE QR CODE ABOVE

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SEPTEMBER 2022  
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