



Pupillage Gateway

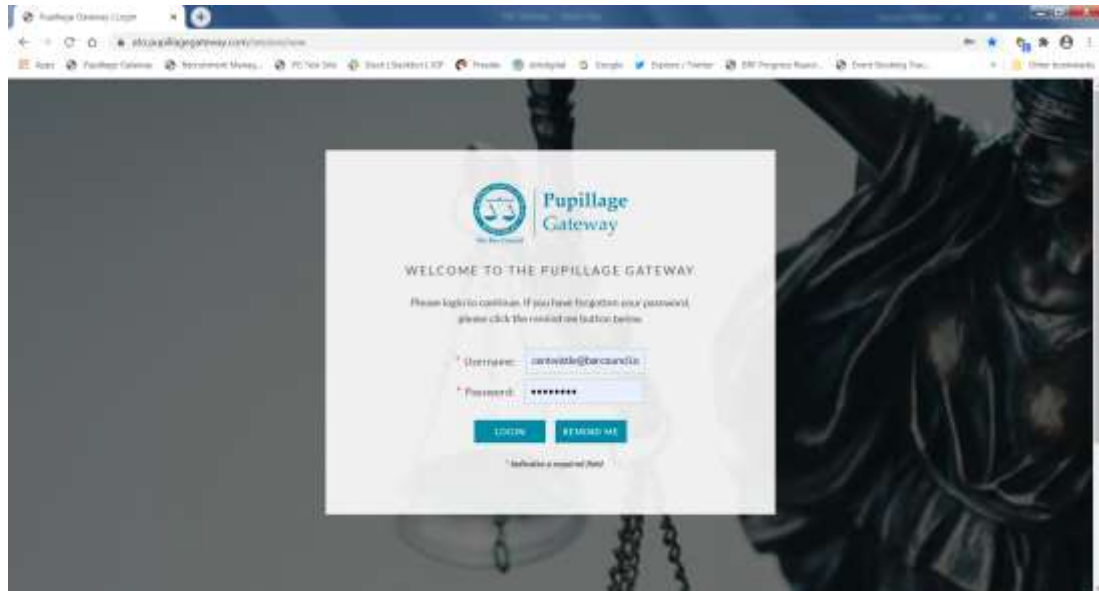
User Guide

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Logging into the Platform

1. You can log in to the Pupillage Gateway by visiting <https://ato.pupillagegateway.com/session/new>.

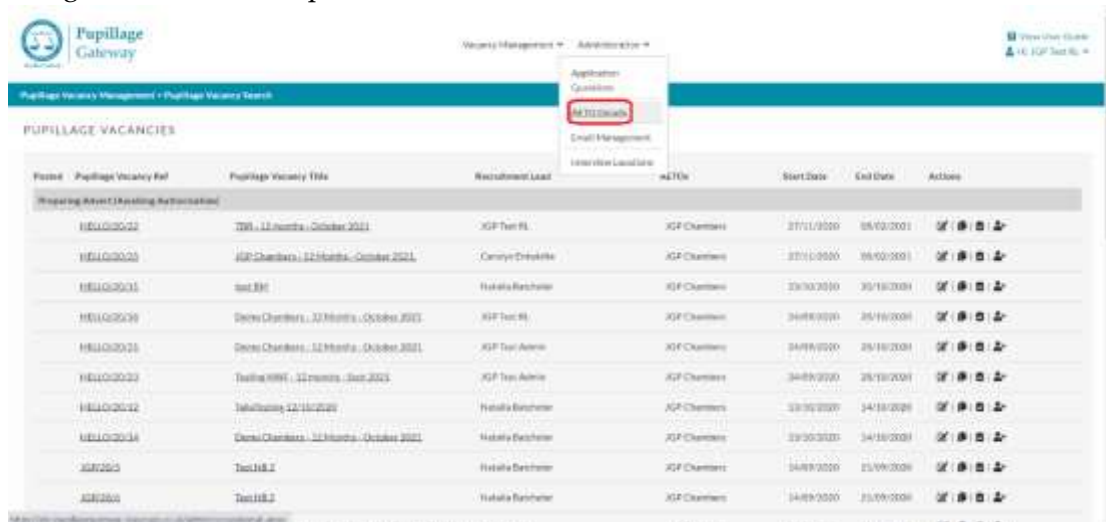


2. To access the Pupillage Gateway, enter your Username and Password and click the 'Login' button in the centre of the page.

Note: If you haven't used the Pupillage Gateway to administer your recruitment process in previous years, please complete an AETO Account Information Form (see Annex 1) and return it to PupillageGateway@BarCouncil.org.uk.

Updating your AETOs Details

3. Select 'AETO Details' from the 'Administration' dropdown box in the main navigation bar at the top of the site.



4. Click on the name of the AETO that you'd like to alter the details of, noting that unless you are registered with the Pupillage Gateway as a Recruitment Lead for more than one AETO, only one option (the option for your AETO) should appear.




5. Work your way through the form making any necessary changes and scrolling down to the bottom of the page to click 'SAVE' when you've finished.

Note: You can make changes to your AETO's details at any time during the recruitment process and they will be reflected in any live advertisements you have posted to the frontend of the site.

Creating a New Vacancy

6. Select 'Create New Vacancy' from the 'Vacancy Management' dropdown box in the main navigation bar at the top of the site.



Vacancy Management

Administration

Create New Vacancy

My Pupillage Vacancies

Manage Current Vacancies

View Completed

View Withdrawn

View No Appointment

[View User Guide](#)
[Hi, KGP Test B1](#)

Pupillage Vacancy Management • Pupillage Vacancy Search

PUPILLAGE VACANCIES

Posted	Pupillage Vacancy Ref	Pupillage Vacancy Title		AETOs	Start Date	End Date	Actions
Preparing Advert (Awaiting Authorisation)							
HELLO/20/02	200	200 - 12 months - October 2021		KGP Chambers	27/11/2020	06/10/2021	🔍 📄 👤 🗑️
HELLO/20/02		KGP Chambers - 12 Months - October 2021		KGP Chambers	27/11/2020	06/10/2021	🔍 📄 👤 🗑️
HELLO/20/11	test 800	Natalia Balycheva		KGP Chambers	23/10/2020	30/10/2020	🔍 📄 👤 🗑️
HELLO/20/10	Demo Chambers - 12 Months - October 2021	KGP Test B1		KGP Chambers	24/09/2020	16/10/2020	🔍 📄 👤 🗑️
HELLO/20/01	Demo Chambers - 12 Months - October 2021	KGP Test Admin		KGP Chambers	24/09/2020	16/10/2020	🔍 📄 👤 🗑️
HELLO/20/23	Testing NWS - 12 months - test 2021	KGP Test Admin		KGP Chambers	24/09/2020	16/10/2020	🔍 📄 👤 🗑️
HELLO/20/12	Test Testing 12/10/2020	Natalia Balycheva		KGP Chambers	13/10/2020	14/10/2020	🔍 📄 👤 🗑️
HELLO/20/14	Demo Chambers - 12 Months - October 2021	Natalia Balycheva		KGP Chambers	13/10/2020	14/10/2020	🔍 📄 👤 🗑️

7. Complete the boxes on the first page, using the hint text '?' to guide you and pressing 'Save'.

ADD NEW PUPILLAGE VACANCY

* Pupillage Vacancy Title:

* ALTO:

* Primary Recruitment Lead:

* Primary Recruitment Manager:

* Current Date:

* Advert Start Date/Time:

* Advert Close Date/Time:

* Pupillage Start Date:

Note: If you wish to specify only a month and year to applicants, select the first of the month.

* Pupillage Type:

Pupillage Vacancy Title – If your preferred ‘Pupillage Vacancy Title’ doesn’t exist in the drop-down menu, please select ‘Create new...’ from the top of the menu and enter the title of your advertisement in the box that appears using the format [Name of AETO] – [Length of Pupillage] – [Start Month/Year] i.e. Bar Council – 12 Months – October 2021.

AETO – Select your AETO from the dropdown menu, noting that unless you are registered with the Pupillage Gateway as a Recruitment Lead for more than one AETO, only one option (the option for your AETO) should appear.

Primary Recruitment Lead –The Primary Recruitment Lead is the person within your organisation responsible for administering the recruitment process.

Primary Recruitment Manager - The Primary Recruitment Manager is the person within your AETO who is predominantly responsible for shortlisting applicants. Their access is limited to ensure they don't see candidates' answers to the Equal Opportunities Monitoring questions.

Note: You can add further Recruitment Leads and Recruitment Managers to your account by emailing their name and email address to PupillageGateway@BarCouncil.org.uk, specifying whether they ought to have full or partial access to the site.

Current Date – The date on which you are submitting the advertisement.

Advert Start Time/Date – If you are recruiting in line with the Pupillage Gateway timetable then the advert start date/time should reflect those given to you within the hint text ('?').

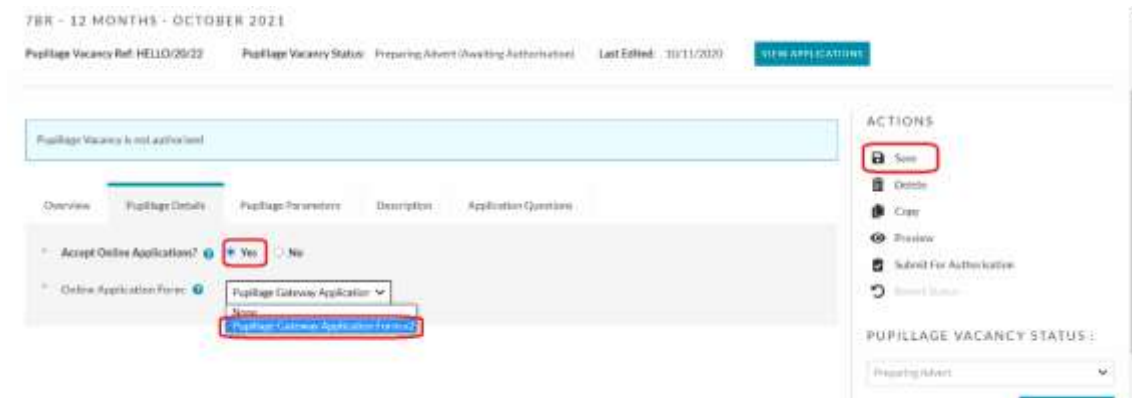
Advert Close Time/Date – If you are recruiting in line with the Pupillage Gateway then the advert close date/time should also reflect those found in the hint text ('?').

Pupillage Start Date – If you're unsure of the exact start date then simply specify the month and year by selecting the first of the month i.e. 01.10.2021 will appear as October 2021.

8. Once you're pressed 'Save', you'll be taken through to a page that looks like the one below. Click on 'Pupillage Details' to continue creating your vacancy.

The screenshot shows the 'Pupillage Gateway' interface. At the top, there's a navigation bar with 'Vacancy Management', 'Reporting', and 'Administration'. Below this, the page title is 'Pupillage Vacancy Management - Pupillage Vacancy Details - Overview'. The main content area shows a form for creating a vacancy. The 'Pupillage Vacancy Title' field is filled with '7BR - 12 months - OCTOBER 2021'. The 'Pupillage Vacancy Status' is 'Preparing Adverts (Awaiting Authorisation)'. The 'Last Edited' date is '15/11/2020'. There's a 'NEW APPLICATION' button. Below the form, there's a section for 'PUPILLAGE VACANCY STATUS' with a dropdown menu showing 'Preparing Adverts'. The 'Pupillage Details' tab is highlighted in the navigation bar.

9. If you're using the Pupillage Gateway to administer your recruitment process select 'Yes' when answering the question 'Accept Online Applications' and then 'Pupillage Gateway Application Form v3' from the 'Online Application Form' dropdown box before pressing 'Save' and moving on to 'Pupillage Parameters'.



7BR - 12 MONTHS - OCTOBER 2021
Pupillage Vacancy Ref: HELLO/20/22 Pupillage Vacancy Status: Preparing Advert (Awaiting Authorisation) Last Edited: 10/11/2020 VIEW APPLICATIONS

Pupillage Vacancy is not authorised

Overview Pupillage Details **Pupillage Parameters** Description Application Questions

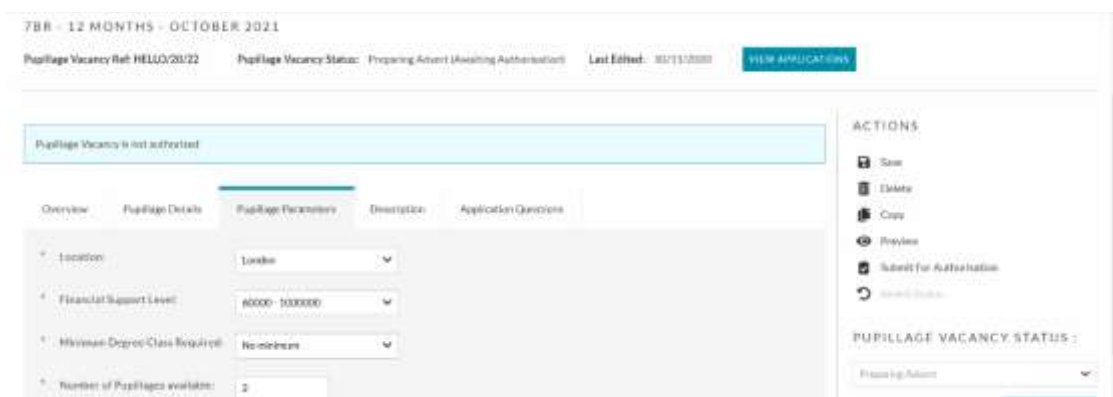
1. Accept Online Applications? ☒ Yes ☐ No

2. Online Application Form: **Pupillage Gateway Application Form v3**

ACTIONS: Save, Delete, Copy, Preview, Submit For Authorisation, Download Data

PUPILLAGE VACANCY STATUS: Preparing Advert

10. Work through the dropdown boxes under 'Pupillage Parameters' and add a figure for the 'Number of Pupillages Available' before pressing 'Save' and moving on to 'Description'.



7BR - 12 MONTHS - OCTOBER 2021
Pupillage Vacancy Ref: HELLO/20/22 Pupillage Vacancy Status: Preparing Advert (Awaiting Authorisation) Last Edited: 10/11/2020 VIEW APPLICATIONS

Pupillage Vacancy is not authorised

Overview Pupillage Details **Pupillage Parameters** Description Application Questions

1. Location: London

2. Financial Support Level: £6000 - £99999

3. Minimum Degree Class Required: No minimum

4. Number of Pupillages available: 2

ACTIONS: Save, Delete, Copy, Preview, Submit For Authorisation, Download Data

PUPILLAGE VACANCY STATUS: Preparing Advert

Location – Select from 'London', 'Midlands', 'Northern', 'North Eastern', 'South Eastern', 'Wales and Chester' and 'Western'.

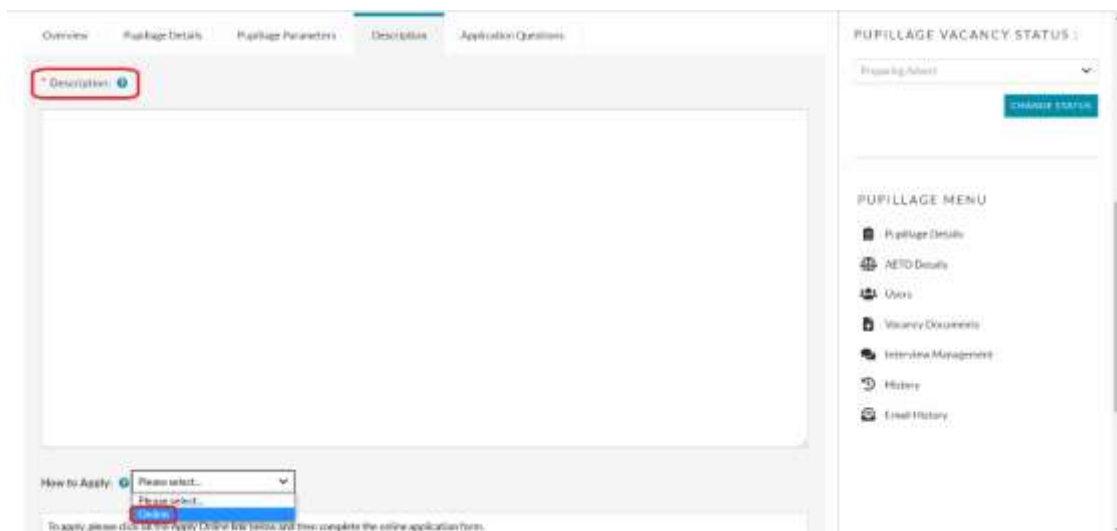
Financial Support Level – Select from '0', '£16,322 - £19,999', '£20,000 to £29,999', '£30,000 to £39,999', '£40,000 to £49,999', '£50,000 to £59,999' and '£60,000 to £100,000'.

Minimum Degree Class Required – Select from 'First', 'Upper Second', 'Lower Second', 'Third' and 'No Minimum'.

Number of Pupillages Available – Specify the number of pupillage offers you are hoping to make upon completion of the recruitment process.

Note: If you don't end the recruitment process with the number of pupils you've specified, then that won't be an issue.

11. Under 'Description' enter any information relevant to your AETO, its pupillage programme and the recruitment process itself.



12. Under 'How to Apply' select 'Online' and the text 'To apply please click the Apply Online link below and then complete the online application form' will appear automatically. Select 'Save' on to 'Application Questions'.

Note: You can alter the text that appears, but it is recommended that you keep the reference to clicking the 'Apply Online' link so that the process remains clear to prospective candidates.

13. Any questions appearing under 'ADD NEW APPLICATION QUESTION' will be visible on your advertisement and form part of your recruitment process. Any that you don't want to include can be deleted by selecting the 'Action(s)' box to the right-hand side of the relevant question(s) before pressing 'DELETE'.

Note: AETOs can ask up to seven questions. The 'BC1' and 'BC2' questions are recommended by the Bar Council but are not mandatory and can therefore be deleted.

Overview | Pupillage Details | Pupillage Parameters | Description | **Application Questions**

CREATE A NEW QUESTION

Application Question: Please select...

ADD **CANCEL**

Initiates a request form

ADD NEW APPLICATION QUESTION

Application Question	Actions
SC1: Why do you believe you will make a good barrister? In your answer, please identify any relevant experiences or skills that you believe may help you in your career.	<input type="checkbox"/>
SC2: Why do you want to join our chambers? In your answer, please give reasons for your choice of chambers and explain why you are interested in our style of practice.	<input type="checkbox"/>
Why do you want a pupillage?	<input type="checkbox"/>

DELETE

PUPILLAGE VACANCY STATUS:

Processing Request

CHANGE STATUS

PUPILLAGE MENU

- Pupillage Details
- AETO Details
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

Note: Some AETOs use one of their questions to test prospective candidates' aptitude for making written legal arguments or otherwise; marking answers anonymously before adding them to each applicant's shortlisting score. If you would like a bespoke report that enables you to do the same, then please contact PupillageGateway@BarCouncil.org.uk, noting that a cost of £300 plus VAT will be applied.

Top Tip: Think carefully about the number and type of questions that you would like to ask of prospective candidates, and the associated word counts. Previous ad-hoc research has indicated that AETOs that ask only two to three questions and keep the word limit between 150 and 250 tend to receive a higher number of applications, especially where one or more of the questions they ask has been recommended by the Bar Council.

- To add a question you've used previously, select it from the 'Application Question' dropdown menu and select 'ADD'.

Overview | Pupillage Details | Pupillage Parameters | Description | **Application Questions**

CREATE A NEW QUESTION

Application Question: Please select...

ADD **CANCEL**

Initiates a request form

APPLICATION QUESTIONS

Application Question	Actions
SC1: Why do you believe you will make a good barrister? In your answer, please identify any relevant experiences or skills that you believe may help you in your career.	<input type="checkbox"/>
SC2: Why do you want to join our chambers? In your answer, please give reasons for your choice of chambers and explain why you are interested in our style of practice.	<input type="checkbox"/>

PUPILLAGE VACANCY STATUS:

Processing Request

CHANGE STATUS

PUPILLAGE MENU

- Pupillage Details
- AETO Details
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

15. To add new questions to your vacancy, select the 'CREATE A NEW QUESTION' button.

The screenshot shows the 'Application Questions' tab in the 'PUPILLAGE VACANCY STATUS' interface. A red rectangle highlights the 'CREATE A NEW QUESTION' button. Below this button, there is a form to add a new application question. The form includes a 'Title' field, a 'Description' field, and a 'Word Count' dropdown menu. There are also 'SAVE' and 'CANCEL' buttons at the bottom right of the form. On the right side of the interface, there is a 'PUPILLAGE MENU' with various options like 'Pupillage Details', 'ALTO Details', 'Users', 'Vacancy Documents', 'Interview Management', 'History', and 'Email History'.

16. Type the question that you would like your applicants to answer in the 'Description' box and select your preferred 'Word Count' before pressing 'SAVE'.

The screenshot shows the 'Application Questions' tab in the 'PUPILLAGE VACANCY STATUS' interface. The 'Description' box is highlighted with a red rectangle. The 'Word Count' dropdown menu is set to '100'. The 'SAVE' button is highlighted with a red rectangle. The 'Description' box contains the text: 'Why do you believe you will make a great barrister? In your answer, please identify any relevant experiences or skills that you believe may help you in your career.' The 'Word Count' dropdown menu is set to '100'. There are also 'SAVE' and 'CANCEL' buttons at the bottom right of the form. On the right side of the interface, there is a 'PUPILLAGE MENU' with various options like 'Pupillage Details', 'ALTO Details', 'Users', 'Vacancy Documents', 'Interview Management', 'History', and 'Email History'.

Note: You do not need to give your vacancy a 'Title' but note that, if you do, it will appear in your advertisement just above the question itself. You can use the 'Title' to easily identify the question should you wish to use it again, or to inform candidates of the ways in which the relevant question relates to your recruitment criteria i.e. 'Advocacy', 'Resilience', 'Teamwork' etc.

Attaching Documents to a Vacancy

17. To attach a document to a vacancy, select 'Vacancy Documents' from the 'PUPILLAGE MENU' to the right-hand side of the page.

The screenshot shows the 'PUPILLAGE VACANCY STATUS' page. On the right-hand side, there is a 'PUPILLAGE MENU' with several options: 'Pupillage Details', 'AETO Details', 'Users', 'Vacancy Documents' (highlighted with a red box), 'Vacancy Management', 'Alerts', and 'Email History'. The main content area shows the 'Application Questions' section with a 'CREATE A NEW QUESTION' button and a list of application questions.

18. To add a new document, type its name in to the 'Document Name' box, select a 'Document Type' from the dropdown box, and add a file from your computer by selecting 'Choose file' next to 'Document Upload'. Press 'SAVE' and, once your document has uploaded, it will automatically appear in the 'UPLOADED DOCUMENTS' menu.

The screenshot shows the 'ADD NEW DOCUMENT' page. It has a form with fields for 'Document Name', 'Document Type', and 'Document Upload'. The 'Document Upload' field has a 'Choose file' button. Below the form is a 'SAVE' button. At the bottom, there is a table titled 'UPLOADED DOCUMENTS' with columns: 'Document Name', 'File Name', 'Document Type', 'Visible on Pupillage Vacancy', 'Date Uploaded', 'Action', and 'Authorised'. The 'UPLOADED DOCUMENTS' table is highlighted with a red box.

Note: You can add most file types to the site, including video files. If you would like to include hyperlinks to documents or videos that you've previously uploaded to your AETO's website or social media channels, then it is suggested that you use the vacancy 'Description' to do so. See paragraph 11 above for further information.

19. To view, edit or delete any of the documents you've uploaded, use the functions to the right-hand side of the relevant document.

The first screenshot shows the 'UPLOADED DOCUMENTS' table with a red box highlighting the 'View' button in the 'Actions' column. The second screenshot shows the 'Download' button highlighted. The third screenshot shows the 'Delete' button highlighted. All three screenshots show a table with columns: Document Name, File Name, Document Type, Visible on Pupillage Vacancy, Date Uploaded, and Actions. The table contains one row with 'Test Document', 'Advertisement.docx', 'Application Pack', 'Yes', and '12/11/2020'.

Submitting a Vacancy for Authorisation

20. Before submitting a vacancy for authorisation, use the 'Preview' button under 'ACTIONS' to check that you're happy with its content.

The screenshot shows the 'Pupillage Vacancy' form. At the top, it says '788 - 12 MONTHS - OCTOBER 2021'. Below that, it says 'Pupillage Vacancy Ref: 66110/20/22', 'Pupillage Vacancy Status: Preparing Advert (Waiting Authorisation)', and 'Last Edited: 12/11/2020'. There is a 'VIEW ADVERT ACTIONS' button. The main content area has a light blue background with instructions: 'Documents that have been attached to this vacancy are displayed in the Uploaded Documents area below. To upload a new document (Images for the Ad), enter a name to describe the document and select the type (from the drop-down). Then click the UPLOAD button.', 'To review a document click on the download link.', 'To remove a document from this Pupillage Vacancy click the check box for the entry to be removed and click the DELETE button or click the DELETE link.', and 'To update a document, remove the old version using the delete option and upload a new file using the form.' Below this is the 'ADD NEW DOCUMENT' section with fields for 'Document Name', 'Document Type' (a dropdown menu), and 'Document Upload' (a file upload button). There is also a 'Visible on Pupillage Vacancy' checkbox. At the bottom right, there is a 'SUBMIT' button and a 'CANCEL' button. On the right-hand side, there is a sidebar with a menu. The 'ACTIONS' menu is expanded, showing options: 'View', 'Delete', 'Copy', 'Preview' (highlighted with a red box), 'Search for Authorisation', and 'Download Documents'. Below the 'ACTIONS' menu is the 'PUPILLAGE VACANCY STATUS' section with a dropdown menu and a 'SUBMIT STATUS' button. At the bottom of the sidebar is the 'PUPILLAGE MENU' with options: 'Pupillage Details' and 'Add Documents'.

21. Once you've made any necessary changes, select 'Submit for Authorisation'.

The screenshot shows the Pupillage Gateway interface. At the top, it displays '788 - 12 MONTHS - OCTOBER 2021' and 'Pupillage Vacancy Ref: HELLO/2020/22'. The 'Pupillage Vacancy Status' is 'Preparing Advert (Waiting Authorisation)' and the 'Last Edited' date is '02/11/2020'. A 'NEW APPLICATIONS' button is visible. The main content area has instructions on how to upload, review, delete, and update documents. Below this is the 'ADD NEW DOCUMENT' section with fields for 'Document Name', 'Document Type', and 'Document Upload'. The 'Status on Pupillage Vacancy' is set to 'Draft'. On the right, the 'ACTIONS' menu is open, and the 'Submit for Authorisation' button is highlighted with a red rectangle. Below the actions menu, the 'PUPILLAGE VACANCY STATUS' is shown as 'Preparing Advert' with a 'CHANGE STATUS' button. At the bottom, the 'PUPILLAGE MENU' includes links for 'Pupillage Details' and 'AETO Details'.

22. At this point, the Bar Council's Services Team will receive a notification that your vacancy is ready and, once they have authorised it, you will receive an email asking you to log back in to the Pupillage Gateway and post the vacancy to the internet. You can do this by selecting the relevant advertisement from the list of vacancies on your homepage and then clicking the 'Post to Internet' button under the 'ACTIONS' menu.

The screenshot shows the Pupillage Gateway interface with the 'Pupillage Details' tab selected. It displays various fields for the vacancy, including 'Pupillage Vacancy Title' (788 - 12 months - October 2021), 'AETO' (JGP Children), 'Primary Recruitment Email' (JGP Test R), 'Primary Recruitment Manager' (JGP Test R), 'Current Date' (02/11/2020), 'Advert Start Date/Time' (20/11/2020 11:00), 'Advert Close Date/Time' (12/02/2021 11:00), and 'Pupillage Start Date' (01/10/2020). Each field has a 'USE' button. On the right, the 'ACTIONS' menu is open, and the 'Post to Internet' button is highlighted with a red rectangle. Below the actions menu, the 'PUPILLAGE VACANCY STATUS' is shown as 'Preparing Advert' with a 'CHANGE STATUS' button. At the bottom, the 'PUPILLAGE MENU' includes links for 'Pupillage Details' and 'AETO Details'.

Note: Once you have posted your vacancy to the internet it becomes very difficult to change anything except the details of your AETO, so please make sure that you are completely happy with it before you click the 'Post to Internet' button.

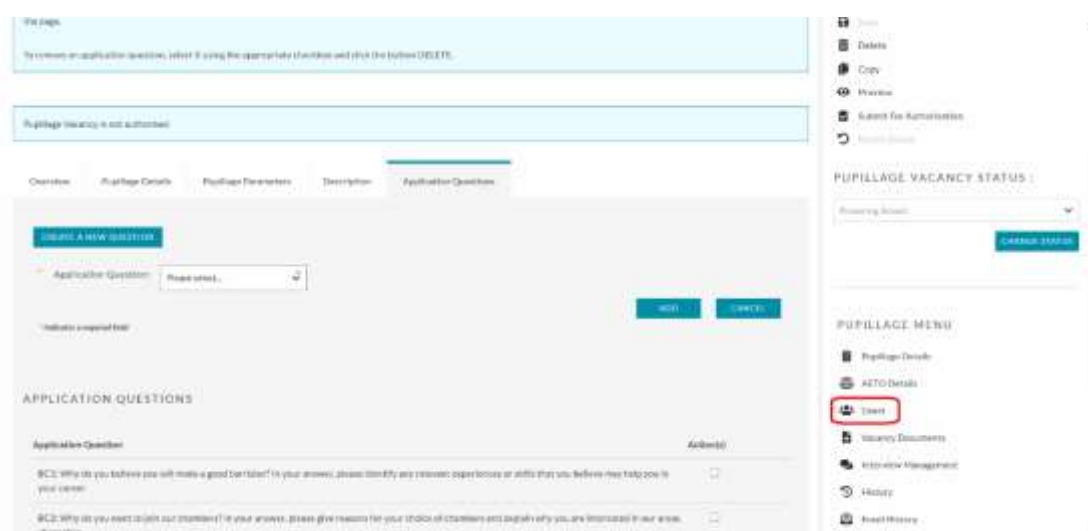
Viewing a Live Vacancy

23. To view a live vacancy, go to the [Pupillage Gateway](#), type the name of your AETO in to the 'Keywords' box and press 'Search'.

Note: Vacancies will not appear until the 'Advert Start Time/Date' selected. See paragraph 7 above for further information.

Attaching Recruitment Leads and Managers to a Vacancy

24. To attach additional Recruitment Leads and Recruitment Managers to a vacancy, select 'Users' from the 'PUPILLAGE MENU' to the right-hand side of the page.



25. Any people appearing under 'USERS' will be able to access the recruitment process that you're advertising. Any that you don't want to include can be deleted by selecting the 'Action(s)' box to the right-hand side of the relevant person(s) before pressing 'DELETE'.

Note: The Recruitment Lead and Recruitment Manager with the blue highlight next to their names are the people that will be listed as the Primary Recruitment Lead and Primary Recruitment Manager on the advertisement 'Overview'. See paragraph 7 above for further information.

ADD NEW USER

User: Please select... SAVE DISMISS

All of the Users listed below are able to access the Pupillage Gateway, but their level of access will vary depending on whether you've previously requested that they be added as a Recruitment Lead or a Recruitment Manager. Recruitment Leads are the people within your organisation responsible for administering the recruitment process and Recruitment Managers are the people responsible for shortlisting applicants. Their access is limited so as to ensure they don't see candidate answers to the fixed opportunities Monitoring questions. You can use this section to update which of your Managers and Leads appears as the primary against the 'Overview' of your vacancy, but in order to add further users of either category you will need to contact pupillagegateway@barcouncil.org.uk.

USERS

Display Name	User Type	Recruitment Lead	Recruitment Manager	Action	Activated
RGF Your RL	Recruitment Lead	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Isabella Baskin	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

ADD USER

PUPILLAGE MENU

- Pupillage Details
- ATCO Details
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

26. To add further Recruitment Leads and Recruitment Managers to the recruitment process that you're advertising, select their name from the 'User' dropdown box before pressing 'SAVE'.

ADD NEW USER

User: Please select... SAVE DISMISS

All of the Users listed below are able to access the Pupillage Gateway, but their level of access will vary depending on whether you've previously requested that they be added as a Recruitment Lead or a Recruitment Manager. Recruitment Leads are the people within your organisation responsible for administering the recruitment process and Recruitment Managers are the people responsible for shortlisting applicants. Their access is limited so as to ensure they don't see candidate answers to the fixed opportunities Monitoring questions. You can use this section to update which of your Managers and Leads appears as the primary against the 'Overview' of your vacancy, but in order to add further users of either category you will need to contact pupillagegateway@barcouncil.org.uk.

USERS

Display Name	User Type	Recruitment Lead	Recruitment Manager	Action	Activated
RGF Your RL	Recruitment Lead	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Isabella Baskin	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

ADD USER

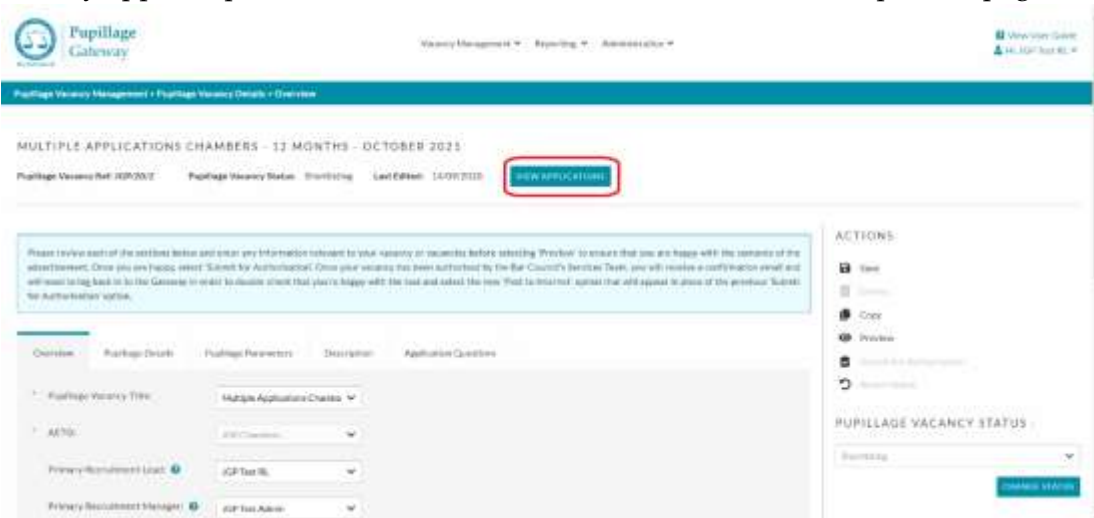
PUPILLAGE MENU

- Pupillage Details
- ATCO Details
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

Note: You can add further Recruitment Leads and Recruitment Managers to your account by emailing their name and email address to PupillageGateway@BarCouncil.org.uk, specifying whether they ought to have full or partial access to the site.

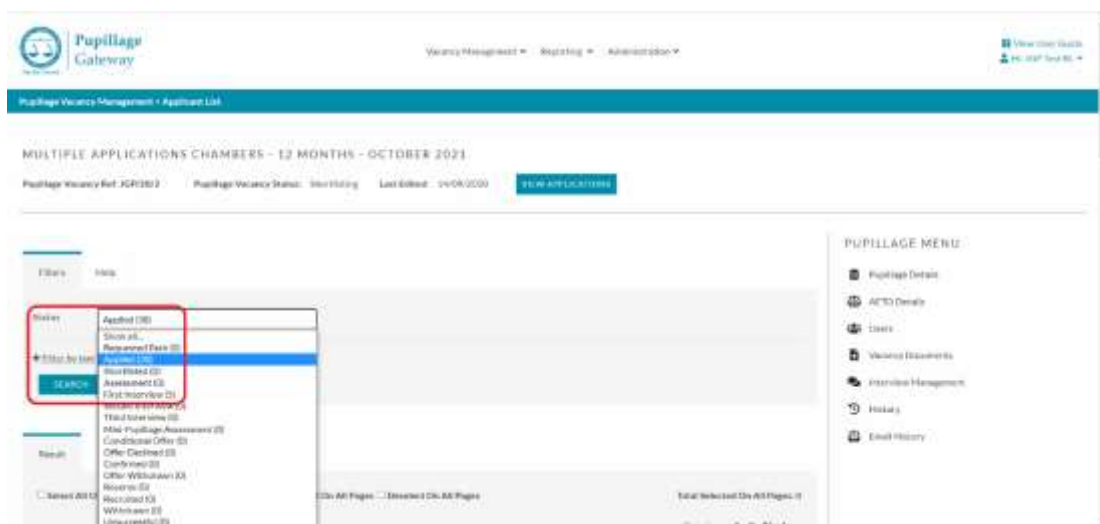
Processing Applications

27. To view the applications to your AETO, log in to the Pupillage Gateway and select the relevant advertisement from the list of vacancies on your homepage. When the vacancy appears, press the 'VIEW APPLICATIONS' button at the top of the page.

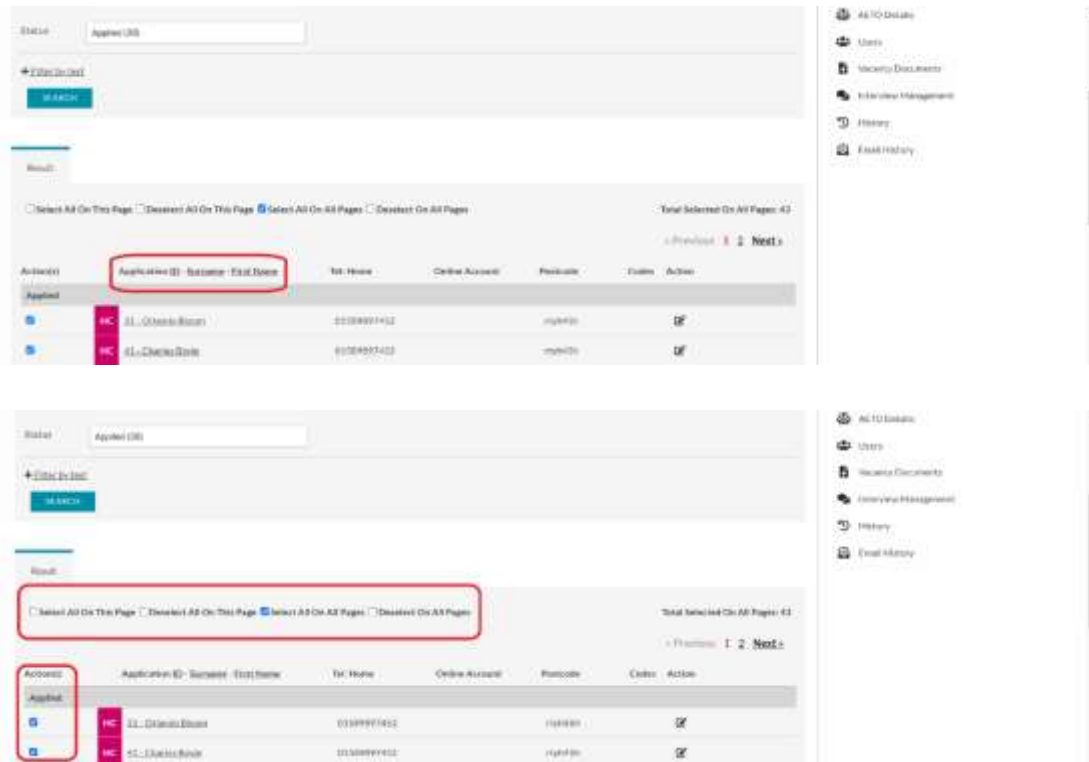


Note: You will not be able to view the applications until the time and date advertised on the Pupillage Gateway timetable. You will receive an email from the Bar Council's Services Team as soon as they become available.

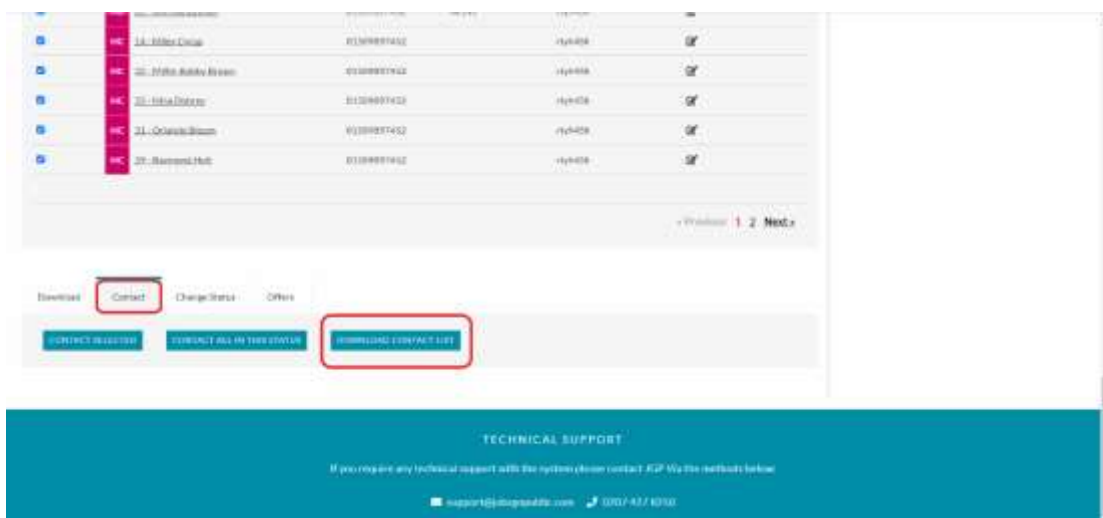
28. Select 'Applied' from the 'Status' dropdown box, followed by the 'SEARCH' button.



29. Applications can be filtered by 'ID', 'Surname' or 'First Name'. When processing applications, you also have the option to select applications from specific candidates (using the 'Action(s)' and 'Applied' boxes to the left-hand side of the relevant person(s)), select all of the applications on one page, or select all of the applications that your AETO has received.



30. Once you've selected the applications you'd like to process, you can download an excel spreadsheet containing the candidates' contact details by scrolling to the bottom of the page, selecting the 'Contact' tab and pressing 'DOWNLOAD CONTACT LIST'.



Top Tip: The 'Contact List' can be particularly helpful for those AETOs that are not planning to use the Pupillage Gateway to contact their applicants, or that want to have their candidates' mobile numbers to hand on interview days. The function can be used at any time, and in relation to candidates that have been grouped within any 'Status'.

31. You can also download copies of the application forms by scrolling to the bottom of the page and selecting the 'Download' tab. Choose your preferred view from the 'Preview Type' dropdown menu before

The screenshot shows the 'Download' tab selected in the Pupillage Gateway. Below the tab, the 'Preview Type' dropdown menu is open, showing four options: 'No Monitoring Information', 'No Monitoring Information & Anonymised Form', 'Anonymised Form', and 'Full Anonymised Form'. The 'No Monitoring Information' option is currently selected. Below the dropdown, there are three buttons: 'PDF & CHRONOLOGICAL', 'PDF & CHRONOLOGICAL', and 'PDF & CHRONOLOGICAL'. At the bottom of the page, there is a 'TECHNICAL SUPPORT' section with contact information.

No Monitoring Information – Will allow you to download the application forms without 'Section 9 – Equal Opportunities Monitoring'

Anonymised Form – Will allow you to download the application forms without 'Section 9 – Equal Opportunities Monitoring' and will be anonymised depending on the preferences of your AETO.

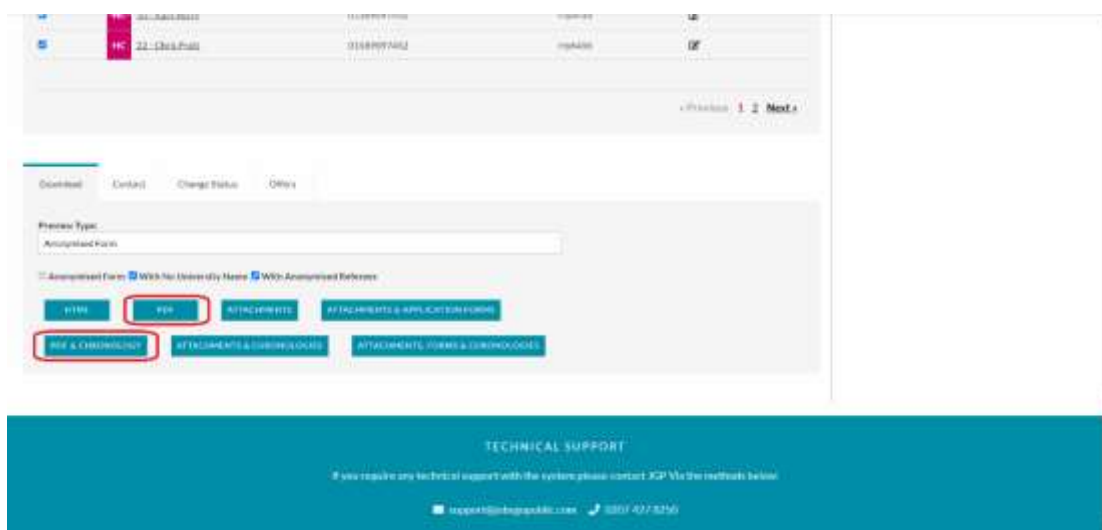
The screenshot shows the 'Download' tab selected in the Pupillage Gateway. Below the tab, the 'Preview Type' dropdown menu is open, showing four options: 'No Monitoring Information', 'No Monitoring Information & Anonymised Form', 'Anonymised Form', and 'Full Anonymised Form'. The 'Anonymised Form' option is currently selected. Below the dropdown, there are three buttons: 'PDF & CHRONOLOGICAL', 'PDF & CHRONOLOGICAL', and 'PDF & CHRONOLOGICAL'. At the bottom of the page, there is a 'TECHNICAL SUPPORT' section with contact information.

The options for anonymisation include application forms without 'Section 1 – Personal Details' ('Anonymised Form'), without university names ('With no University Name') and without 'Section 6 – References' ('With Anonymised Referees').

Monitoring Form – Will allow you to download only ‘Section 9 – Equal Opportunities Monitoring’ of the application forms.

Full Application Form – Will allow you to download the entire application form, including ‘Section 9 – Equal Opportunities Monitoring’.

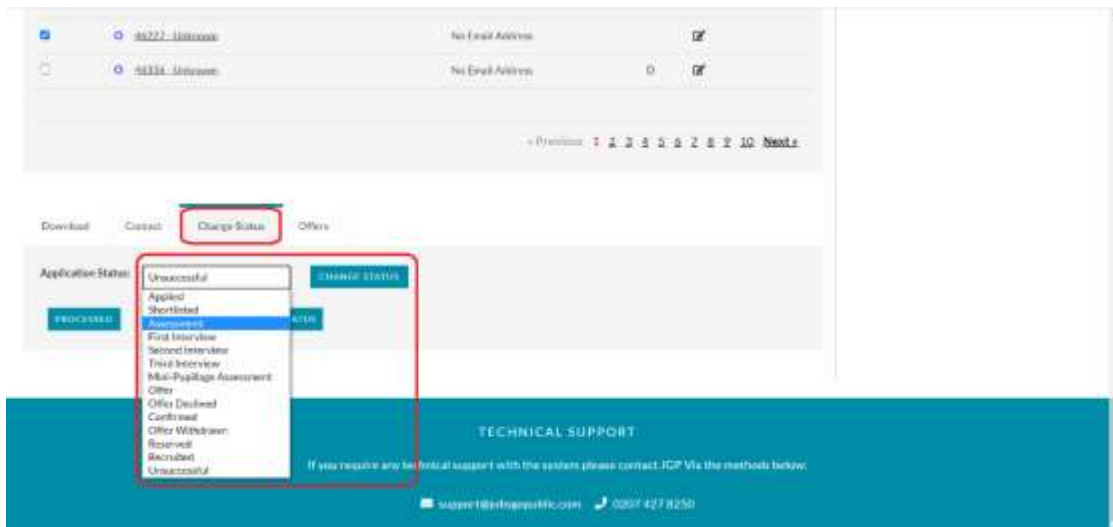
32. Once you’ve chosen your preferred view from the ‘Preview Type’ dropdown menu, select either ‘PDF’ or ‘PDF & Chronology’, and wait for the applications to download to your computer.



Top Tip: Whilst the ‘Chronology’ cannot provide the same opportunities for contextual recruitment as specialist contextual recruitment platforms, it does provide an overview of each candidate’s concurrent education, employment and work experience history. It is particularly useful for those sitting on interview panels.

33. To move candidates to another ‘Status’, such as ‘Unsuccessful’, ‘Assessment’ or ‘First Interview’, select the applications you’d like to process, scroll to the bottom of the page and select the ‘Change Status’ tab. Choose the status that you would like to move them to from the ‘Application Status’ dropdown menu before pressing ‘CHANGE STATUS’.

Note: Unless you choose to send them one, candidates won’t receive any email notifications when you change their status (see paragraphs 34 to 40 below for further information), but they will be able to see it has been altered if they log in to their Pupillage Gateway account.

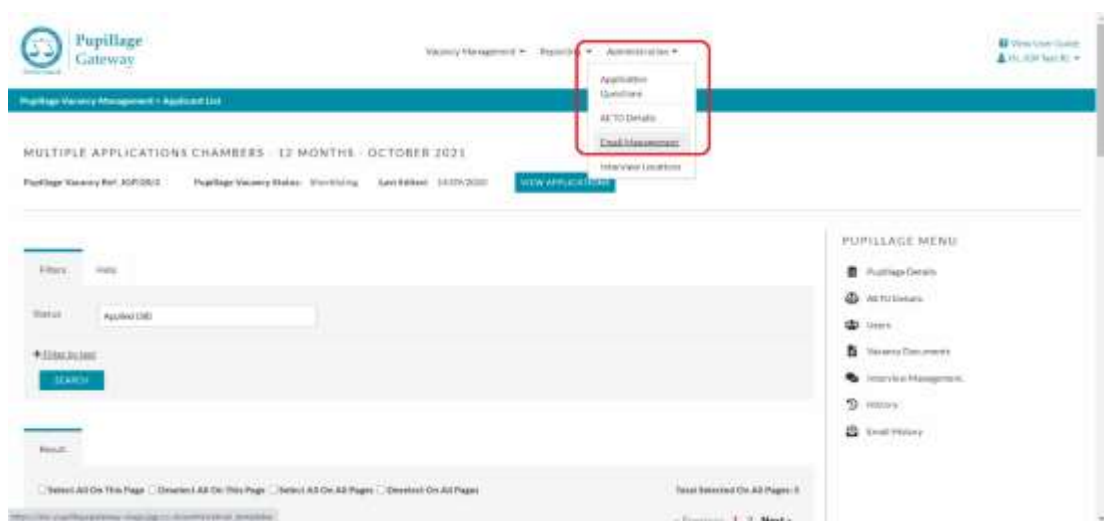


Top Tip: Before you change the status of any candidate, make sure that you have prepared the email that you would like to send to them, either through the Pupillage Gateway or your own email account, so that you can contact them shortly after having altered their application.

Top Tip: One of the most frequent complaints from applicants is that AETOs have rejected them 'by silence'. To that end, please don't forget to change the status of, and contact, those candidates that have not been successful.

Emailing Candidates through the Platform

34. To set up an email through the Pupillage Gateway, select 'Email Management' from the 'Administration' dropdown box in the main navigation bar at the top of the site.



35. Complete the relevant sections of the 'Add New Email' form before pressing 'PREVIEW' and, once you are happy with the content of your template email, selecting 'SAVE'.

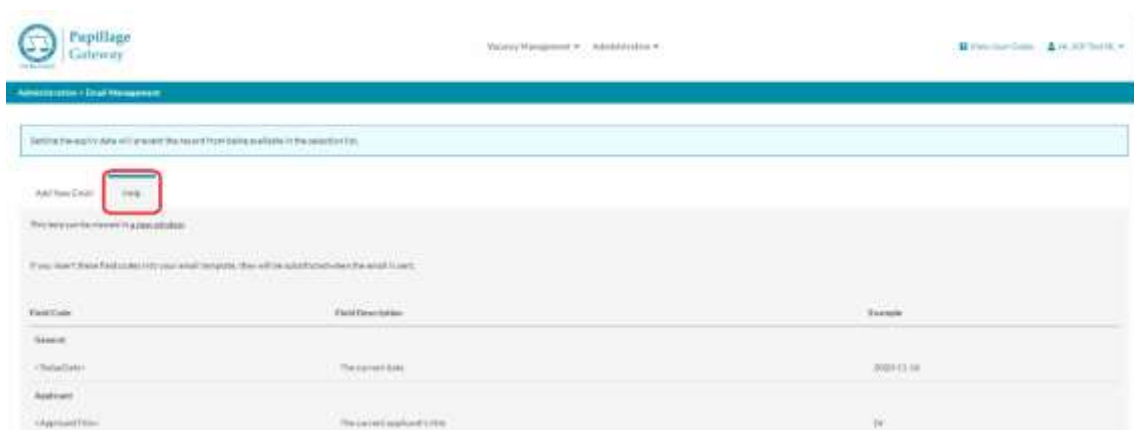
The screenshot shows the 'Add New Email' form in the Pupillage Gateway system. The form is divided into several sections. On the left, there is a sidebar with two main sections: 'Name' and 'AETO'. The 'Name' section contains a text input field for the email name. The 'AETO' section contains a dropdown menu for selecting the AETO. Below these sections, there is a large text area for the email content. At the bottom right of the form, there are three buttons: 'PREVIEW', 'SAVE', and 'CANCEL'. The 'PREVIEW' and 'SAVE' buttons are highlighted with red boxes. The 'Name' section and the 'AETO' section are also highlighted with red boxes. The form includes a 'Name' label, a 'Select the AETO' label, and a 'Preview' label. The 'Save' button is labeled 'SAVE' and the 'Cancel' button is labeled 'CANCEL'.

Name – The name of the email is for internal usage only and won't be seen by applicants. Be careful to ensure that it is unique, and therefore easily identifiable when using it to contact candidates. See paragraph 38 below for further information.

AETOs – Select from the dropdown box the AETO that you'd like the email to come from and press the 'ADD' button. Note that unless you are registered with the Pupillage Gateway as a Recruitment Lead for more than one AETO, only one option (the option for your AETO) should appear.

Subject – The subject of the email is the title that candidates will see when it appears in their respective inboxes.

Message – You can tailor the message to each candidate using the ‘Field Codes’ contained within the ‘Help’ tab. For example, if you’d like each email to include the name of the relevant candidates and the name of your AETO, your message will begin “Dear <ApplicantFirstName>, Thank you for your application to <AETOsName>...”.



Expiry Date – It is recommended that, if you would like to use the email on more than one occasion (i.e. in future years), you ignore the expiry date text box.

36. To use any of the emails that you’ve created to contact your candidates, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, press the ‘VIEW APPLICATIONS’ button at the top of the page. See paragraph 27 above for further information.
37. Select the ‘Status’ that the candidates you would like to contact are in from the dropdown box, followed by the ‘SEARCH’ button. See paragraph 28 above for further information.
38. Once you’ve selected the candidates that you would like to contact using the using the ‘Action(s)’ and ‘Applied’ boxes to the left-hand side of the relevant person(s), or either the ‘Select All On This Page’ button or ‘Select All On All Pages’ button, scroll to the bottom of the page, select the ‘Contact’ tab and press ‘CONTACT SELECTED’.



Top Tip: Under the 'Contact' tab you can use the 'CONTACT ALL IN THIS STATUS' button to save time, but note that the 'CONTACT SELECTED' option will allow you see the name(s) of the candidates that the email will go to when processing it. This will allow you to double-check that you have the correct names and are not about to accidentally send the email to any other applicant(s).

Pupilage Gateway

Multiple Applications Chapters - 12 MONTHS - OCTOBER 2021

Pupilage Resource Ref: R0709-0 Pupilage Vacancy Status: Upcoming Last Edited: 14/09/2021 **NEW APPLICATIONS**

Consent to participate in the interview process and all the available for review in the Candidate History

APPLICANTS TO BE CONTACTED

Applicant: The office of the Registrar, 1000 West Beaver Creek, Suite 100, Richmond Hill, Ontario L4B 1N2

39. Complete the relevant sections of the 'Contact Applicant' form before pressing 'PREVIEW' and, once you are happy with the content of your email, selecting 'SEND'.

CONTACT APPLICANT

Contact By: Email (selected) Letter

Template: Please select...

Send Date: Choose a date to send the email. (selected date: 14/09/2021)

Subject:

Pupilage Vacancy Document Attachments:

Document Name	File Name	Document Type	Date Uploaded	Size	Action
Pupilage Brochure	CP-30	Document	14/09/2021	4.00 KB	Remove
2.2.2. Interview Details	2.2.2. Interview Details_14.pdf	Document	14/09/2021	4.00 KB	Remove

Additional Attachments:

Choose file or file chosen

Body:

Comment:

PREVIEW **SEND** **CANCEL**

Contact By – Should be automatically set to 'Email' but, if it isn't, then select 'Email'.

Template – Select the name of the template you’ve just created (see paragraphs 34 and 35 above for further information) from the dropdown box. Once you have done so, the ‘Subject’ and ‘Body’ fields will be populated automatically with the text from the relevant template.

Send Date - If you leave the send date blank then the candidates that you’ve selected will be contacted as soon as you press ‘SEND’. You can also use this field to arrange for an email to be sent at a time and date in the future by using the calendar icon to the right-hand side.

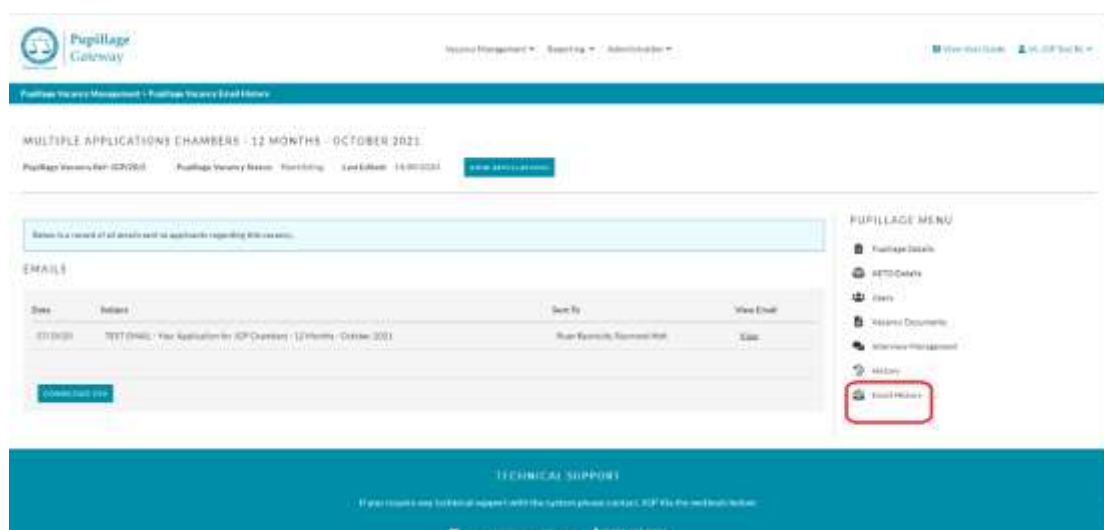
Subject – If you’ve not created an email template (see paragraphs 34 and 35 above for further information) then subject of the email is the title that candidates will see when it appears in their respective inboxes.

Pupillage Vacancy Document Attachments – Once you have added a document to your email using the ‘Additional Attachments’ field below, use the ‘Attach?’ box to the right-hand side of the relevant document to include it in your correspondence.

Additional Attachments – To add a document to your email, select ‘Choose file’ and press ‘ADD’. Once the document has uploaded, it will appear in the ‘Pupillage Vacancy Document Attachments’ field above.

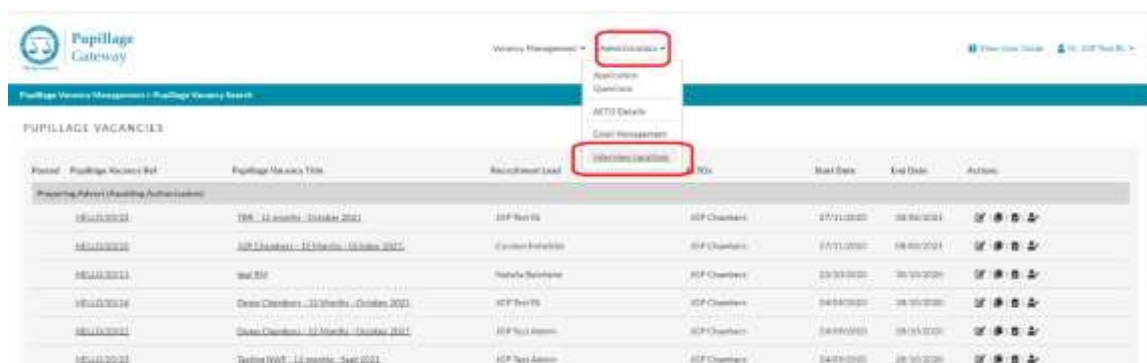
Comment - It is recommended that you ignore the comment text box.

40. To view emails that your AETO has previously sent in relation to a specific vacancy, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, select ‘Email History’ from the ‘PUPILLAGE MENU’ to the right-hand side of the page.



Arranging Interviews through the Platform

41. Before arranging any interviews through the Pupillage Gateway, set the details of your AETO's interview location(s) by selecting 'Interview Locations' from the 'Administration' dropdown box in the main navigation bar at the top of the site.



42. Complete the relevant sections of the 'ADD NEW INTERVIEW LOCATION' form before pressing 'SAVE'.

The screenshot shows the 'ADD NEW INTERVIEW LOCATION' form. The form is divided into several sections: 'Name', 'AETO', 'Address', 'County', 'Postcode', 'Country', 'Interview Location Type', and 'Saving mode'. The 'Name' field is highlighted with a red box. The 'AETO' dropdown menu is also highlighted with a red box. The 'Address' field is highlighted with a red box. The 'County' field is highlighted with a red box. The 'Postcode' field is highlighted with a red box. The 'Country' field is highlighted with a red box. The 'Interview Location Type' dropdown menu is highlighted with a red box. The 'Saving mode' dropdown menu is highlighted with a red box. The 'SAVE' button is highlighted with a red box.

Name – Give the interview location that you're about to create a unique name, such as 'JGP Chambers – Birmingham Annex'.

AETOs - Select from the dropdown box the AETO that you'd like the email to come from and press the 'ADD' button. Note that unless you are registered with the Pupillage Gateway as a Recruitment Lead for more than one AETO, only one option (the option for your AETO) should appear.

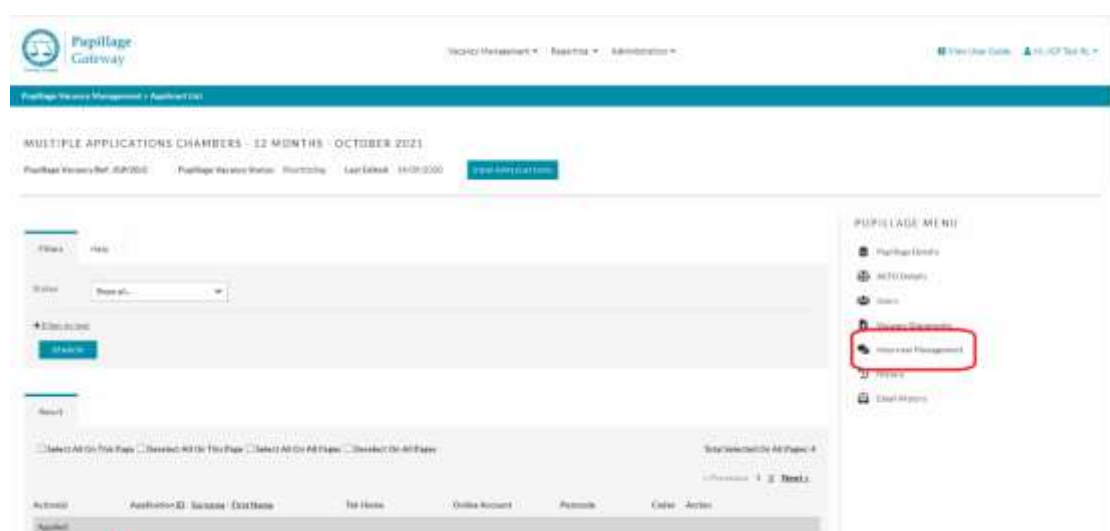
Address/County/Postcode/Country – Enter the address, county, postcode and country of the interview location that you're about to create in the relevant textboxes.

Interview Location Type – Select from 'Chambers'.

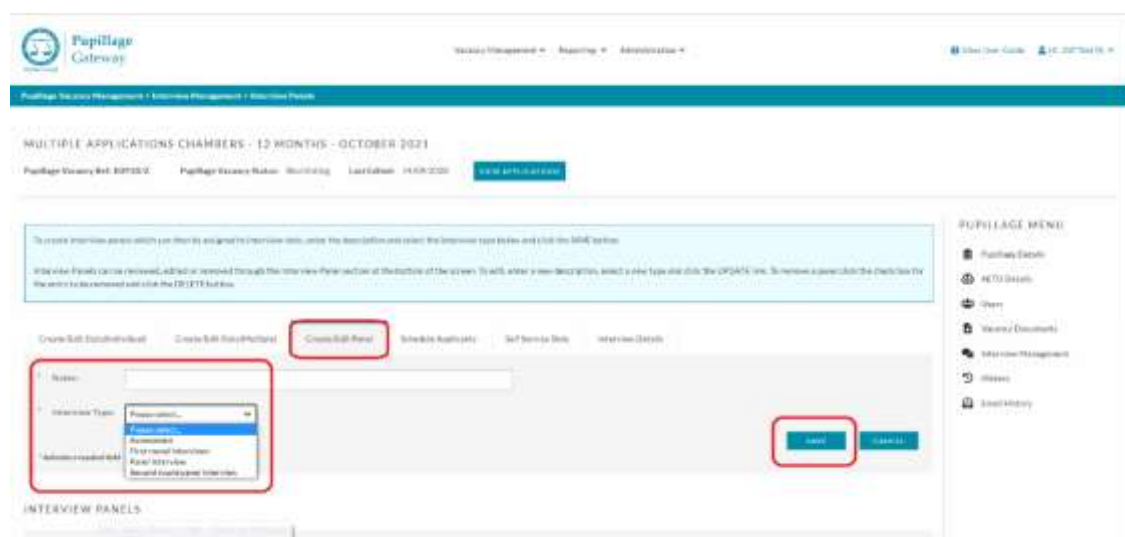
Expiry Date – It is recommended that, if you would like to use the interview location on more than one occasion (i.e. in future years), you ignore the expiry date text box.

43. To arrange interviews through the Pupillage Gateway, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, select 'Interview Management' from the 'PUPILLAGE MENU' to the right-hand side of the page.

Note: It is recommended that you move the candidates you wish to interview to the relevant 'Status' before using the interview management tool. The status that they will need to be in is either 'First Interview', 'Second Interview' or 'Third Interview'. See paragraph 33 above for further information.



44. Before creating the interview slots, select 'Create/Edit Panel' from the interview management tab, complete the relevant fields and press 'SAVE'.



45. To add in details of the members that will be sitting on each panel, or to view them later, select the people icon from the 'Action(s)' box to the right-hand side of the relevant panel.

Name	Interview Type	Interviewer	Action(s)
Assessment Panel	Assessment	AA : OF : B	
First round interview Panel	First round interview	AA : OF : B	
Panel Interview Panel	Panel interview	AA : OF : B	
Second round panel interview Panel	Second round panel interview	AA : OF : B	
3 panel interview	Panel interview	AA : OF : B	
Interview Panel	First round interview	AA : OF : B	

DELETE

TECHNICAL SUPPORT
If you require any technical support with the system please contact SUP via the methods below.
support@happagroup.co.uk 0800 422 8000

Note: Applicants will not be able to view the details of the panel and this feature is therefore for internal reference only.

Top Tip: It's not mandatory to include the details of each interviewer but it is considered best practice when following fair recruitment principles and can be used to rebut any suggestion of bias and/or to monitor the diversity of your panels.

46. After the 'ADD NEW INTERVIEWER' page has loaded, complete the fields and press 'SAVE'.

To create interview panels which you then go on to assign to interview slots, enter the description and select the interview type below and click the 'SAVE' button.

Interview Panels can be removed, added or removed through the Interview Panel section of the system and the system will automatically update the system.

ADD NEW INTERVIEWER

Interviewer Panel: Assessment Panel

Interviewer Name:

Gender: Please select...

Job Title: Please select...

SAVE

INTERVIEWERS

Interviewer	Interviewer Panel	Gender	Ethnicity	Action	Admin

SAVE

47. Any people appearing under 'INTERVIEWERS' will be included in the Interview Panel. To delete a name from the list, select 'Action(s)' box to the right-hand side of the relevant person before pressing 'DELETE'.

The screenshot shows the 'ADD NEW INTERVIEWER' form at the top, which includes fields for 'Interviewer Name', 'Gender', and 'Ethnicity', along with 'Save', 'Cancel', and 'Back' buttons. Below this is the 'INTERVIEWERS' table, which lists interviewers with columns for 'Interviewer', 'Selection Panel', 'Gender', 'Ethnicity', and 'Action'. The 'Action' column contains 'Add' and 'Delete' links for each interviewer. A red box highlights the 'Action' column, and another red box highlights the 'Delete' link for the first interviewer, 'Dimitrios Brown'.

Interviewer	Selection Panel	Gender	Ethnicity	Action
Dimitrios Brown	Assessment Panel	Male	White	Add Delete
Mr. Ch. Latham King	Assessment Panel	Male	Black	Add Delete
Mr. J. H.	Assessment Panel	Female	Other	Add Delete

48. To build your interview slots, select 'Create/Edit Slots (multiple)' from the interview management tab, complete the relevant fields and press 'SAVE'.

The screenshot shows the 'Create/Edit Slots (multiple)' form. It includes a 'Date' field with a calendar icon, 'Start Time' and 'End Time' dropdowns, 'Break Start Time' and 'Break End Time' dropdowns, and an 'Add Break' button. There are also fields for 'Interview Panel', 'Interviewer', and 'Interviewer Category'. A red box highlights the 'Date' field, another red box highlights the 'Add Break' button, and a third red box highlights the 'Save' button. The 'PUPILAGE MENU' is visible on the right side of the screen.

Date – set the date on which the interviews will take place using the calendar icon to the right-hand side.

Start Time/End Time – use the dropdown boxes to set the time the first interview will begin, and the time the final interview will end.

Break Start Time/ End Time – use the dropdown boxes to set the time the first break will begin and end. Make sure that you press the 'ADD BREAK' button to include your 'Break Start Time' and 'Break End Time' in the timetable. You can add as many breaks as necessary and use the bin icon to the right-hand side to delete any errors.

Top Tip: The Bar Council suggests that you allow candidates to choose their preferred time through the Pupillage Gateway as doing so will reduce the volume of your communications with them.

51. To allocate slots to your applicants, select 'Schedule Applicants' from the interview management tab, complete the relevant fields and press 'SCHEDULE'.

Applicant Status - Select the 'Status' of the relevant candidates, choosing from either 'First Interview', 'Second Interview' or 'Third Interview'. See paragraph 33 above for further information.

Interview Type – Select the interview type you've just created (see paragraphs 46 above for further information) from the dropdown box.

Note: Once you have scheduled the interviews, you will need to contact the relevant candidates to let them know the time of their interview slot. See paragraphs 34 to 40 above for further information.

Top Tip: You can download a PDF of the interview timetable by selecting 'Interview Details' from the interview management tab, scrolling to the bottom of the page and pressing 'INTERVIEW DETAILS PDF'. This will provide you with something to refer to when contacting the relevant applicants.

52. To allow applicants to choose their own interview slots, select 'Self Service Slots' from the interview management tab, press 'Select All' and 'OPEN'. When opening self-service slots, you also have the option to select specific interview times using the 'Action(s)' boxes to the right-hand side of the relevant slot(s).

Select the interview slots to open or close the self-service bookings. Applicants of 'Interview' status will be able to apply for these slots via their Pupillage Gateway account.

Create Self Service Slots | Create Self Service Slots | Create Self Panel | Schedule Applicants | **Self Service Slots** | Interview Details

Date	Start Time	End Time	Location	Interview Panel	No. of Applicants	Status	Action(s)
Current First round interviews							
2019-03-20	14:20	14:55	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	14:55	15:30	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	15:30	16:05	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	16:05	16:40	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	16:40	17:15	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	17:15	17:50	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	18:40	19:15	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	19:15	19:50	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	19:50	20:25	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
2019-03-20	20:25	21:00	OSP Chambers	First round interview Panel	1:00	Open	<input type="button" value="Select All"/> <input type="button" value="Book"/>
<input type="button" value="OPEN"/> <input type="button" value="CLOSE"/>							

PUPILLAGE MENU

- Homepage Details
- ASPD Details
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

Note: Once you have opened the self-service slots, you will need to contact the relevant candidates to let them know that they can book an interview time through their Pupillage Gateway account. See paragraphs 34 to 40 above for further information.

53. To confirm the interview times that either you have allocated or that your candidates have selected, visit 'Interview Details' under the interview management tab and, using the 'Confirm Status' boxes to the right-hand side of the relevant applicants, select 'Yes' followed by 'SAVE CONFIRMATION'.

Confirmation report

Time	Name	Action	Confirm Status
First round interview slots			
On 20/03/2019 at OSP Chambers with			
14:20 to 14:55	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
15:30 to 16:05	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
16:05 to 16:40	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
16:40 to 17:15	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
On 20/03/2019 at OSP Chambers with			
17:15 to 17:50	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
18:40 to 19:15	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
19:15 to 19:50	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
20:25 to 21:00	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
21:00 to 21:35	John Smith	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="SAVE CONFIRMATION"/> <input type="button" value="SAVE CANCELLATION"/>			

PUPILLAGE MENU


- Interview Management
- Users
- Vacancy Documents
- Interview Management
- History
- Email History

54. Use the 'Action(s)' box and 'Edit' to delete the interview time of a candidate. Scroll to the bottom of the page and use the X icon to decline the interview. When you go back to 'Interview Details' under the interview management tab, you'll see that the relevant booking has disappeared from the list.

APPLICATION LEVEL ACTIONS:

ADD NEW INTERVIEW

INTERVIEWS

Date	Start Time	End Time	Location	Interview Panel	Action(s)	Confirmed
2023-09-05	10:00	10:25	101 Classroom	First round interview Panel		No

Emailing Referees through the Platform

55. Before using the Pupillage Gateway to contact a candidate's referees, set up a template email. See paragraphs 34 and 35 above for further information.
56. To contact a candidate's referees, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, click 'VIEW APPLICATIONS' and use the 'Filter by text' function to 'SEARCH' for the candidate using their full name.

Pupillage Gateway

VIEW APPLICATIONS

Filter by text:

Search

Search Results

Application ID	Candidate	First Name	Deliver Request	Resume	Details	Action
1	David Davidson	DAVIDSON	10/09/2023	10/09/2023	10/09/2023	10/09/2023

57. Click on the name of the candidate and, when the relevant page has loaded, select 'History' from the 'APPLICATION LEVEL ACTIONS' dropdown box before pressing 'GO'.

The screenshot shows the 'Candidate Details' page for 'CAROLYN ENTWISTED'. The 'APPLICATION LEVEL ACTIONS' dropdown menu is open, showing options like 'Personal Details', 'Employment History', 'Skills, Modules and Professional Qualifications', 'Research Skills awards and experience', 'References', 'Education/Qualifications', 'Application Questionnaire', 'Qualification Monitoring', and 'Personal Details'. The 'History' option is highlighted. A red box highlights the dropdown menu and the 'GO' button.

58. Scroll to the bottom of the page and select either the specific referees that you would like to contact (using the 'Contact' boxes to the right-hand side of the relevant person(s)) or all of the referees (using the 'Select All') button, before pressing 'CONTACT REFEREES'.

The screenshot shows the 'REFERENCES' section. It contains a table with the following columns: Name, Position Held, Name of Organisation, Last Contacted, Reviewed, Referee Contacted, and Actions. There are three referees listed. To the right of each row is a 'Contact' button. A red box highlights the 'Contact' buttons and the 'CONTACT REFEREES' button at the bottom right.

Name	Position Held	Name of Organisation	Last Contacted	Reviewed	Referee Contacted	Actions
[Redacted]	Chief Judge	[Redacted]	None		No	Contact
[Redacted]	Senior Clerk	[Redacted]	None		No	Contact
[Redacted]	Referee	[Redacted]	None		No	Contact

59. Complete the relevant sections of the 'CONTACT REFEREES' form before pressing 'PREVIEW' and, once you are happy with the content of your email, selecting 'SEND'. See paragraph 39 above for further information.

Viewing a Candidate's History

60. For auditing or troubleshooting purposes it may be necessary to check the history of actions carried out by your AETO in relation to a specific candidate e.g. the 'Status(es)' they have been moved to and when, and any communications that have been sent to them through the Pupillage Gateway. To do this, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, click 'VIEW APPLICATIONS' and use the 'Filter by text' function to 'SEARCH' for the candidate using their full name.

The screenshot displays the 'Pupillage Gateway' interface, specifically the 'Pupillage Search Management' section. At the top, there is a navigation bar with links for 'Search Management', 'Sign Up', and 'Administration'. Below this, a teal header bar contains the text 'Pupillage Search Management - Application List'. The main content area features a search form with the following fields: 'First Name', 'Last Name', 'Email', 'Phone', and 'DOB'. A red rectangular box highlights the 'DOB' field and the 'Search' button. Below the search form, there is a table of search results. The first row is highlighted, showing a search result for '1. Search Results'. On the right side of the page, there is a 'PUPILLAGE MENU' with links for 'Pupillage Details', 'ACTIO Details', 'Users', 'Training Resources', 'Pupillage Management', 'History', and 'Email History'.

61. Click on the name of the candidate and, when the relevant page has loaded, select 'History' from the 'APPLICATION LEVEL ACTIONS' dropdown box before pressing 'GO'.

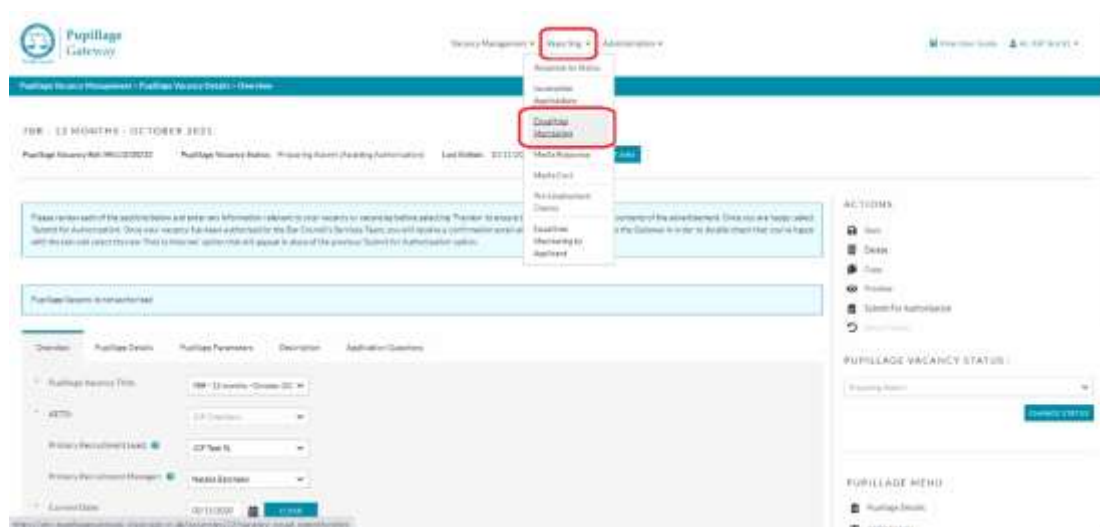
The screenshot displays the 'Paybridge Gateway' application form. At the top, the header includes the 'Paybridge Gateway' logo and navigation links: 'Visitors Management', 'Applicant Management', 'Reporting', 'Account Settings', and 'Users'. A user profile for 'JAY DEAN JUNG' is shown with a 'STATUS: UNSUBMITTED' label. A dropdown menu is open, listing various sections: 'Personalized', 'Personal Details', 'Education', 'Employment History', 'Skills, Interests and Professional Qualifications', 'Residential History, Assets and Liabilities', 'References', 'Career History and History', 'Paybridge Application Guidelines', 'Local Departmental Monitoring', 'Professional Details', 'References Check', 'Interview', 'Contact Application', and 'Personalized'. The 'Personalized' option is highlighted. Below the dropdown, the 'PERSONALIZED' section is visible, featuring a 'PERSONALIZED' button. The bottom of the form indicates 'APPLICATION FORM' and 'Step 3 of 9 - Personal Details', with a welcome message: 'Welcome to our Online Application Form.' and a 'Paybridge Gateway' dropdown menu.

This will display the candidate 'HISTORY', as below:

Date	Age/Class	Action	Status
01/01/2017	Year 1/Class 1	Completed Application (Email)	Success
01/01/2017	Year 1/Class 1	Unsuccessful	Failure
01/01/2017	Year 1/Class 1	Completed Application (Email)	Success
01/01/2017	Year 1/Class 1	Not an Interview	Failure
01/01/2017	Year 1/Class 1	Applied	Success

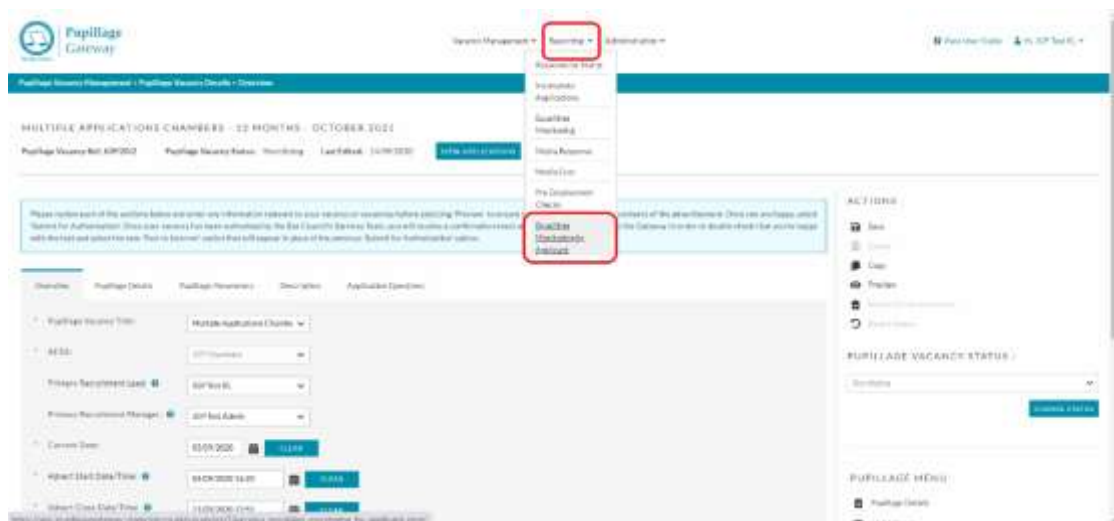
Viewing Equal Opportunities Monitoring Reports

- To view the equal opportunities monitoring reports for a specific vacancy, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, select 'Equalities Monitoring' from the 'Reporting' dropdown box in the main navigation bar at the top of the site.



Top Tip: After the Pupillage Gateway timetable has come to an end, the Bar Council will circulate similar reports containing the aggregated data for all of the candidates that have made an application in the same period and for those candidates that made at least one application to AETOs with the following specialisms: ‘Chancery’; and ‘Commercial’; and ‘Crime’; and ‘Family’; and ‘General Civil’; and ‘Mixed Practice’.

64. To view the equal opportunities monitoring reports by applicant and for a specific vacancy, go to the homepage and select the relevant advertisement from the list of vacancies. When the vacancy appears, select 'Equalities Monitoring by Applicant' from the 'Reporting' dropdown box in the main navigation bar at the top of the site and an Excel spreadsheet containing the information will be generated automatically.



The screenshot displays an Excel spreadsheet with a data table. The table has 10 columns: A (Age), B (Gender), C (Ethnicity), D (Religion), E (Disability), F (Sexuality), and G (Cholesterol). The data is organized into rows, with some cells highlighted in yellow. The spreadsheet interface includes the ribbon, formula bar, and status bar.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Age	Gender	Ethnicity	Religion	Disability	Sexuality	Cholesterol																			
2	18	Male	White	Christian	No	Heterosexual	No																			
3	19	Male	White	Christian	No	Heterosexual	No																			
4	20	Male	White	Christian	No	Heterosexual	No																			
5	21	Male	White	Christian	No	Heterosexual	No																			
6	22	Male	White	Christian	No	Heterosexual	No																			
7	23	Male	White	Christian	No	Heterosexual	No																			
8	24	Male	White	Christian	No	Heterosexual	No																			
9	25	Male	White	Christian	No	Heterosexual	No																			
10	26	Male	White	Christian	No	Heterosexual	No																			
11	27	Male	White	Christian	No	Heterosexual	No																			
12	28	Male	White	Christian	No	Heterosexual	No																			
13	29	Male	White	Christian	No	Heterosexual	No																			
14	30	Male	White	Christian	No	Heterosexual	No																			
15	31	Male	White	Christian	No	Heterosexual	No																			
16	32	Male	White	Christian	No	Heterosexual	No																			
17	33	Male	White	Christian	No	Heterosexual	No																			
18	34	Male	White	Christian	No	Heterosexual	No																			
19	35	Male	White	Christian	No	Heterosexual	No																			
20	36	Male	White	Christian	No	Heterosexual	No																			
21	37	Male	White	Christian	No	Heterosexual	No																			
22	38	Male	White	Christian	No	Heterosexual	No																			
23	39	Male	White																							

Further Assistance

65. Process or policy related queries should be directed to the Bar Council's Services Team at PupillageGateway@BarCouncil.org.uk.

66. Technical questions should be directed to Jobsgopublic's Support Team on 020 7427 8250 or at Support@Jobsgopublic.com. The Team is available from 09:00 to 17:30, Monday to Friday.



Pupillage Gateway

Account Information Form

Please complete the fields as fully as possible to allow us to set up your organisation accurately on the Pupillage Gateway.

Name of AETO		
Head(s) of Chambers (where applicable)		
Circuit(s)		
Main practice area, if applicable		
Practice areas		
Specialist services	Adjudication Arbitration CLIPS International and Domestic Adjudication	Licensed Access Work Mediation Pro Bono Public Access Work

	International Arbitration	
<p align="center">Bar Council areas (please delete as appropriate)</p> <p><i>If you are using the Pupillage Gateway to administer your recruitment process, please let us know which of the following six areas are applicable to your AETO, for use during the 'All Applicant' collation of the Equalities Monitoring Forms</i></p>	Chancery Commercial Crime Family General Civil Mixed Practice	
Registered address		
Website		
Total number of practising barristers		
Number of junior barristers taken on following pupillage in the last 3 years		
<p align="center">Mini-pupillages available (please delete as appropriate)</p>	Yes No	
Logo	Please attach a JPG or GIF file to the email when returning this form	
<p align="center">Email footer</p> <p><i>If you are using the Pupillage Gateway to administer your recruitment process, then you can append system emails to applicants with your own footer. Type the text required here, if applicable.</i></p>		

<p style="text-align: center;">Reply-to address</p> <p><i>If you are using the Pupillage Gateway to administer your recruitment process, then you can receive emails through the system. Please provide a 'reply-to' email address in order to do so.</i></p>	
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User details

Please note that this section is only applicable to those AETOs using the Pupillage Gateway to administer their recruitment process

Please list the names and email addresses of users who will need access to the system. Two user types are available; full administration access to set up your vacancy and administer applicants, or restricted access to view forms and shortlist only.

Name		Name	
Email Address		Email Address	
Full or shortlisting-only access?		Full or shortlisting-only access?	
Name		Name	

Email Address		Email Address	
Full or shortlisting-only access?		Full or shortlisting-only access?	