Pupillage Gateway

User Guide

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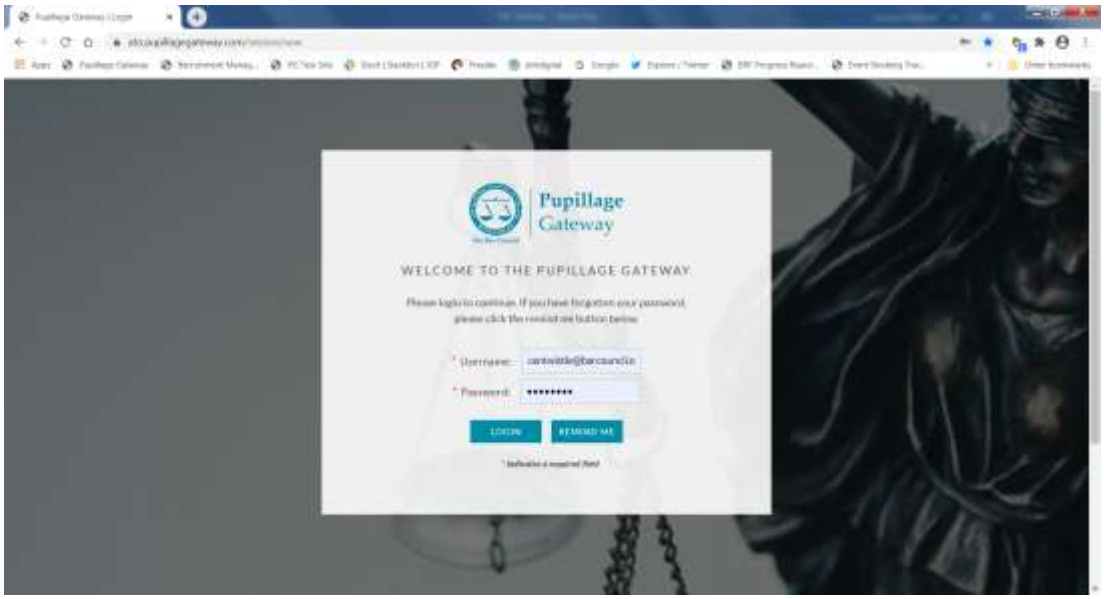
Logging into the Platform

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

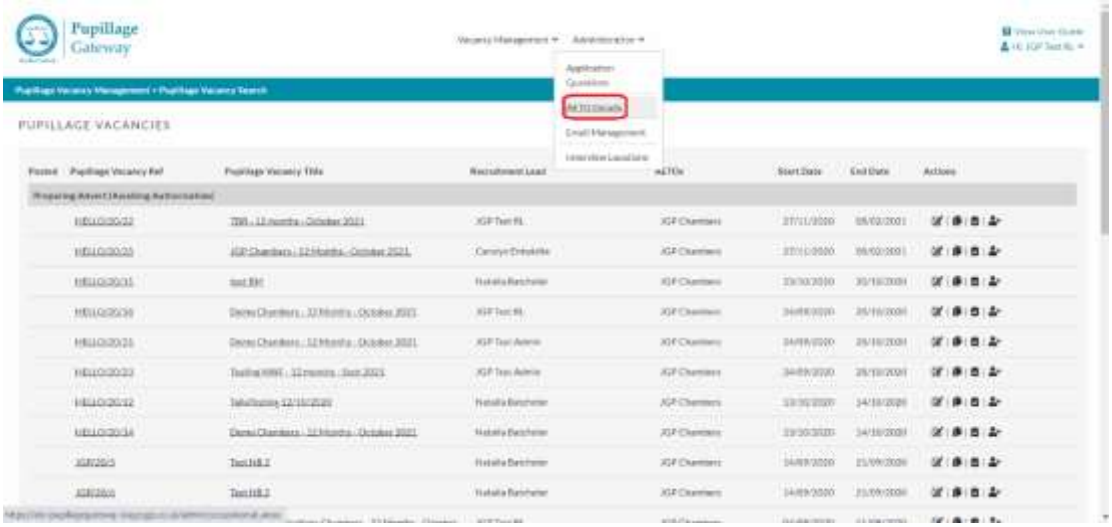


2. To access the Pupillage Gateway, enter your Username and Password and click the 'Login' button in the centre of the page.

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.



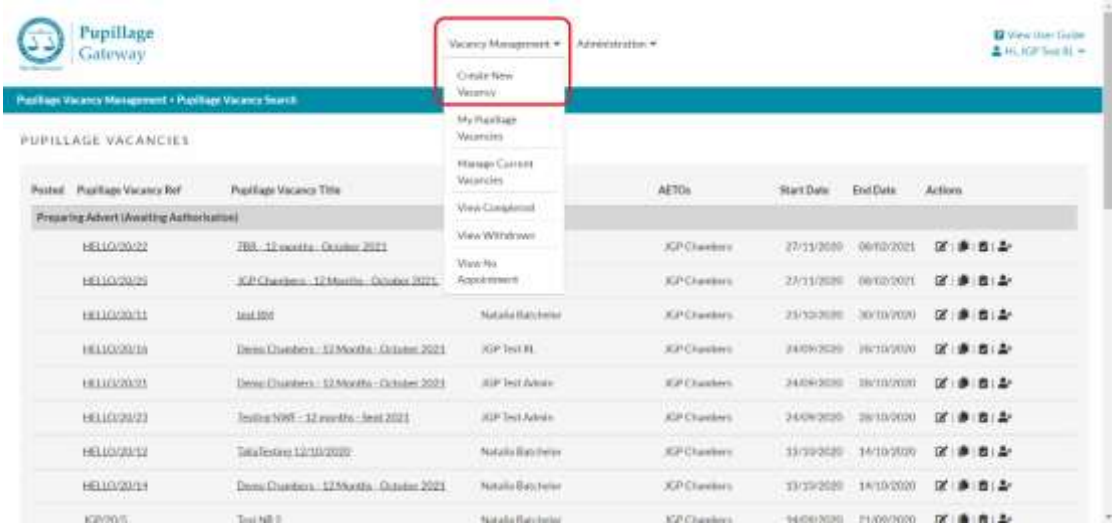
4. Click on the name of the AETO that you'd like to alter the details of, noting that unless you are registered with the Pupillage Gateway as a Recruitment Lead for more than one AETO, only one option (the option for your AETO) should appear.

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.



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

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.

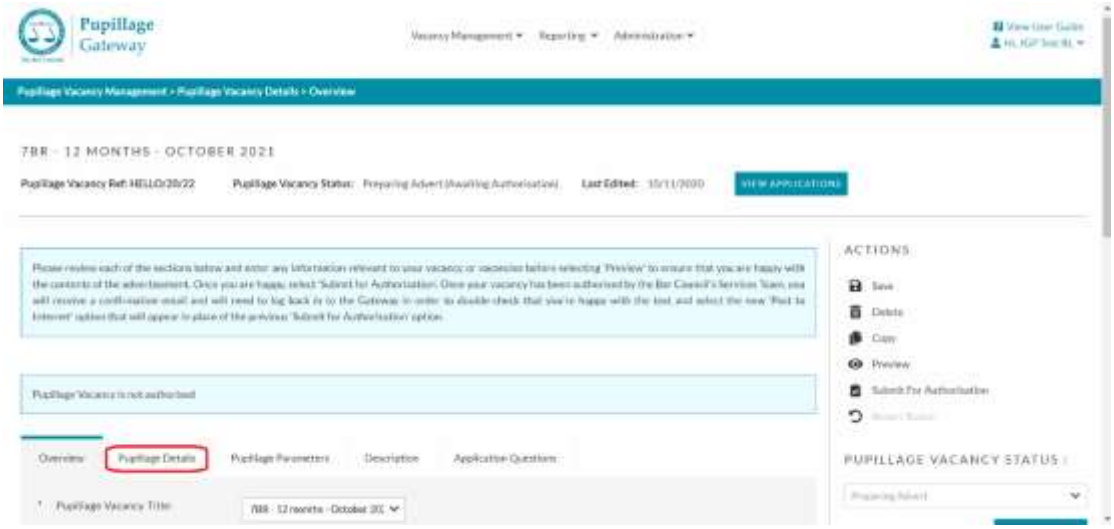
Current Date – The date on which you are submitting the advertisement.

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 ('?').

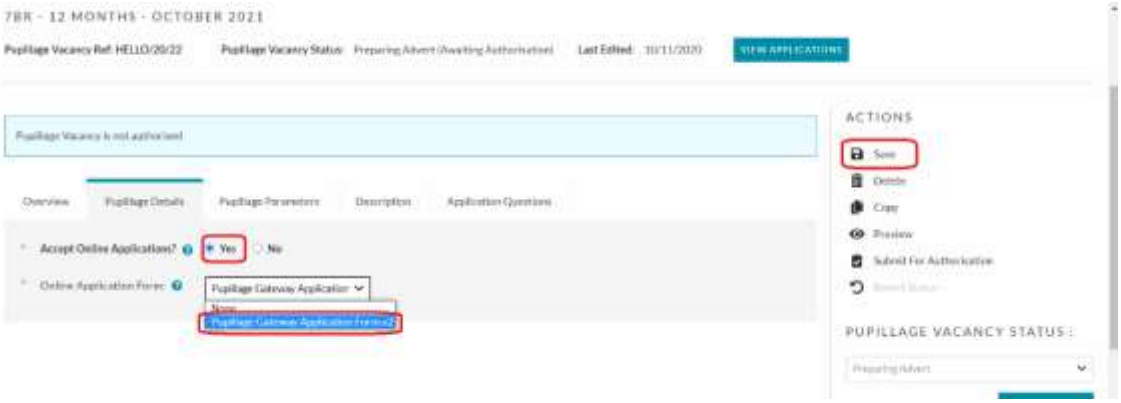
Advert Close Time/Date – If you are recruiting in line with the Pupillage Gateway then the advert close date/time should also reflect those found in the hint text ('?').

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.

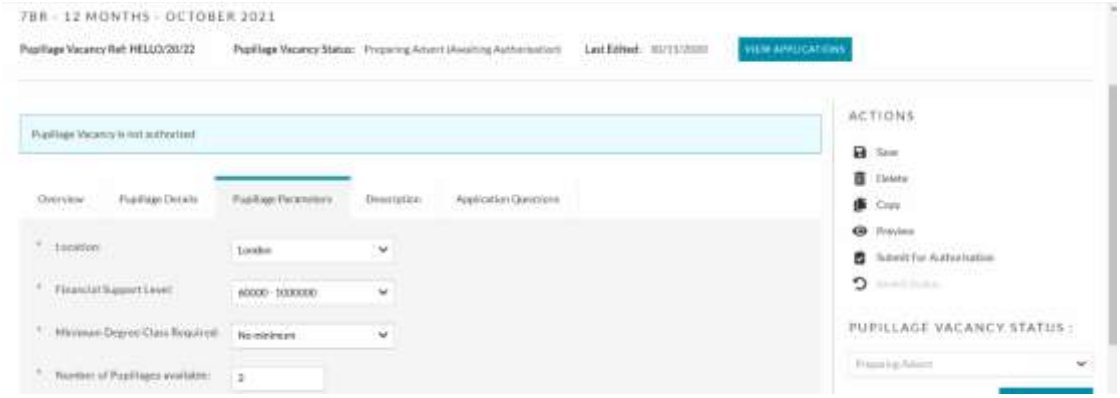
8. Once you're pressed 'Save', you'll be taken through to a page that looks like the one below. Click on 'Pupillage Details' to continue creating your vacancy.



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'.



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'.



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

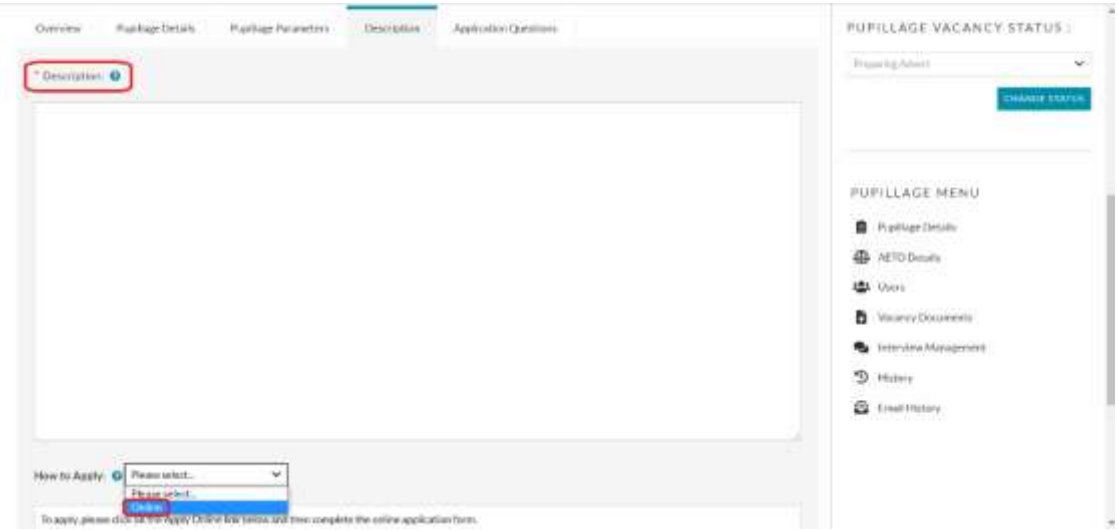
Financial Support Level – Select from '0', '£16,322 - £19,999', '£20,000 to £29,999', '£30,000 to £39,999', '£40,000 to £49,999', £50,000 to £59,999' and £60,000 to £100,000.

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.

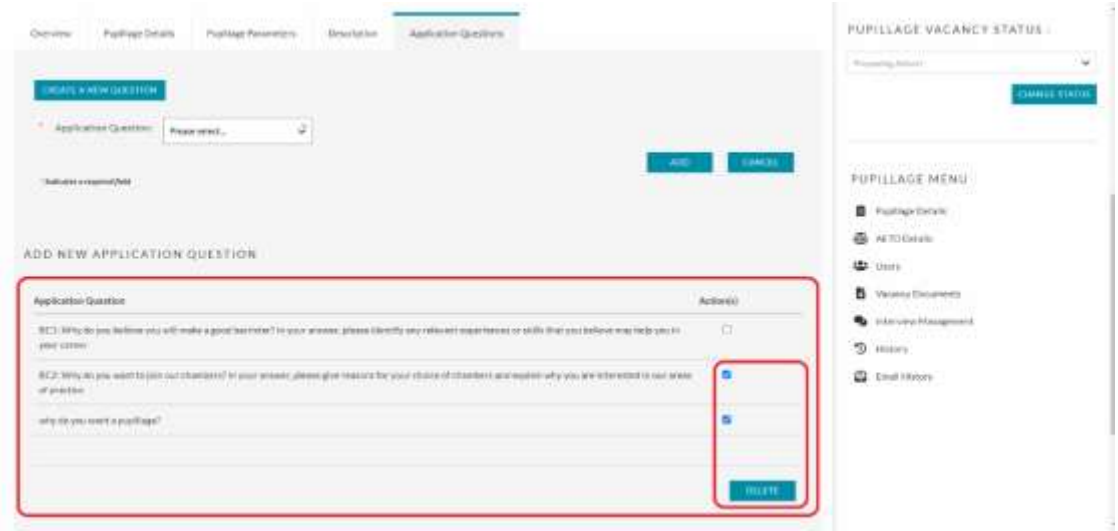


12. Under 'How to Apply' select 'Online' and the text 'To apply please click the Apply Online link below and then complete the online application form' will appear automatically. Select 'Save' on to 'Application Questions'.

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.

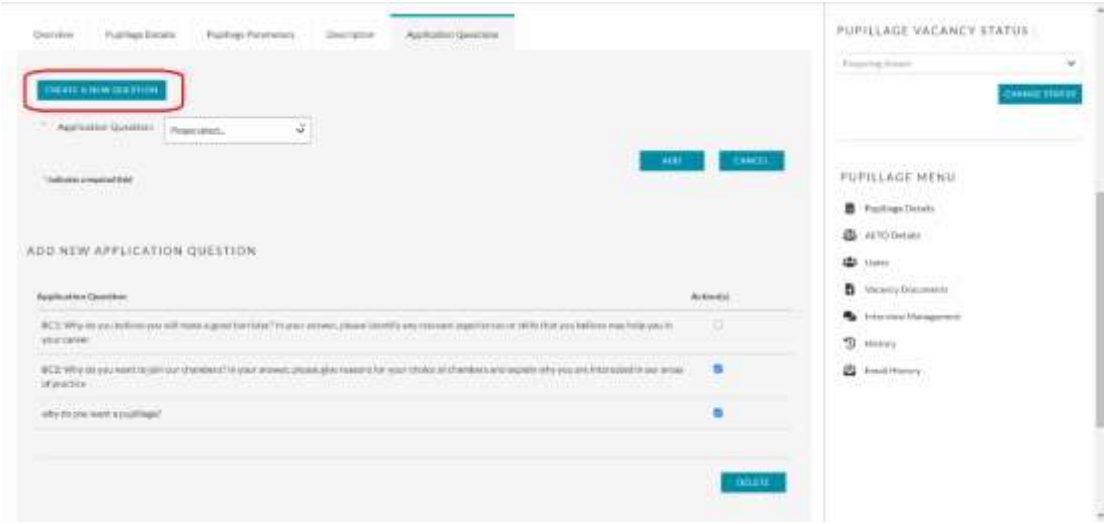


Note: Some AETOs use one of their questions to test prospective candidates' aptitude for making written legal arguments or otherwise; marking answers anonymously before adding them to each applicant's shortlisting score. If you would like a bespoke report that enables you to do the same, then please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

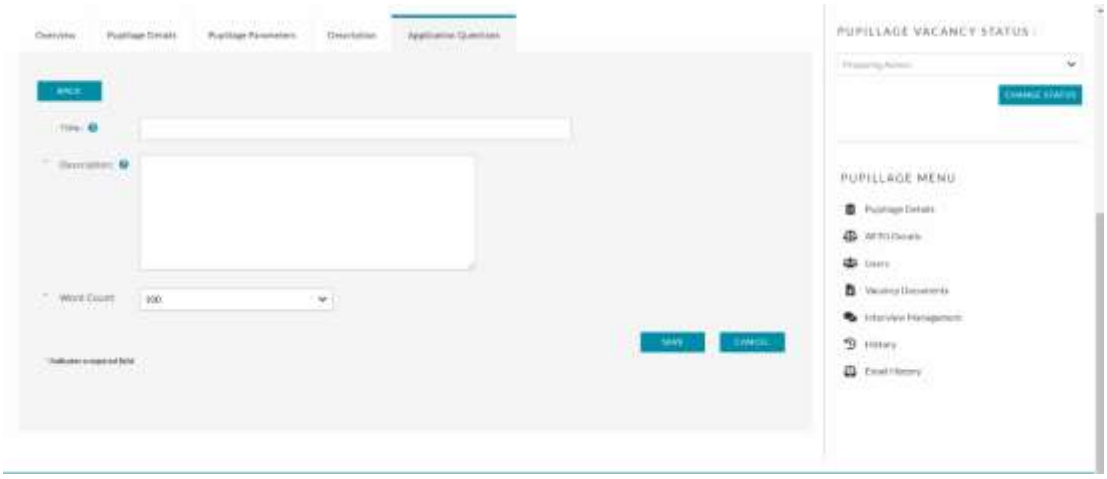
Top Tip: Think carefully about the number and type of questions that you would like to ask of prospective candidates, and the associated word counts. Previous ad-hoc research has indicated that AETOs that ask only two to three questions and keep the word limit between 150 and 250 tend to receive a higher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

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

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



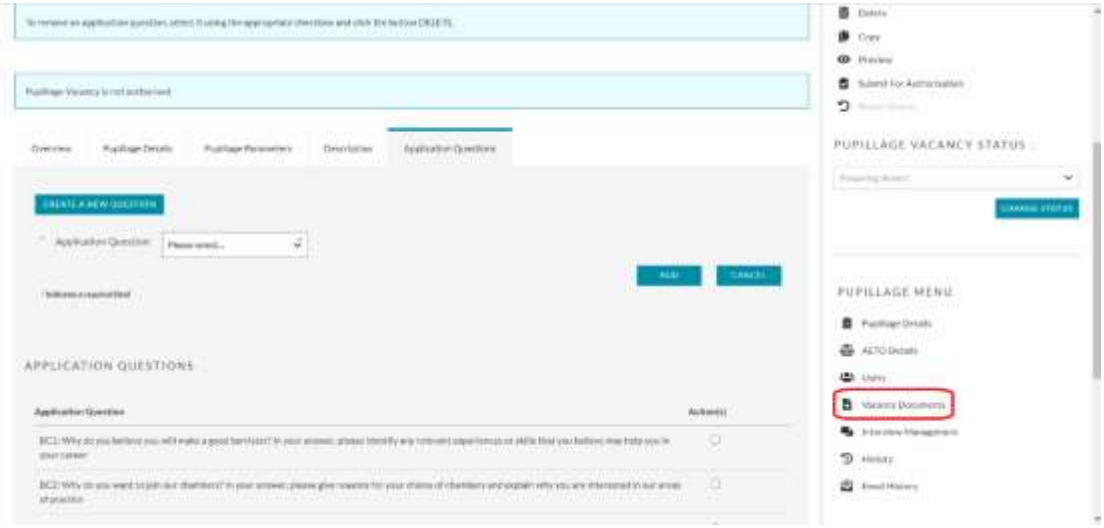
16. Type the question that you would like your applicants to answer in the 'Description' box and select your preferred 'Word Count' before pressing 'SAVE'.



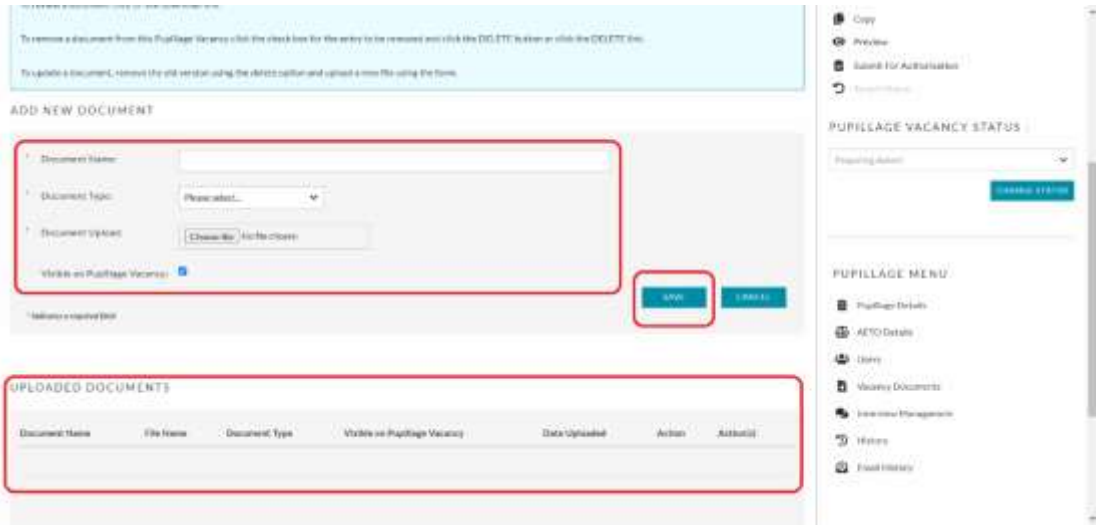
Note: You do not need to give your vacancy a 'Title' but note that, if you do, it will appear in your advertisement just above the question itself. You can use the 'Title' to easily identify the question should you wish to use it again, or to inform candidates of the ways in which the relevant question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



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.

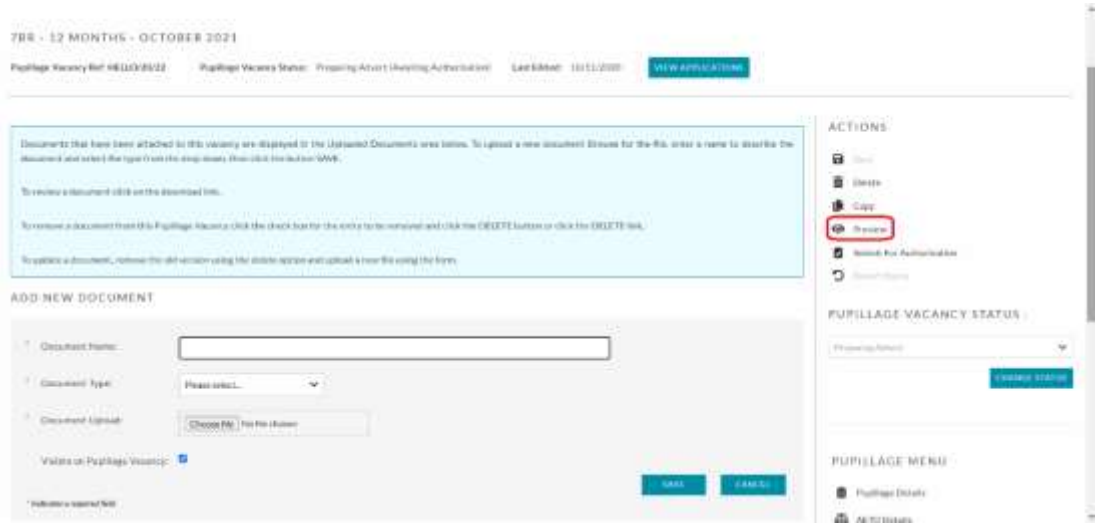


Note: You can add most file types to the site, including video files. If you would like to include hyperlinks to documents or videos that you've previously uploaded to your AETO's website or social media channels, then it is suggested that you use the vacancy 'Description' to do so. See paragraph 11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

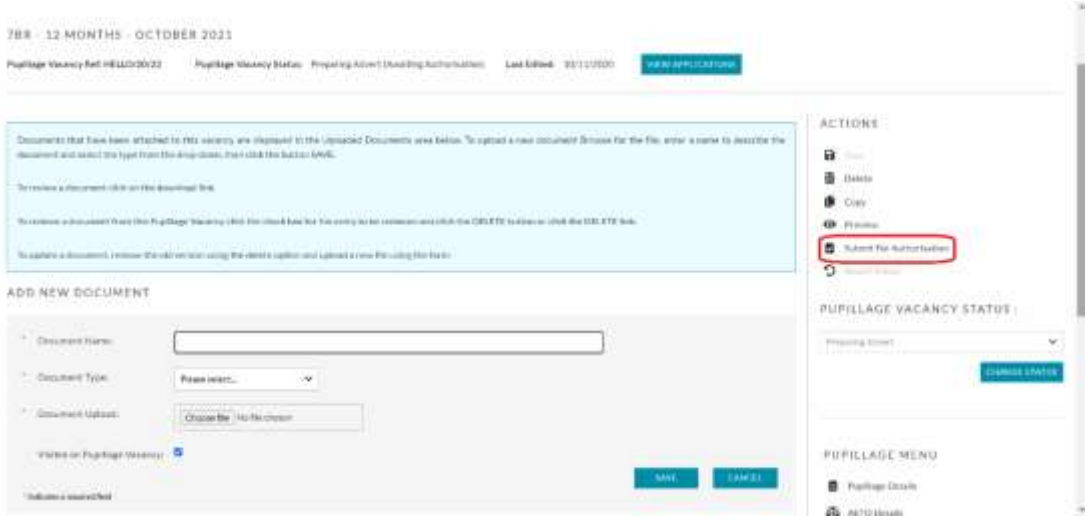
19. To view, edit or delete any of the documents you've uploaded, use the functions to the right-hand side of the relevant document.

Submitting a Vacancy for Authorisation

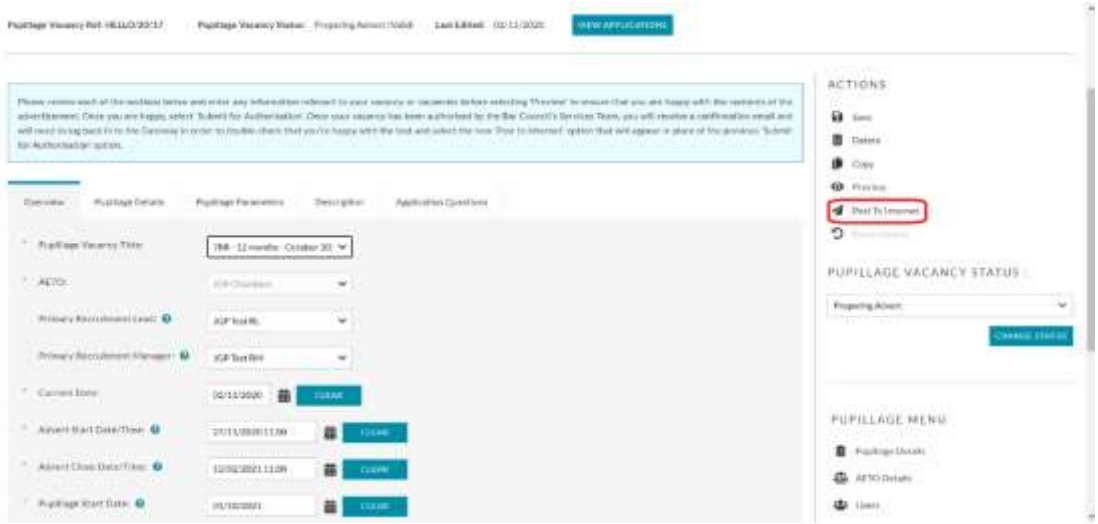
20. Before submitting a vacancy for authorisation, use the 'Preview' button under 'ACTIONS' to check that you're happy with its content.



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



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.



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.

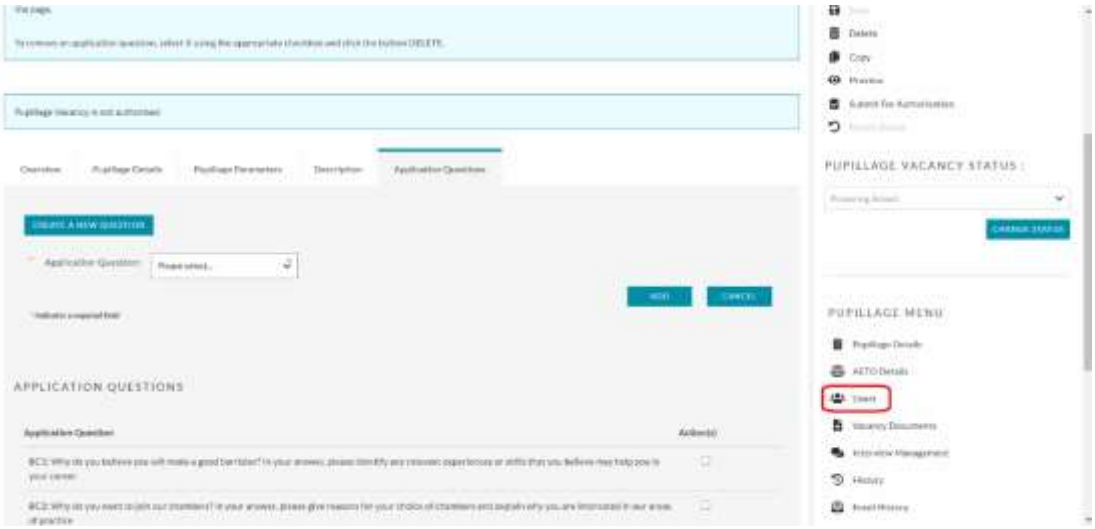
Viewing a Live Vacancy

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.

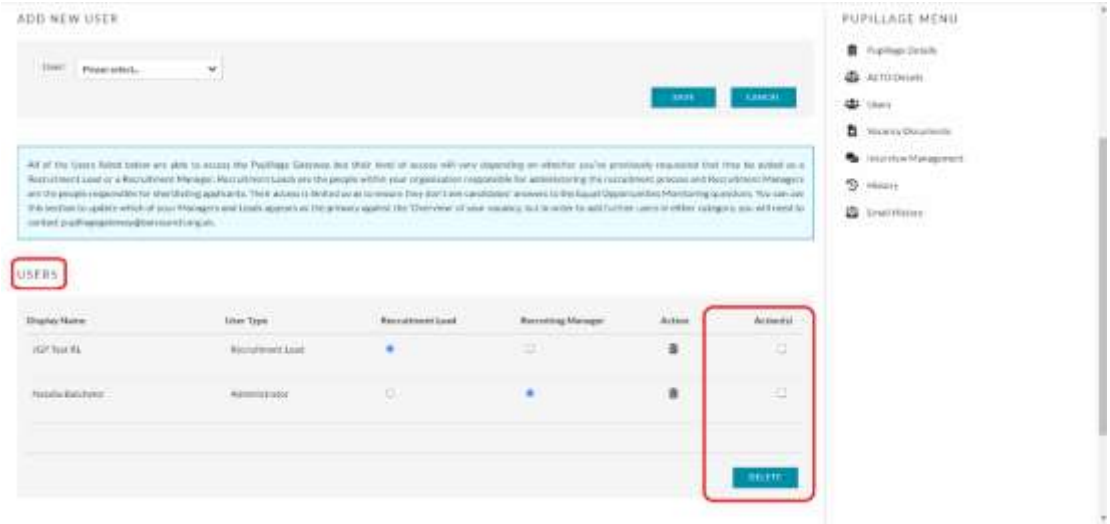
Attaching Recruitment Leads and Managers to a Vacancy

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.

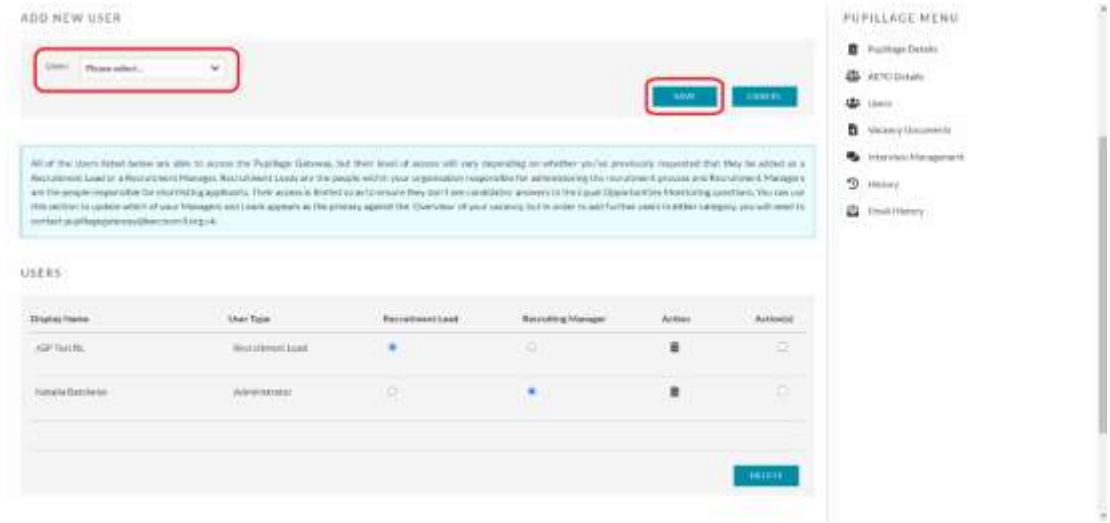


25. Any people appearing under 'USERS' will be able to access the recruitment process that you're advertising. Any that you don't want to include can be deleted by selecting the 'Action(s)' box to the right-hand side of the relevant person(s) before pressing 'DELETE'.

> **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.



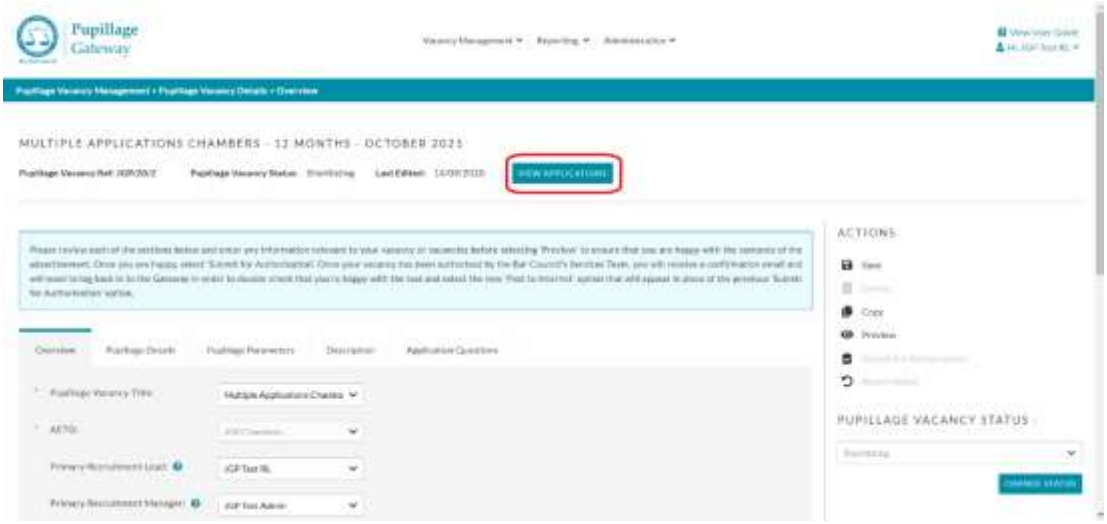
26. To add further Recruitment Leads and Recruitment Managers to the recruitment process that you're advertising, select their name from the 'User' dropdown box before pressing 'SAVE'.



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.

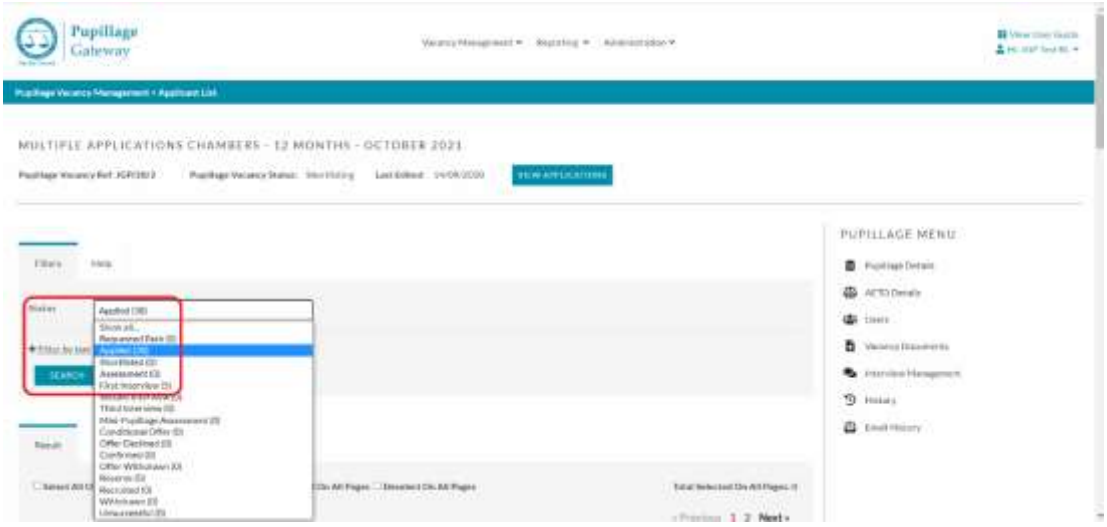
Processing Applications

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.

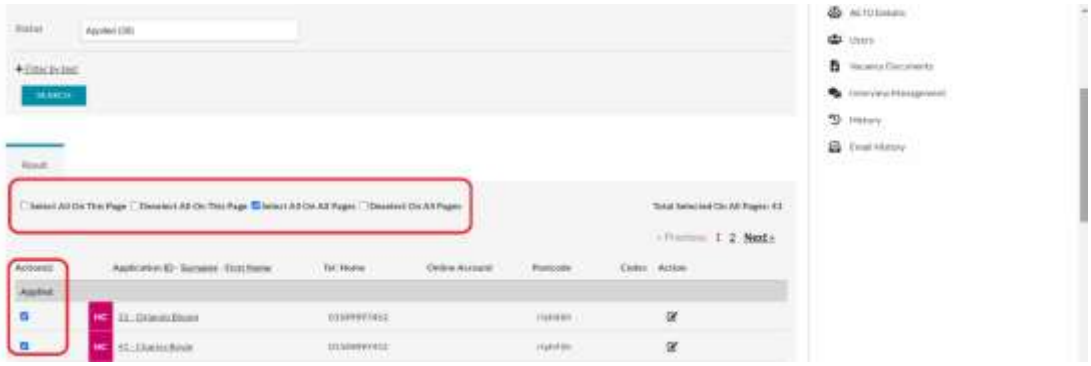


Note: You will not be able to view the applications until the time and date advertised on the Pupillage Gateway timetable. You will receive an email from the Bar Council's Services Team as soon as they become available.

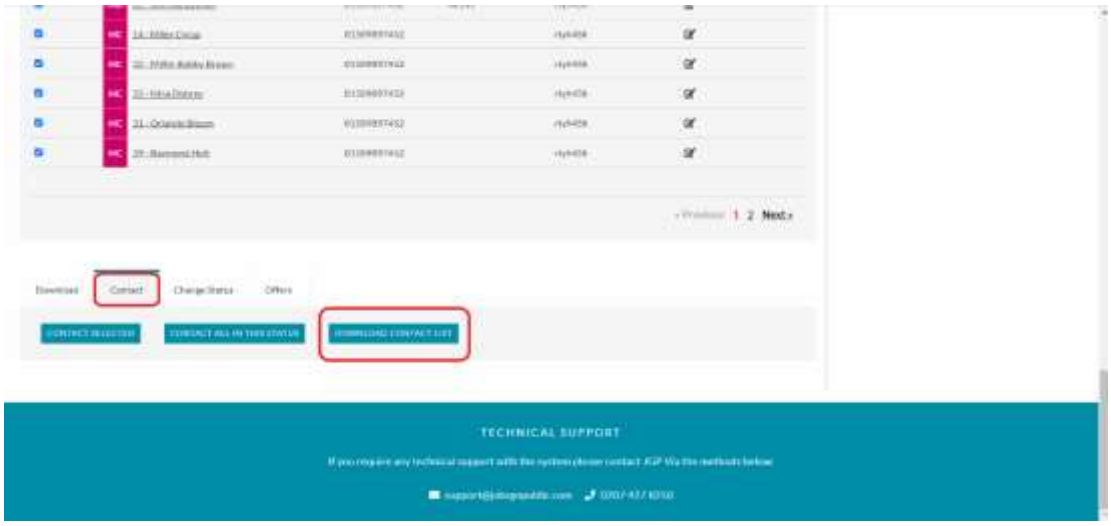
28. Select 'Applied' from the 'Status' dropdown box, followed by the 'SEARCH' button.



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.

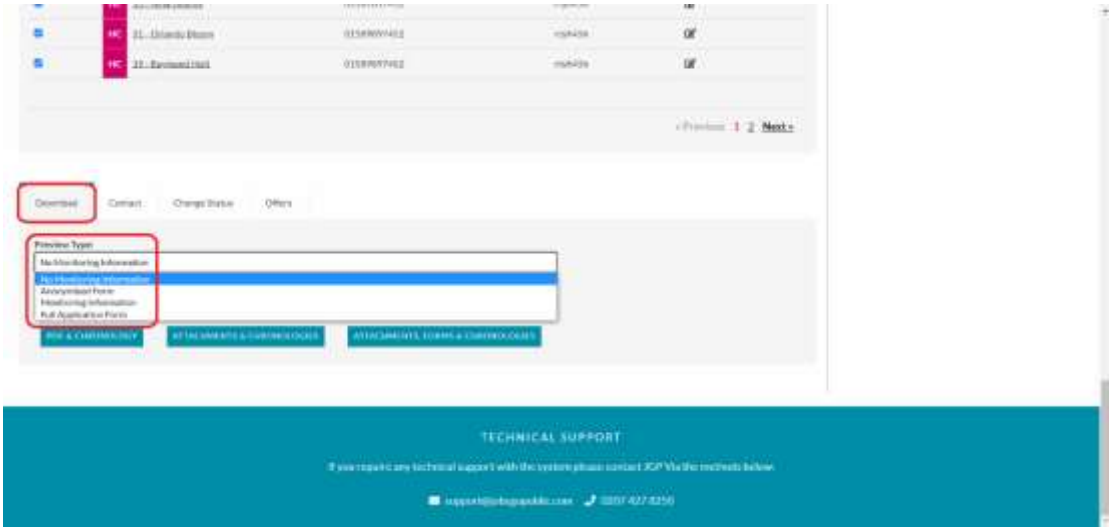


30. Once you've selected the applications you'd like to process, you can download an excel spreadsheet containing the candidates' contact details by scrolling to the bottom of the page, selecting the 'Contact' tab and pressing 'DOWNLOAD CONTACT LIST'.



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



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

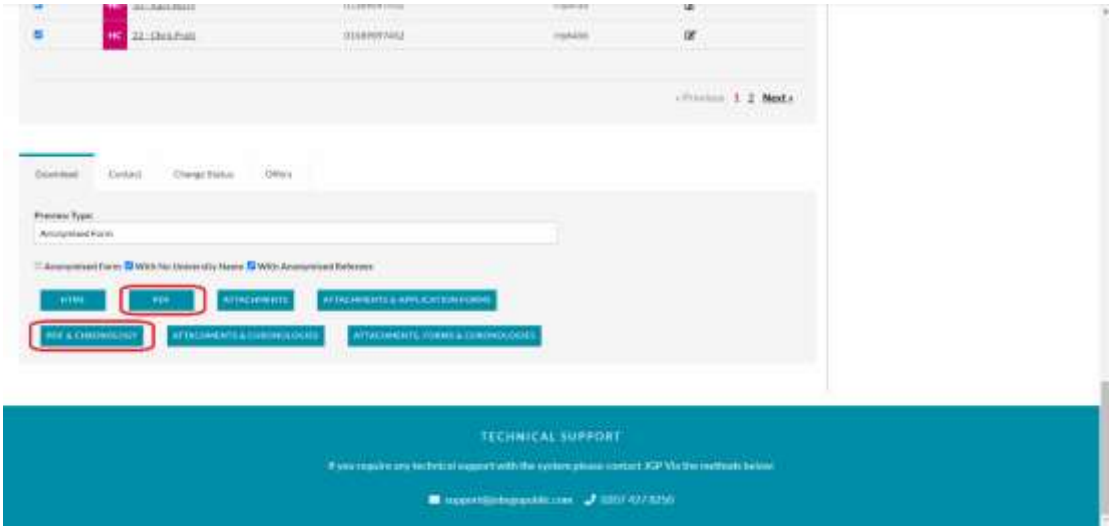
Anonymised Form – Will allow you to download the application forms without 'Section 9 – Equal Opportunities Monitoring' and will be anonymised depending on the preferences of your AETO.

The 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'.

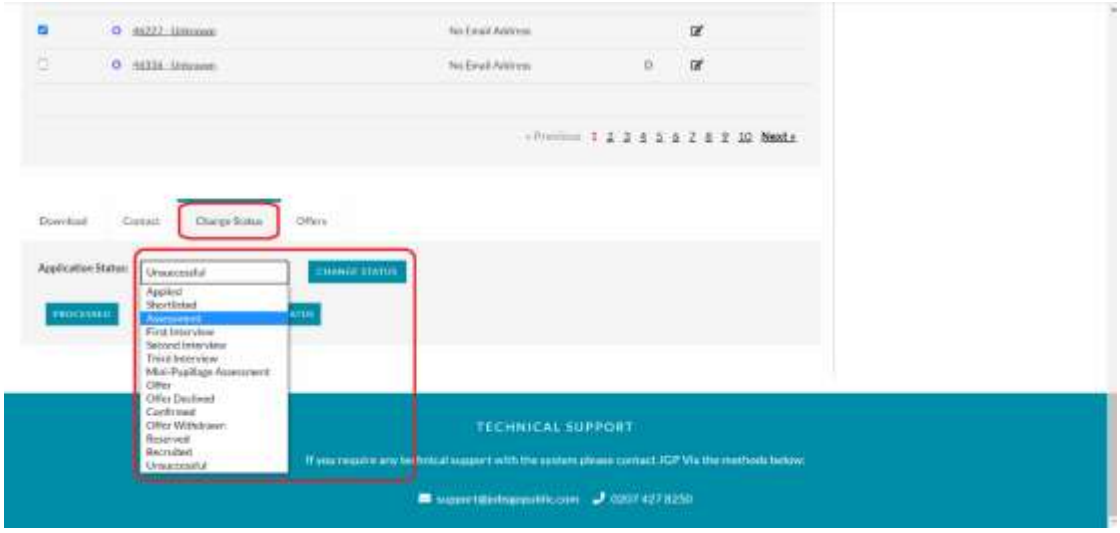
32. Once you've chosen your preferred view from the 'Preview Type' dropdown menu, select either 'PDF' or 'PDF & Chronology', and wait for the applications to download to your computer.



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.

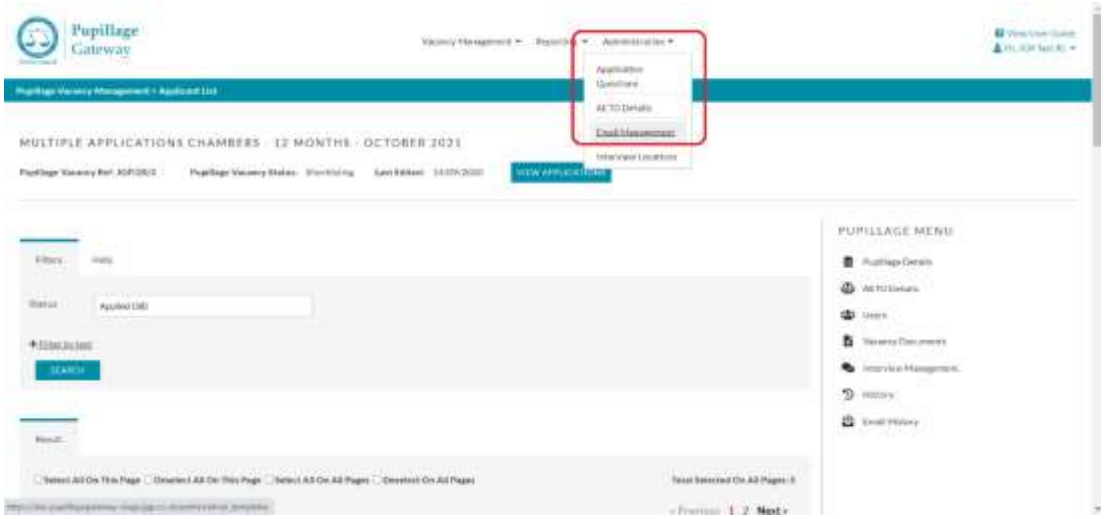


Top Tip: Before you change the status of any candidate, make sure that you have prepared the email that you would like to send to them, either through the Pupillage Gateway or your own email account, so that you can contact them shortly after having altered their application.

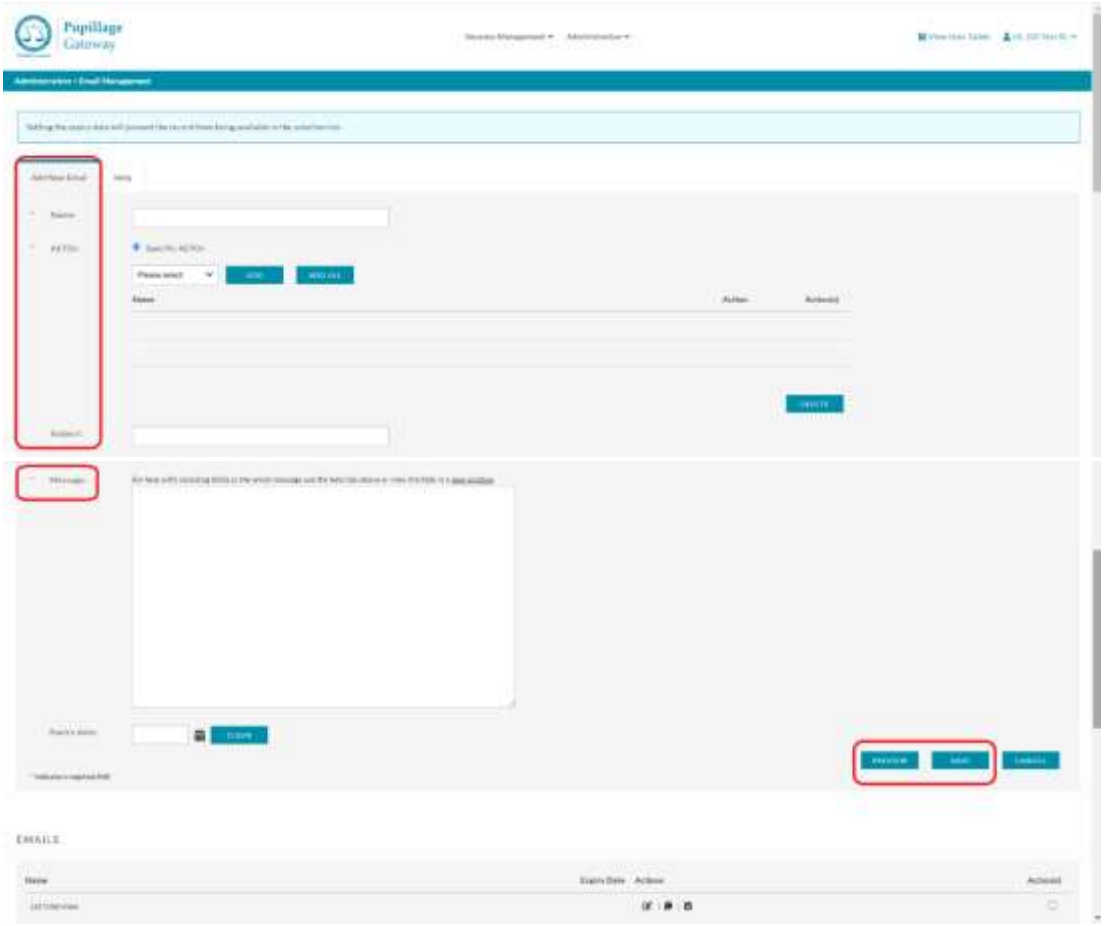
Top Tip: One of the most frequent complaints from applicants is that AETOs have rejected them 'by silence'. To that end, please don't forget to change the status of, and contact, those candidates that have not been successful.

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'.

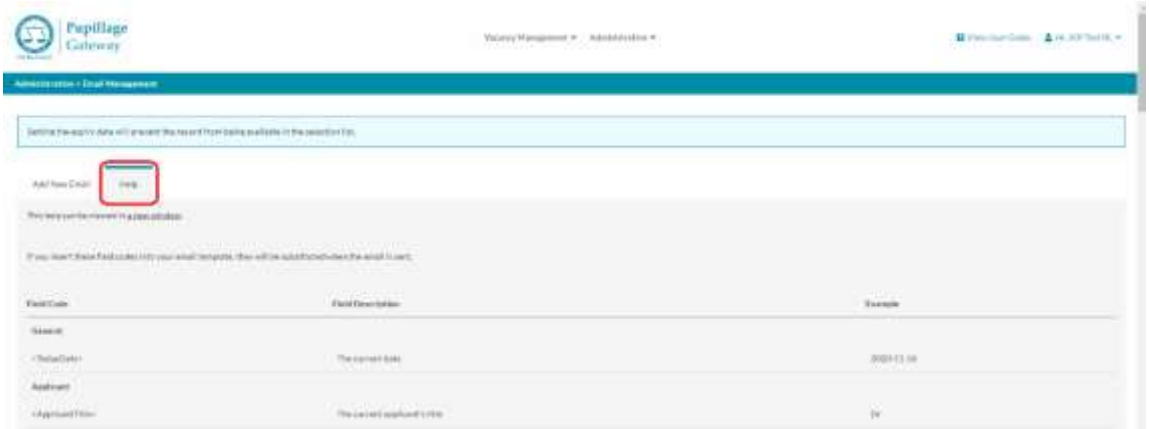


Name – The name of the email is for internal usage only and won't be seen by applicants. Be careful to ensure that it is unique, and therefore easily identifiable when using it to contact candidates. See paragraph 38 below for further information.

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>…*".

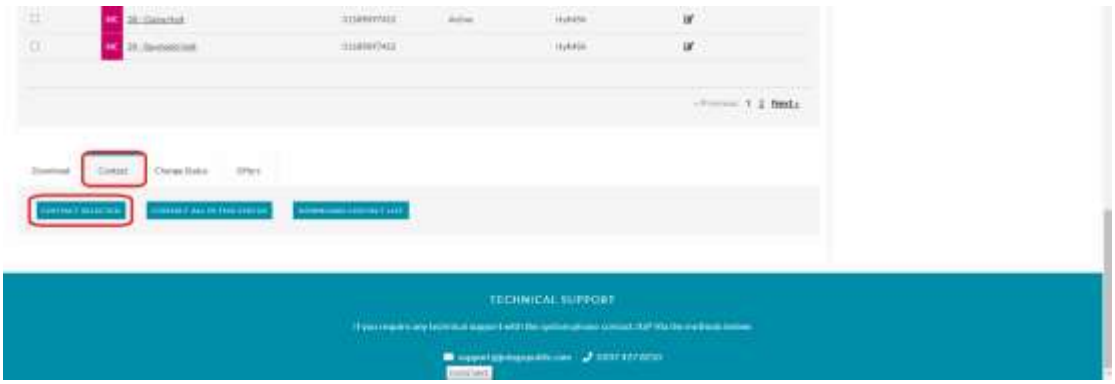


Expiry Date – It is recommended that, if you would like to use the email on more than one occasion (i.e. in future years), you ignore the expiry date text box.

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.

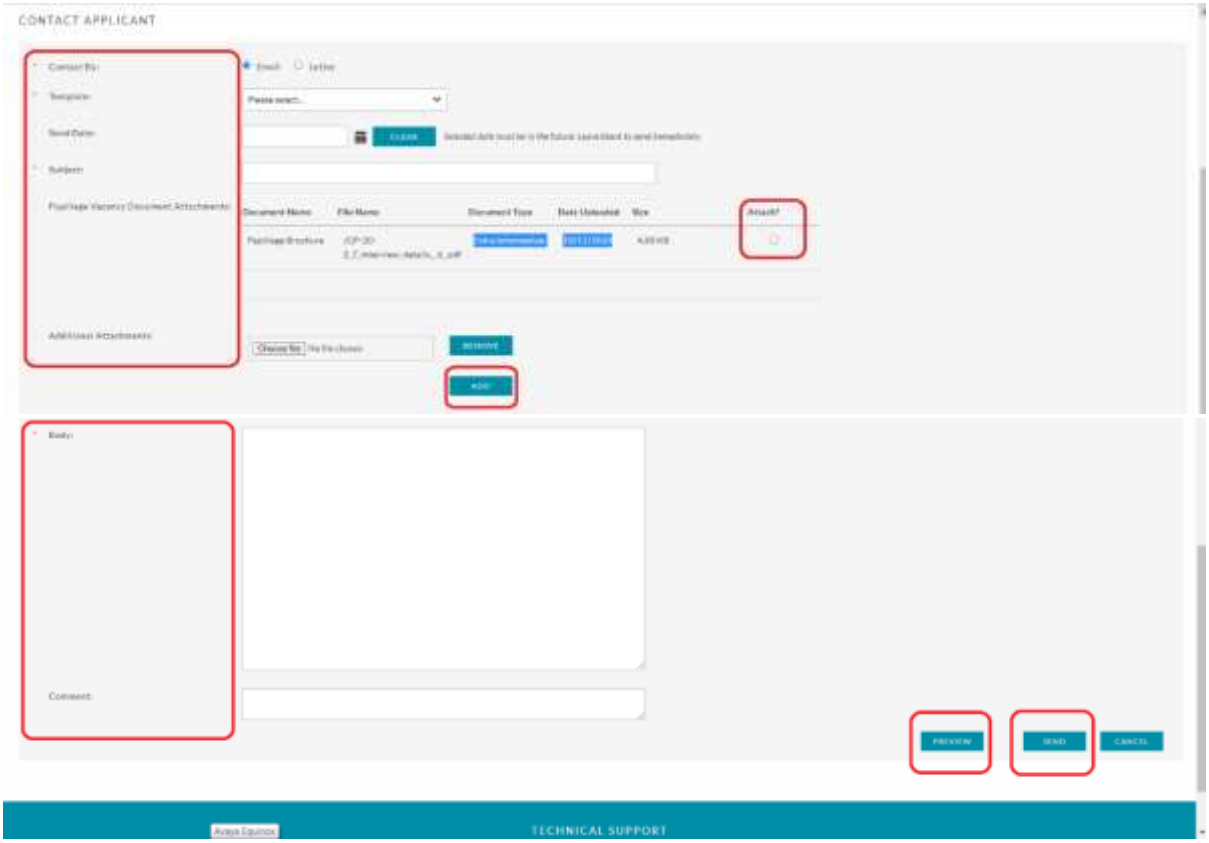
37. Select the 'Status' that the candidates you would like to contact are in from the dropdown box, followed by the 'SEARCH' button. See paragraph 28 above for further information.

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).

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 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.

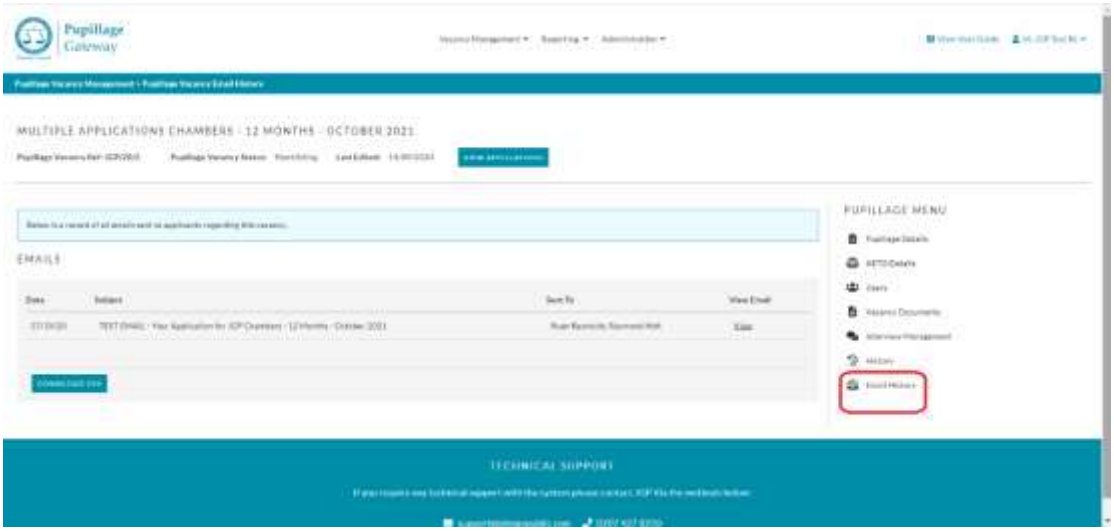
Subject – If you've not created an email template (see paragraphs 34 and 35 above for further information) then subject of the email is the title that candidates will see when it appears in their respective inboxes.

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.

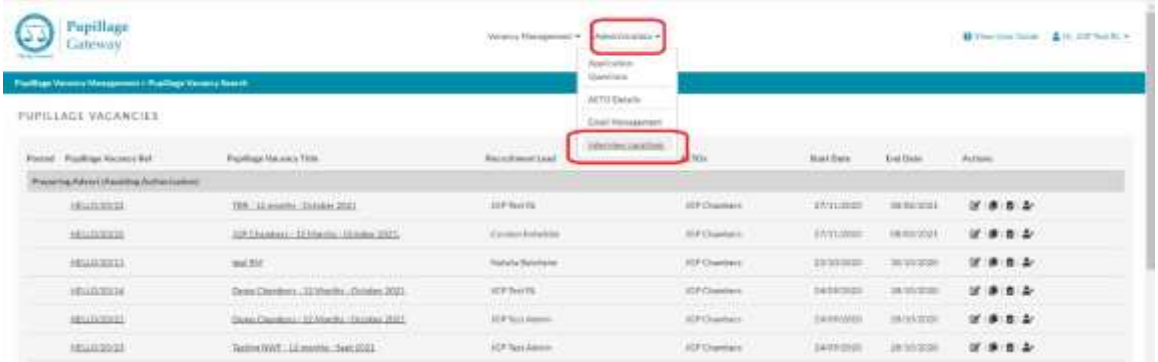
Comment - It is recommended that you ignore the comment text box.

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.

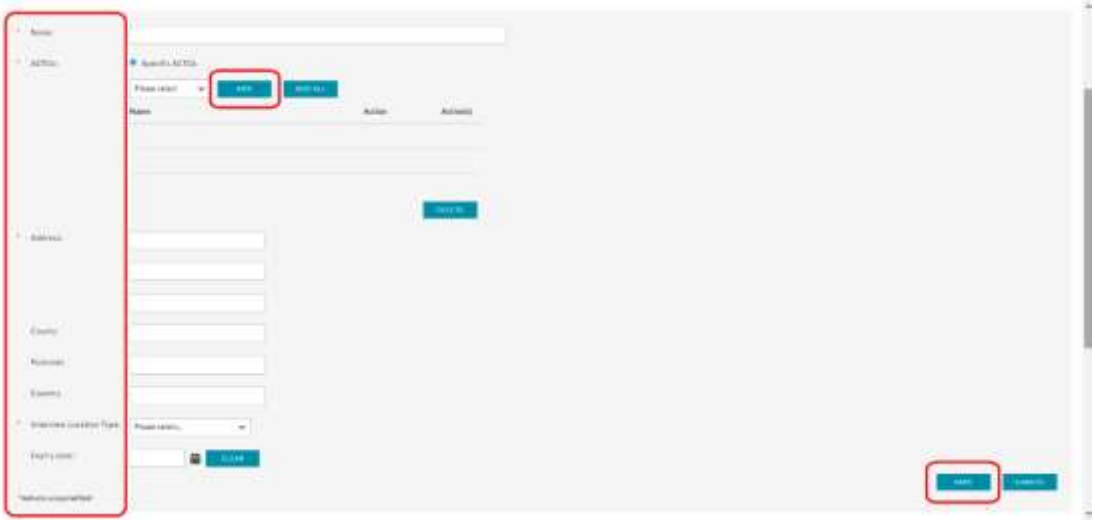


Arranging Interviews through the Platform

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'.



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.

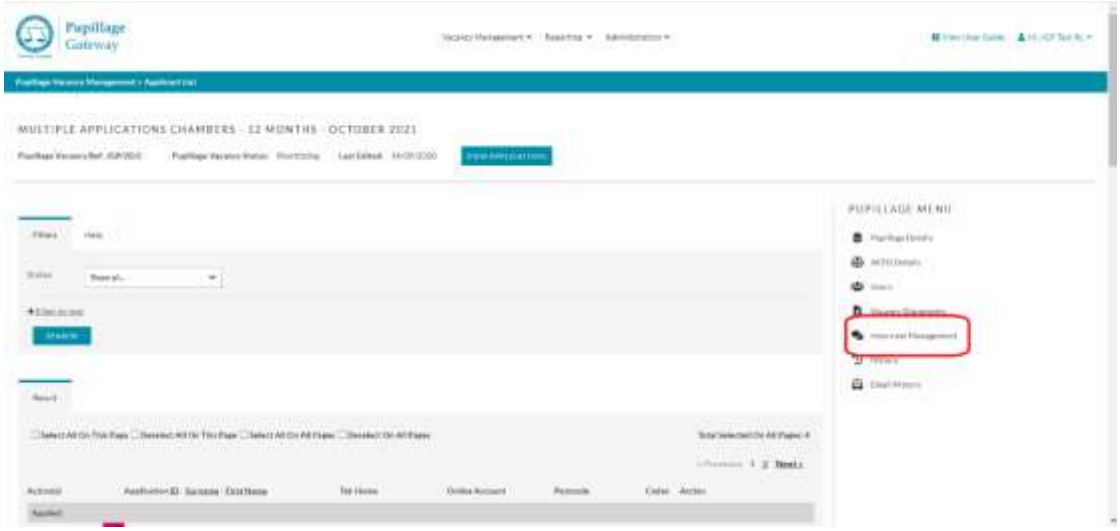
Address/County/Postcode/Country – Enter the address, county, postcode and country of the interview location that you're about to create in the relevant textboxes.

Interview Location Type – Select from 'Chambers'.

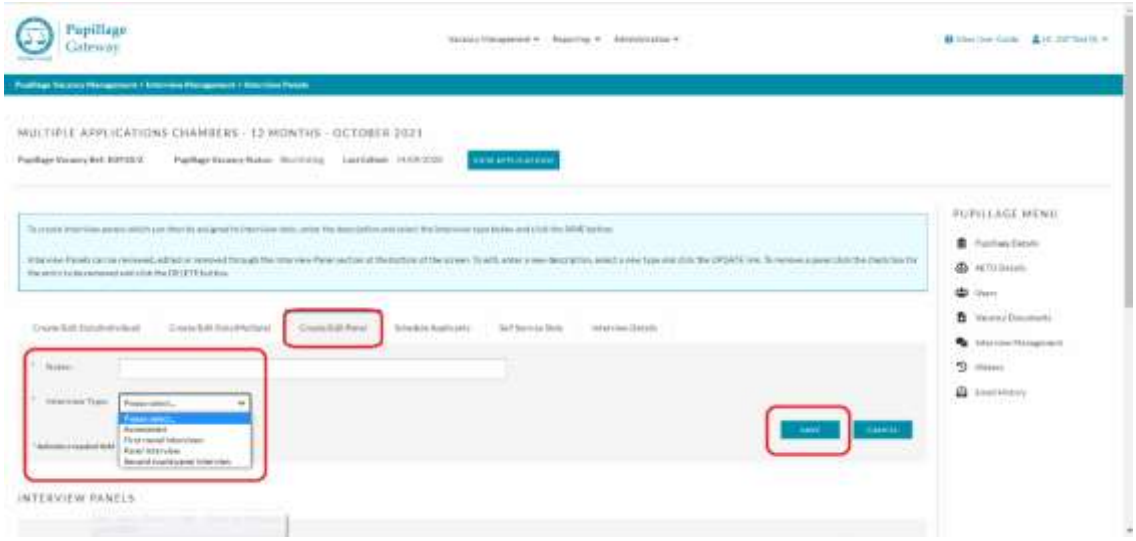
Expiry Date – It is recommended that, if you would like to use the interview location on more than one occasion (i.e. in future years), you ignore the expiry date text box.

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.

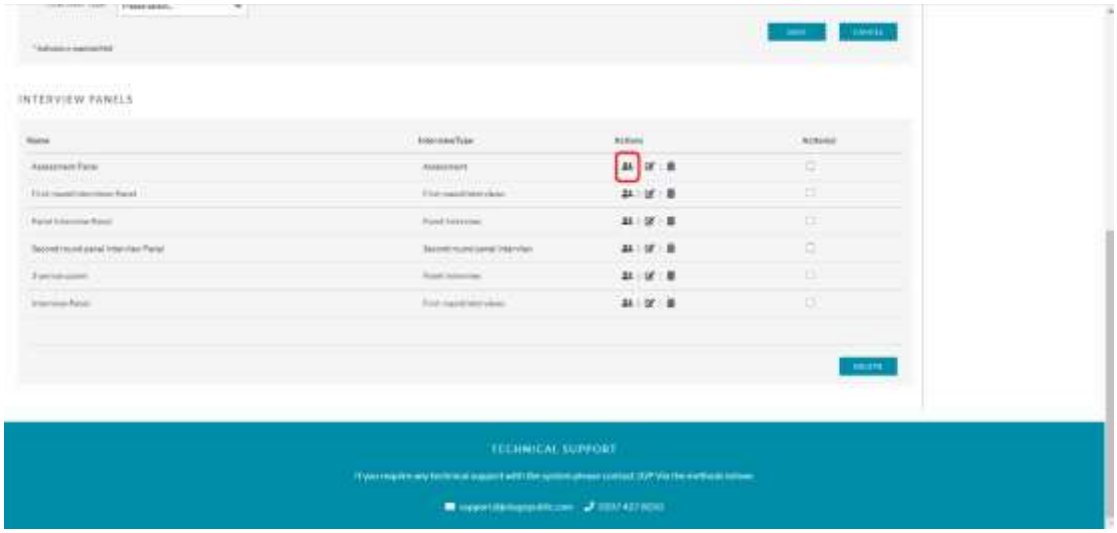
> **Note:** It is recommended that you move the candidates you wish to interview to the relevant 'Status' before using the interview management tool. The status that they will need to be in is either 'First Interview', 'Second Interview' or 'Third Interview'. See paragraph 33 above for further information.



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



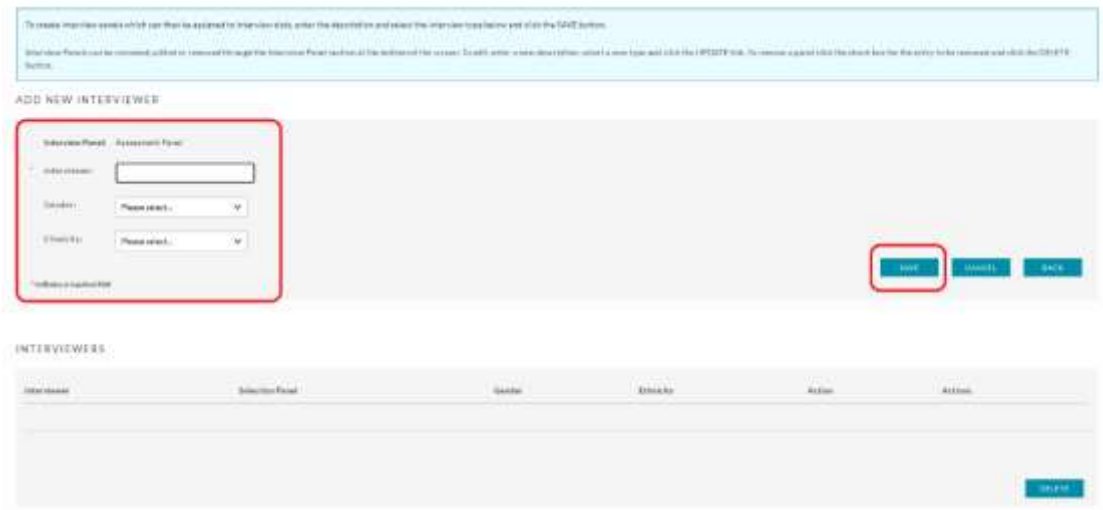
45. To add in details of the members that will be sitting on each panel, or to view them later, select the people icon from the 'Action(s)' box to the right-hand side of the relevant panel.



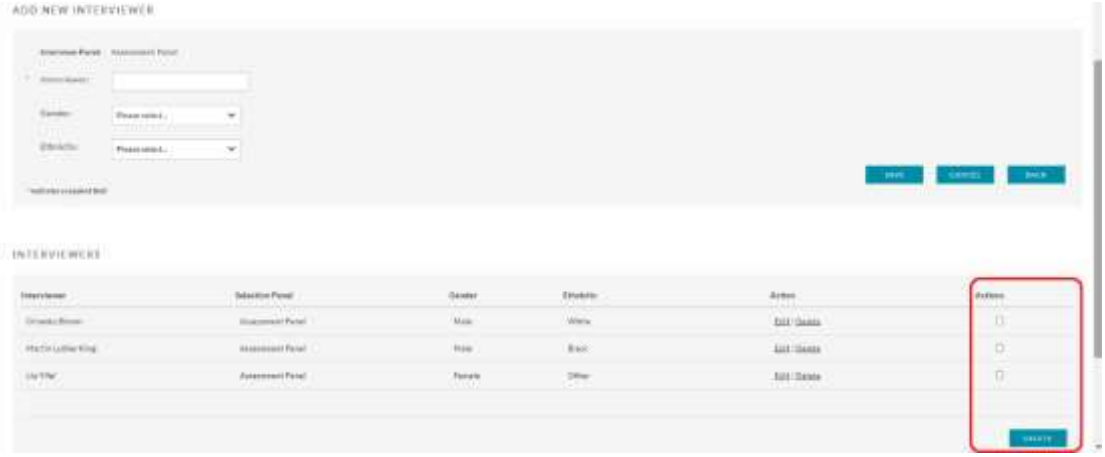
Note: Applicants will not be able to view the details of the panel and this feature is therefore for internal reference only.

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.

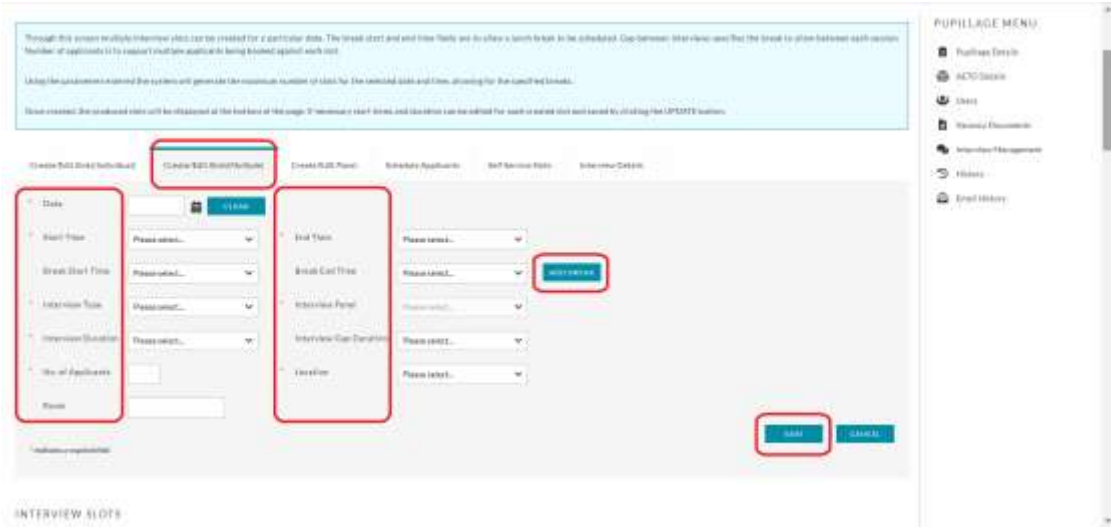
46. After the 'ADD NEW INTERVIEWER' page has loaded, complete the fields and press 'SAVE'.



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'.



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



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.

Interview Type - Select from 'Assessment', 'First round interviews', 'Panel interviews' and 'Second round panel interview'.

Interview Panel – Select the name of the interview panel you've just created (see paragraphs 42 and 45 above for further information) from the dropdown box.

Interview Duration/Gap Duration - use the dropdown boxes to set the length (in minutes) of each interview and of the gap between each candidate.

No. of Applicants – specify the number of candidates that you would like to interview *at any one time*, **not** the total number of candidates that are planning to interview throughout the day.

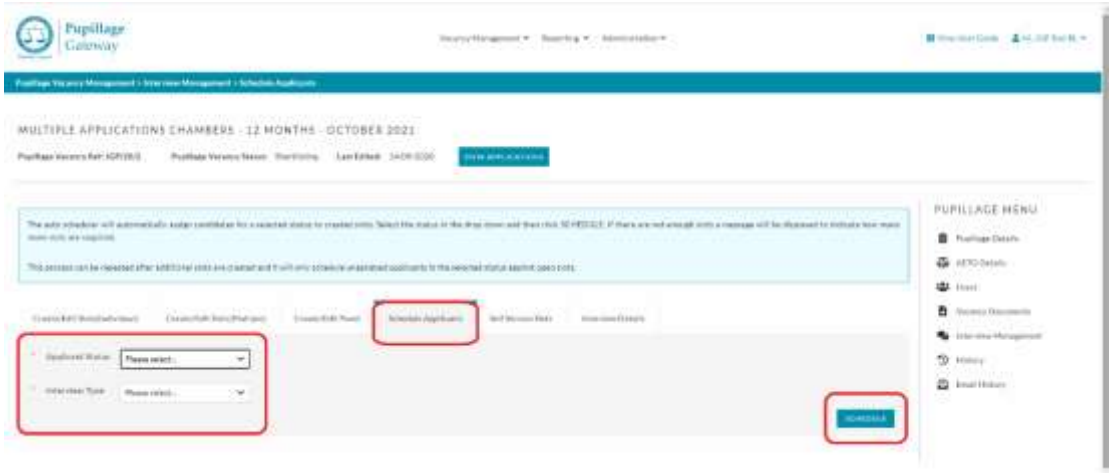
Location - Select the name of the location you've just created (see paragraphs 41 and 42 above for further information) from the dropdown box.

49. Any information appearing under 'INTERVIEW SLOTS' will be included in the timetable. To delete a time from the list, select 'Action(s)' box to the right-hand side of the relevant slot before pressing 'DELETE'.

50. Once you've built your interview slots, you have two options. You can either allocate the slots to the relevant candidates or ask them to choose their preferred time through the Pupillage Gateway.

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'.



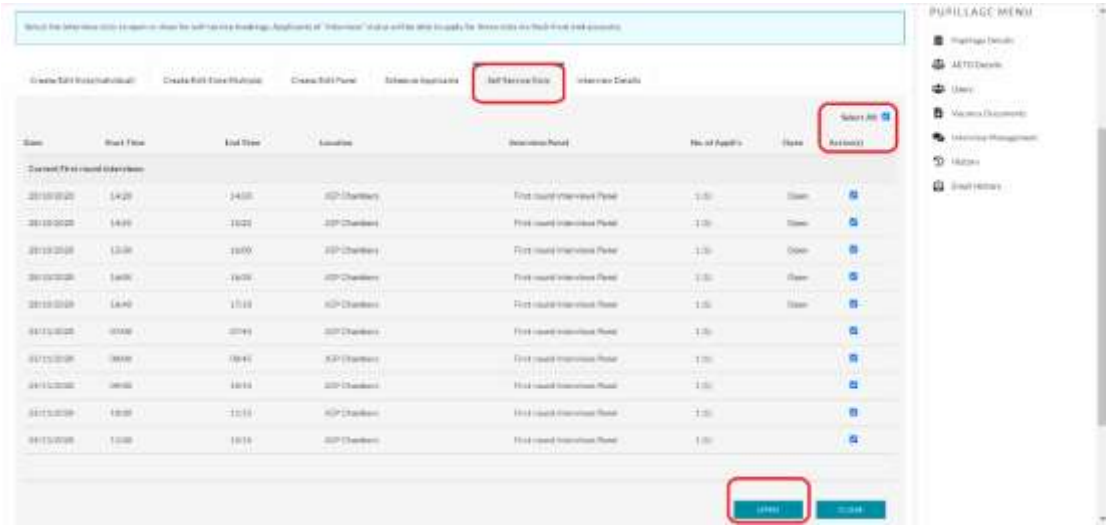
Applicant Status - Select the 'Status' of the relevant candidates, choosing from either 'First Interview', 'Second Interview' or 'Third Interview'. See paragraph 33 above for further information.

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.

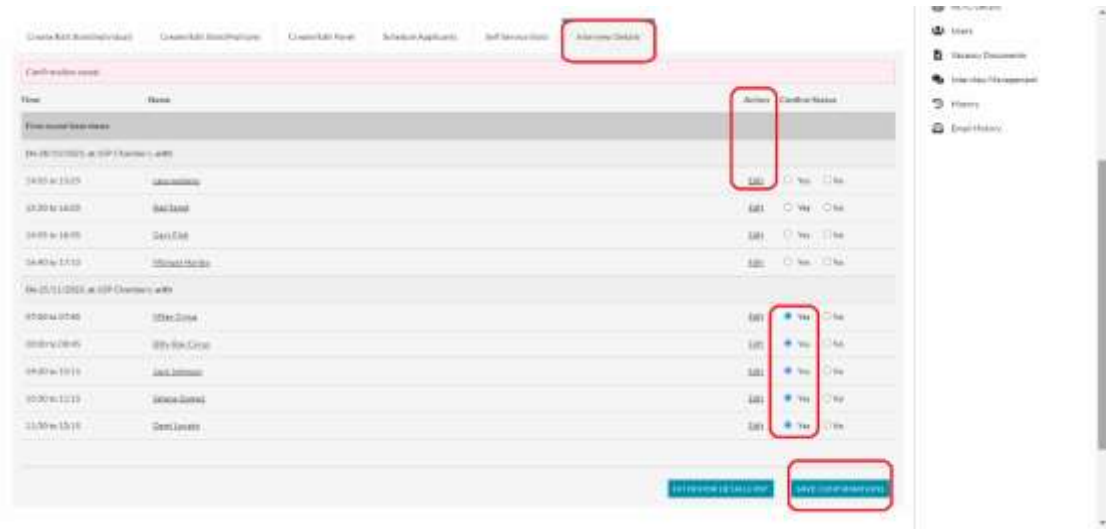
Top Tip: You can download a PDF of the interview timetable by selecting 'Interview Details' from the interview management tab, scrolling to the bottom of the page and pressing 'INTERVIEW DETAILS PDF'. This will provide you with something to refer to when contacting the relevant applicants.

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).

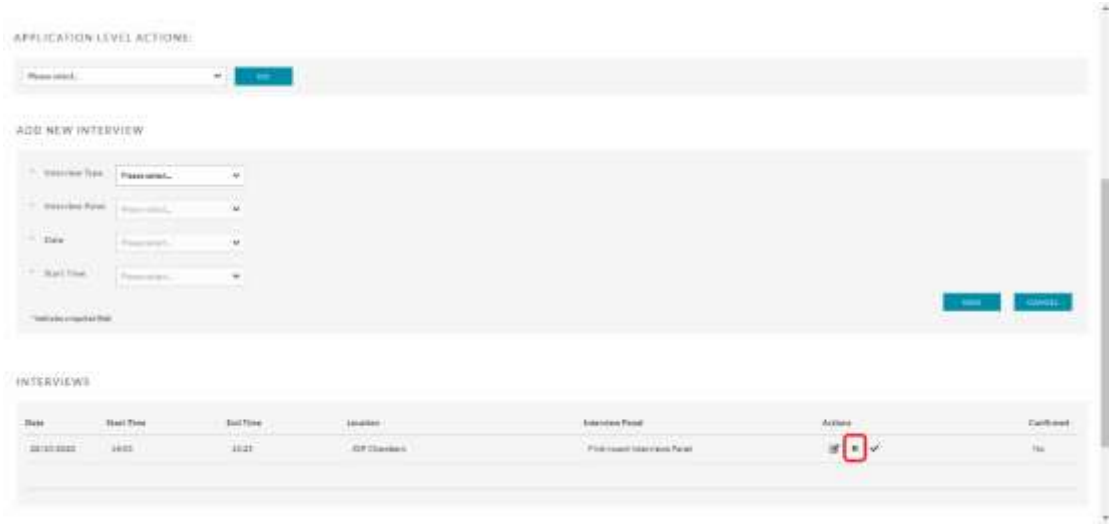


Note: Once you have opened the self-service slots, you will need to contact the relevant candidates to let them know that they can book an interview time through their Pupillage Gateway account. See paragraphs 34 to 40 above for further information.

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'.



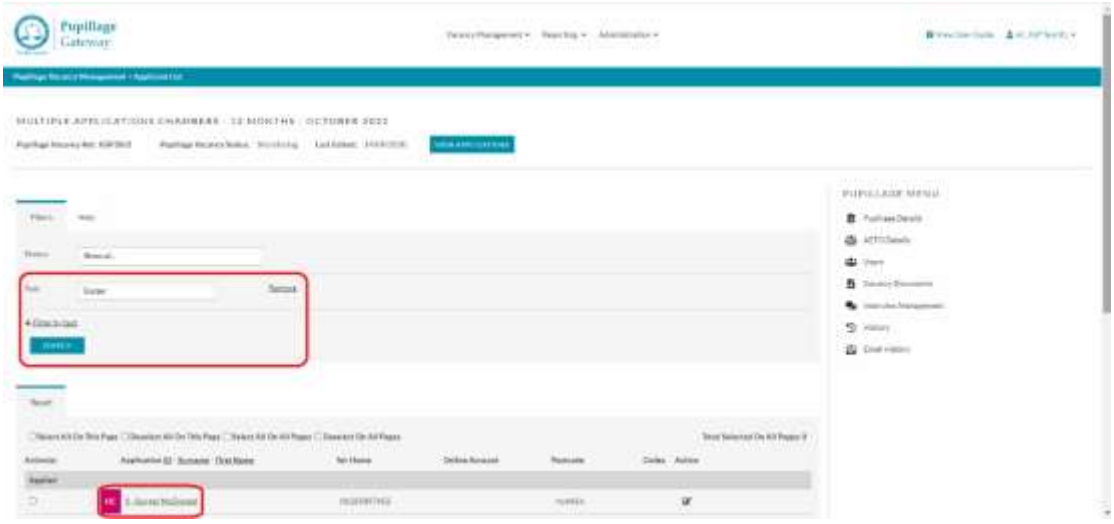
54. Use the 'Action(s)' box and 'Edit' to delete the interview time of a candidate. Scroll to the bottom of the page and use the X icon to decline the interview. When you go back to 'Interview Details' under the interview management tab, you'll see that the relevant booking as disappeared from the list.



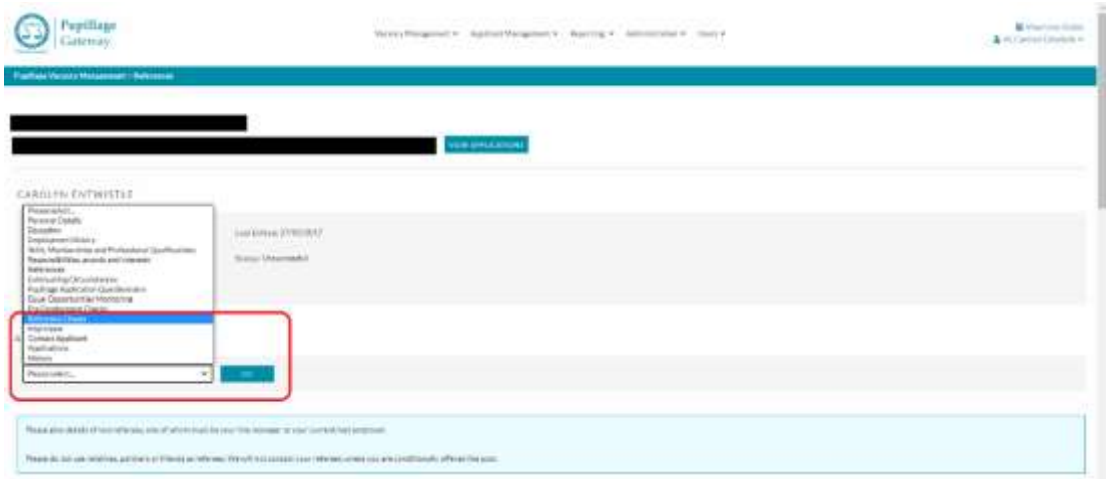
Emailing Referees through the Platform

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.



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'.

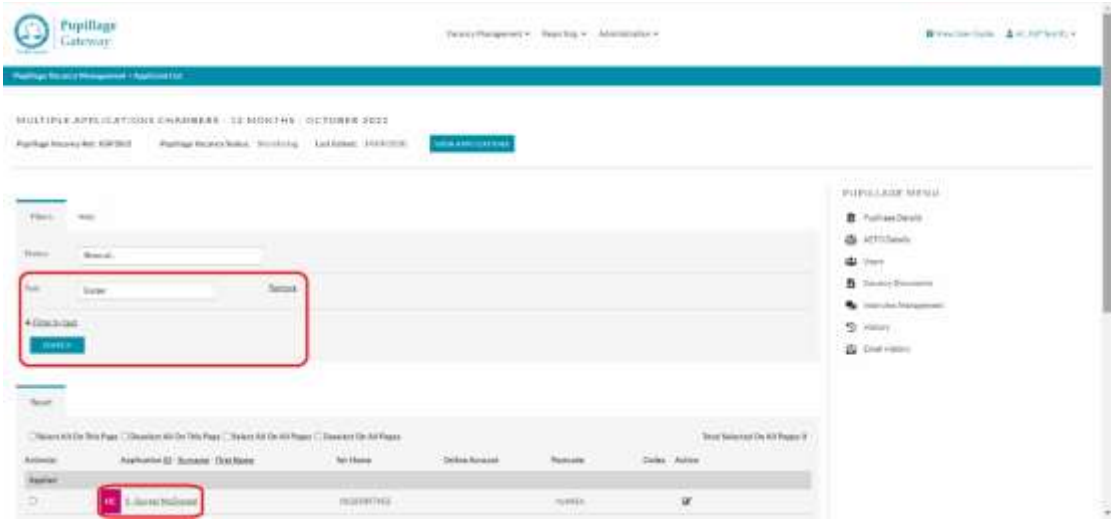


58. Scroll to the bottom of the page and select either the specific referees that you would like to contact (using the 'Contact' boxes to the right-hand side of the relevant person(s)) or all of the referees (using the 'Select All') button, before pressing 'CONTACT REFEREES'.

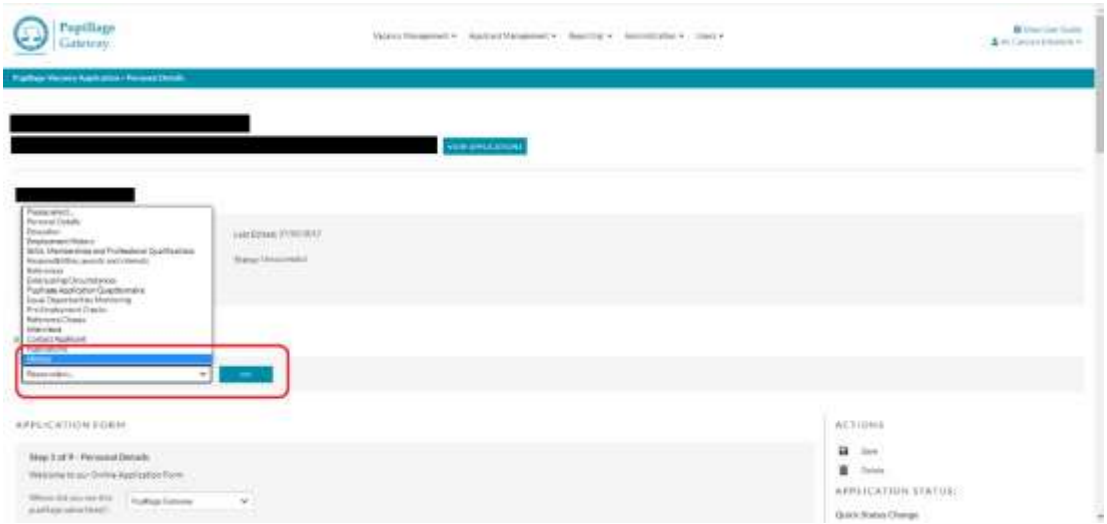
59. Complete the relevant sections of the 'CONTACT REFEREES' form before pressing 'PREVIEW' and, once you are happy with the content of your email, selecting 'SEND'. See paragraph 39 above for further information.

Viewing a Candidate's History

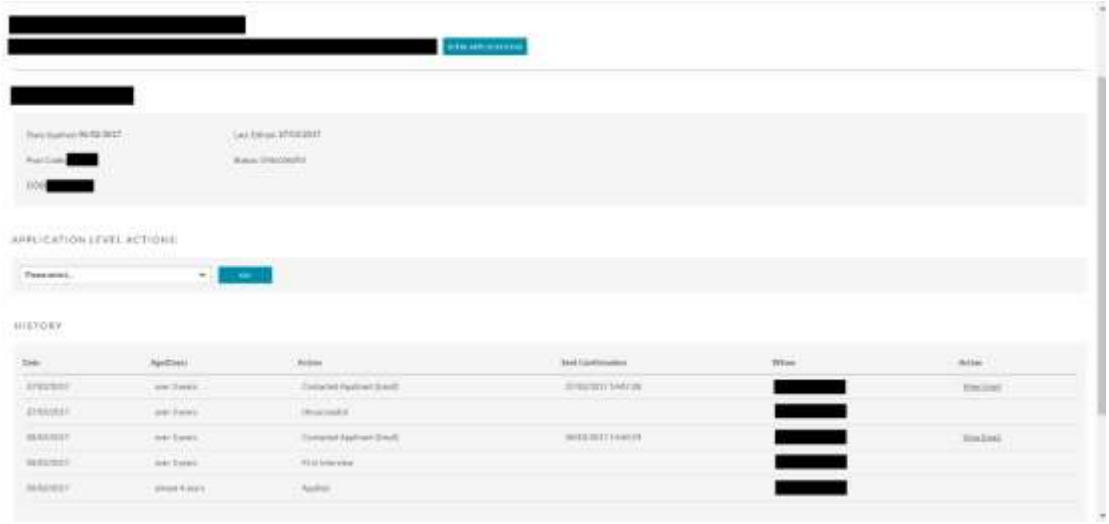
60. For auditing or troubleshooting purposes it may be necessary to check the history of actions carried out by your AETO in relation to a specific candidate e.g. the 'Status(es)' they have been moved to and when, and any communications that have been sent to them through the Pupillage Gateway. To do 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.



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'.

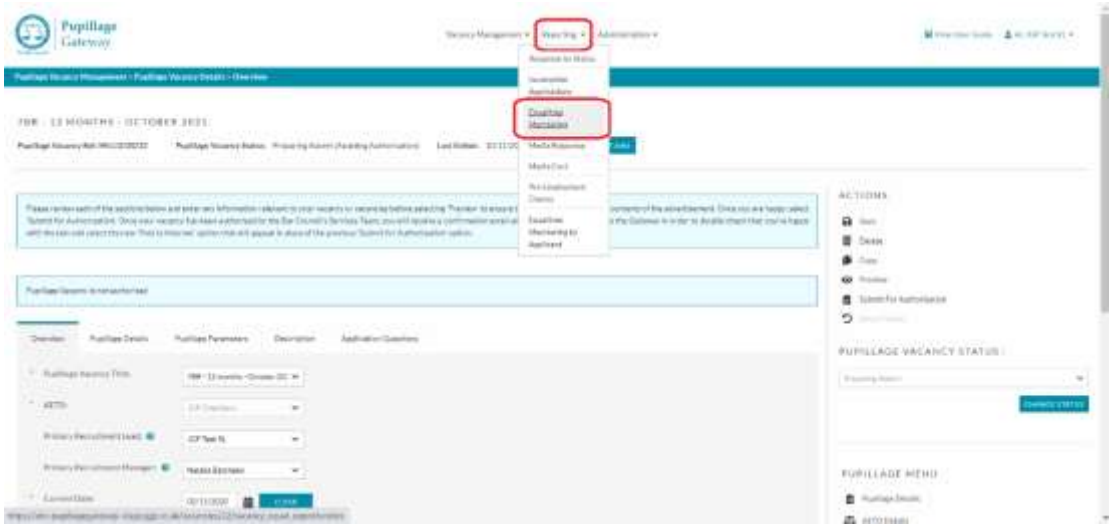


This will display the candidate 'HISTORY', as below:

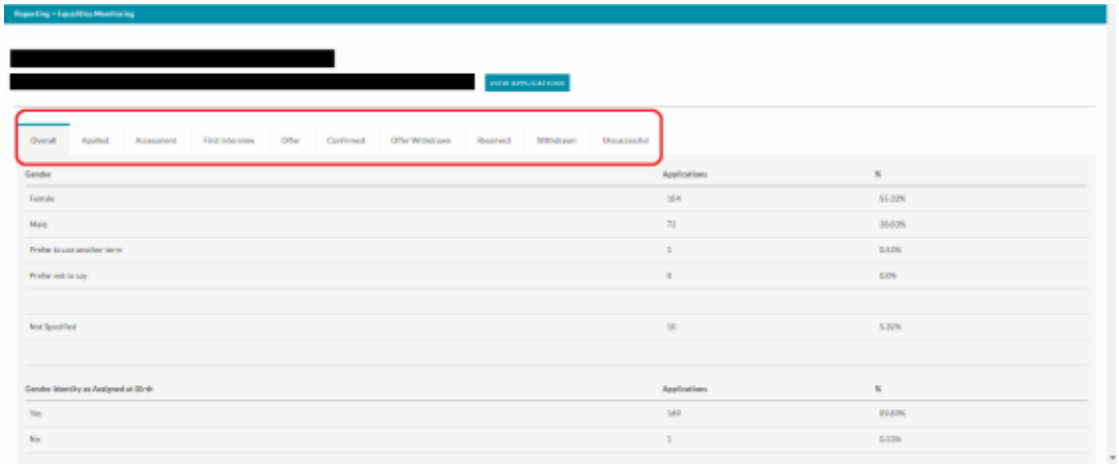


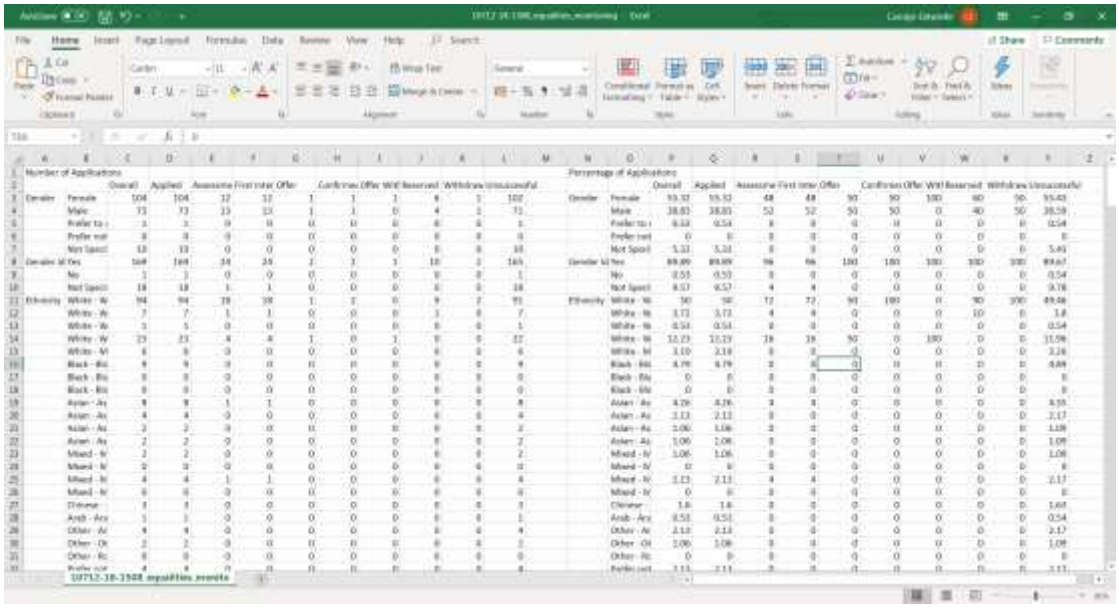
Viewing Equal Opportunities Monitoring Reports

62. 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.



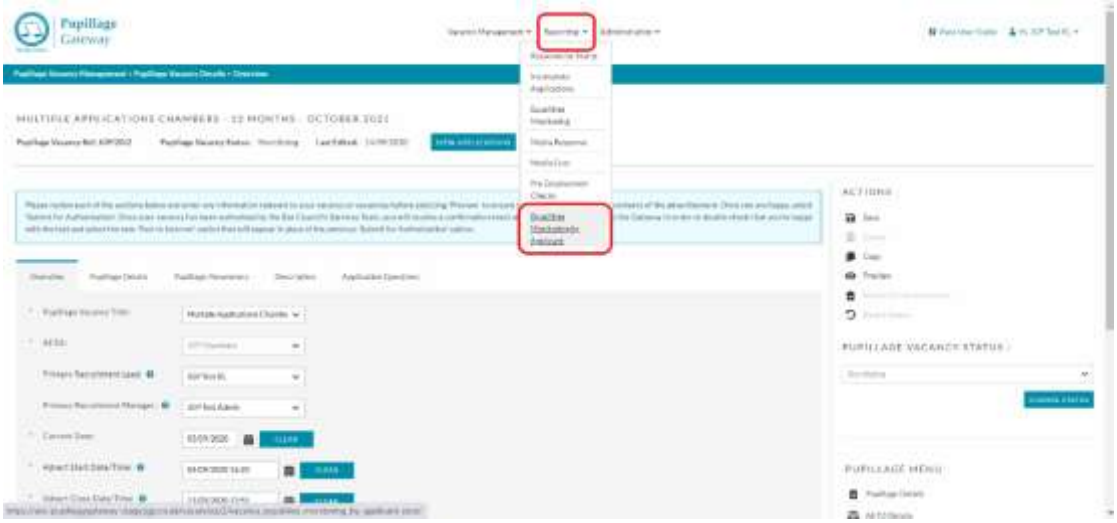
63. Use the tabs at the top of the page to view the number of applications and relevant percentages for each area of the equal opportunities monitoring report. Alternatively, scroll to the bottom of the page to generate an Excel spreadsheet.

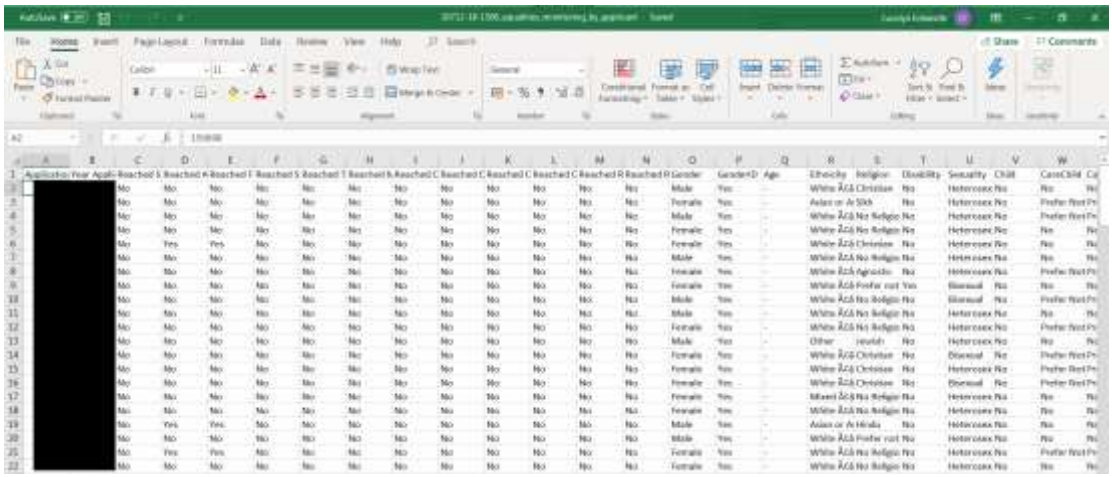




Top Tip: After the Pupillage Gateway timetable has come to an end, the Bar Council will circulate similar reports containing the aggregated data for all of the candidates that have made an application in the same period and for those candidates that made at least one application to AETOs with the following 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.

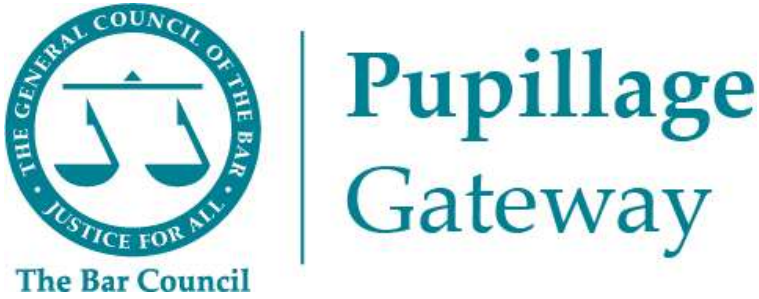




Further Assistance

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.



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	
Bar Council areas (please delete as appropriate) *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*	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		
Mini-pupillages available (please delete as appropriate)	Yes No	
Logo	Please attach a JPG or GIF file to the email when returning this form	
Email footer *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.*		

Reply-to address *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.*	

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?**	