



The Council
of the Inns
of Court

Qualifying Sessions External Observers Handbook

2023/2024 Handbook

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INTRODUCTION

Qualifying Sessions (QS) are the vehicle by which the Inns deliver the bulk of their training to student Barristers. They have developed over many years into a programme at which high quality education is delivered in a context where those learning are exposed to the Inns' community of practitioners and external experts.

Quality is vital to the Inns' educational provision. It has been agreed between the Inns and the Bar Standards Board (BSB) that External Observers (EOs) will observe and report on the delivery of QSs. This will run alongside the feedback obtained by Inns from their own internal observers. This input will be part of the quality assurance mechanism put in place for the delivery of QSs and as such has been included in the Memorandum of Understanding between the Inns and the BSB.

Inns will be observed by External Observers every two years. The intervening years will be known as 'Development Years'. During these Development Years Inns will continue to receive feedback from their internal observers.

This handbook sets out the framework within which you will operate as an EO along with information which will assist you in the task. It will be accompanied by Inn-specific information which will be provided by the Inn to which you are assigned.

Regulatory Documentation

The following documentation can be found here.

- Inns of Court Qualifying Session Quality Assurance Operational Guidance – Annex 1
This document includes information and reporting templates.
- The Joint Inns Education and Qualification Rules – Annex 2¹
These are the rules pursuant to which the Inns carry out their educational functions. The rules are currently being reviewed. EOs will be provided with the most up to date version at the start of the year and should amendments be made during the year they will be sent the updated version.

Links to the following documentation can be found here.

- [Memorandum of Understanding between the Inns and the BSB \(MOU\) and its annexes](#)
- [BSB Handbook](#)
- [Bar Qualification Manual](#)

¹ The current version of the Joint Inns Education and Qualification Rules is included.

QS Attendance Assessment Forms

Enclosed within the Operational Guidance document at Annex III is a pro forma assessment form for use when attending and observing QSs. The form used by your Inn may look slightly different to this, not least because it may well be provided for you on-line, but the content will be mostly the same across the Inns. The completed assessment form should be sent to the nominated person at the Inn to which you are assigned within 10 working days of your attending the QS event. Prior to attendance at each QS you will be provided with the Description for the specific QS which will include its learning aims.

Student Meetings

To aid transparency students will be informed that the Inns have EOs assisting them. EOs will, in the first and last term of each academic year, chair a meeting with a group of current Bar course students, the aim being to identify the expectations the students have at the start of their Bar course regarding QSs and whether these have been met by the end of this period. General feedback regarding the students' experiences is also gathered. The feedback obtained through these meetings will be reviewed alongside that obtained from students after individual QSs. You can structure these meetings in a way that suits you but you will be required to feed back to the Inn's education staff after they are completed using the form provided at Annex VI of the Operational Guidance document. This form sets out the areas the Inns specifically wish to hear the students' views on. The meetings will be arranged by Inn staff. Students should be advised that names will not be attributed to any specific feedback given. The broad headings set out in the form at Annex VI should be used in the production of the agenda for the meetings.

Annual Report

You will be required to submit a report to the Inn, copying in Joanna Robinson at COIC, by the end of June annually, giving an overview of the year, using the template enclosed at Annex VII of the Operational Guidance document. These reports will be shared between the Inns and COIC and will inform the annual Inn's Self-evaluation Report. An overview of the four Inns' Self-evaluation reports will be produced each year by COIC and this, along with the individual Inn reports, will be submitted to the BSB. We expect the BSB will publish the Self-evaluation Reports on their website.

Serious Concerns

EOs should use their judgment and discretion to determine when there are concerns that are sufficiently serious in nature to merit raising them immediately with the nominated person at the Inn rather than including them in feedback or in the annual report. In such circumstances the Inn concerned will reply to the EO in writing setting out the action that will be taken in response.

Dialogue with the Inns & COIC

The main contact you will have during the course of your work will be the nominated person at the Inn to which you are assigned. Ordinarily they will be the person to whom you will communicate any queries or concerns you may have but in addition you can discuss matters with Joanna Robinson, Head of Quality & Standards at COIC, should it feel more appropriate in the circumstances. Several meetings will be arranged through the year where the EOs

and Joanna Robinson will get together as a group. At these meetings you can share your experiences and discuss any queries which have arisen.

Past Reports

At the start of each academic year you will be provided with reports produced by previous EOs, previous Self-evaluation Reports and the COIC overview reports which have been supplied to the BSB.

Transfer to the next Inn

In advance of the end of each academic year you will be advised which Inn you will be moving on to and the necessary induction will be organised.

Expenses

The expenses policy and claim form are enclosed at Annex 3. Expenses will be refunded by the Inn to which you are assigned after each event attended on submission of the relevant form with accompanying receipts. The form used by your Inn may look different to that included here but the content will be the same across the Inns.

Fee Payment

The fees will be paid by COIC via BACS. You are required to submit invoices to Joanna Robinson via email as indicated below.

- £820 upon completion of the induction programme;
- £815 after attendance at a residential event;
- £815 once the minimum number of QS have been observed, two meetings with students have been conducted and all feedback reports and the annual report have been submitted.

Invoices should include your name, address, bank details and date and should set out which of the above payments you are seeking and which Inn you are working with.

Glossary

You will find a glossary of terms which you might come across in your work with the Inns at Annex 4.

Inter-Inn Data Sharing Protocol

The detail of the information that is shared between the Inns is set out in a data sharing protocol. This can be found at Annex 5. This document is currently being reviewed. EOs will be provided with the most up to date version at the start of the year and should amendments be made during the year they will be sent the updated version.

August 2023

Annex 1



**The Council
of the Inns
of Court**

Qualifying Sessions Quality Assurance Operational Guidance

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INTRODUCTION

This document sets out the quality assurance mechanism that the Inns have put in place in relation to the delivery of Qualifying Sessions (Qs). It puts into effect the principles set out in the Memorandum of Understanding between the Inns & COIC and the Bar Standards Board (BSB) and its annexes as referred to in the Joint Inns' Education and Qualification Rules.

The Inns will individually plan their QS programmes in accordance with the Qualifying Session Framework and will ensure there is a variety of content and mode of delivery and that a proportion of Qs are delivered outside of London. All QS events, including those delivered in collaboration with others, will be required to comply with this QA mechanism. Each QS event will have clear learning aims which those observing will be asked to assure against when providing feedback. The feedback received will assist the Inns in their ongoing review of their QS programmes and will also feed into the annual Self-evaluation Report provided to the BSB.

The mechanism in place at the Inns for the Quality Assurance of QS is made up of the following elements:

1. QS Description,
2. internal and external observation,
3. student feedback, and
4. annual Self-evaluation Report for the BSB.

1. Qualifying Session Description

A description will be given for each QS event that will include the learning aims for the QS event and will provide a structure within which feedback will be sought from observers and student attendees. Each Inn will have an internal mechanism whereby the description for each QS event is approved. Key to the delivery of consistently high-quality Qs across the Inns are the clearly set out content and practicalities of the QS event and the expected learning aims for it. Guidance has been produced to assist the Inns in the drafting of these. This can be found at Annex I. The list of required description information for each QS can be found at Annex II.

2. Internal & External Observers - Feedback

Qs will be observed by both internal and external observers. Each Inn will have observation from an external observer once every two years and from internal observers every year. Years in which External Observers work with an Inn are known as Observation Years. Those years in which there is only internal observer involvement are known as Development Years.

- Internal observer feedback will be sought for a cross-section of each Inn's QS events covering all themes set out in the QS Framework;
- External Observers will each observe 5 QS events each year at the Inn to which they have been assigned which will include attendance at one residential weekend event.

Observers will be provided with the descriptions for each QS event they observe. The form found at Annex III sets out the feedback which will be requested from all those carrying out observation of Qs. The aim is to generate feedback which is similar in format across the Inns to enable them to write standard format annual Self-evaluation Reports (see 4. below). Inns are permitted to ask additional questions of observers if they wish.

In addition to providing feedback on specific QS events the External Observers will twice in each Observation Year meet with a group of students in order to explore what their expectations are of the QS programme and whether these were met. In the Development Years these student meetings will be chaired by the internal observers. A form for observers to use to feed back to their Inn on their discussions with students can be found at Annex VI.

External observers will produce annual reports of their findings in June each year. A template for the report can be found at Annex VII.

The Role Description and Person Specification for external observers can be found at Annex V. This, together with the other documents included in the External Observer Handbook, sets out how the role of External Observer will operate.

3. Students - Feedback

Student feedback will be sought for a cross-section of each Inn's QS events covering all themes set out in the QS Framework. The form at Annex IV sets out the core feedback questions which will be

asked of students attending Qs at all Inns. Inns may ask additional questions of students if they wish.

As with feedback sought from external and internal observers student feedback will be taken into account in the annual Self-evaluation Report.

4. Annual Self-evaluation Report

Each Inn will gather the feedback obtained regarding their Qs, will review it along with any complaints received and will decide any necessary action (or if no action is required). This review work will feed into the annual Self-evaluation Report which will be produced by each Inn and which will form part of an overall Inns' report which will be submitted annually to the BSB.

The annual Self-evaluation Reports must include the information required in Schedule 4 of the MOU ie. the 'Assurance Framework'. Information must be provided under the following headings:

- How many students participated and completed the Qualifying Session requirements in the period of the review;
- Analyse how you have administered your responsibilities set out in the MOU in line with the four principles of Bar Training, and in particular review both how you have ensured regional availability of Qs and the requirement to undertake a minimum number of Qs in each theme;
- Highlight any challenges and analyse any changes and trends;
- Analyse how you have used quality assurance processes to identify and monitor concerns, deal with waiver applications and identify good practice and quality enhancement.

In addition Inns are required to consider any risks which might exist to the attainment of the four principles of Bar Training and where risks are identified to set out mitigating actions, the desired outcomes of these actions along with timeframes for completion.

The Inns are also required to highlight changes which have been made since the last evaluation along with the reasons for the change and the impact of it along with changes which are planned before the next evaluation is undertaken.

The Inns will receive annual reports from the External Observers in June each year. This will enable them to produce their individual Self-evaluation Reports which will be supplied to COIC by the end of

December. COIC will then put together an overview report which will be supplied, with the Inns' reports, to the BSB by the end of February.

Review

The QS quality assurance mechanism will be periodically reviewed to ensure it works effectively.

ANNEX I - GUIDE TO WRITING LEARNING AIMS

There is a difference between the Description for a QS and its Learning Aims.

The QS Description will cover several things including what, how, who, how long, where, when and why.

The Learning Aim/s will cover what it is expected that the student will gain as a result of attending the QS. They are a statement of intention for the QS that help students decide if they wish to attend and what to expect when they do. A Learning Aim can be a paragraph or a single sentence, depending on the complexity of the QS and the material that will be covered during it. Learning Aims must be specific to that session and be clear and achievable. When writing Learning Aims, the following questions should be considered:

- What is the purpose of the QS?
- What is the QS trying to achieve?
- What are the main benefits of the QS for the students?

Examples:

Lecture on Wellbeing

The aim of this QS is to give students an understanding of the strategies and interventions that contribute to wellbeing and to give information about the tools and techniques for managing stress.

Advocacy Workshop

This QS will provide students with an opportunity to practise submissions advocacy and receive individual feedback on the strengths and weaknesses of their performance, as well as the opportunity to observe the performance and feedback of their peers.

Ethics Workshop

This QS provides students with an understanding of how the Code of Conduct is applied to various ethical scenarios. Students will discuss which of the core duties is engaged in each scenario, how they interact with each other and how to formulate a correct course of action.

The Learning Aims should not refer to the Professional Statement or the 5 QS themes as this information belongs in QS Descriptions and the QS Programme Aims & Objectives. The overarching purpose of QSs (the induction of students into the professional community) is very important but it belongs within the Aims & Objectives of the QS Programme as a whole.

The following table provides examples of Learning Aims which fit with specific types of QS.

Qualifying Sessions Type	Skills Acquired ie. the Learning Aims will cover these types of learning
<p>Lectures and panel discussions where students observe others saying or doing things.</p> <ul style="list-style-type: none"> • These will have limited Learning Aims. 	<ul style="list-style-type: none"> • Acquire knowledge & understanding • Application (possibly) • Analysis or Synthesis (probably not) • Evaluation (probably not)
<p>Practical exercises</p> <ul style="list-style-type: none"> • Eg. advocacy weekends, or any type of activities where the STUDENT gets hands-on skills practice. 	<ul style="list-style-type: none"> • Acquire knowledge & understanding • Application • Analysis or Synthesis • Evaluation (possibly)

Learning Aims are useful for a range of audiences. The main recipients are of course the students but they will also be of use to the speakers and tutors as they will help them be better informed as to what is expected. They are also of use to the Inns and COIC in quality assurance terms as they make it easier to ascertain if a QS has delivered what was intended which in turn facilitates accurate reporting to the BSB.

ANNEX II - QS DESCRIPTION - INFORMATION

Information to be recorded prior to each Qualifying Session, provided to internal and external observers and used to provide a structure within which feedback will be sought from students who are planning and booking Qs.

Content:	
1.	Title of QS
2.	Format of QS: [tick boxes] Lecture <ul style="list-style-type: none"> • Panel Session • Interactive seminar • Skills Workshop • Guided Discussion • Moot • Debate • Other competition • Acting as volunteer witness/advocate • Multi-activity event eg. residential weekend or Education Day (to be split into elements). • Other: please specify.
3.	What will happen at the QS.
4.	Learning Aim/s
5.	QS Framework Theme/s [tick boxes] <ul style="list-style-type: none"> • Ethics, Standards & Values • Advocacy Skills • Legal Knowledge, Justice & The Rule of Law • Equality, Diversity & Inclusion • Management of Pupillage, Career Development & Wellbeing
6.	The element/s of the Professional Statement or other public interest matter that the QS is aligned to.
7.	Length of QS.
8.	Number of Qs the event will count for.
9.	Whether the QS is interactive. [tick boxes] Yes/No
10.	Whether there is a requirement for students to prepare in advance. [tick boxes] Yes/No If yes what preparation is required.
Practicalities:	
11.	Date of QS

12.	Tutors or speakers (in the case of large or multi-activity events the Lead Tutors should be listed along with the number who are supporting).
13.	Venue
14.	Number of student places available.
15.	Interaction with Community of Practitioners. [tick boxes] Yes/No
16.	Materials
17.	Cost

ANNEX III - COMMON OBSERVER FEEDBACK QUESTIONS

To be read in conjunction with the Description information for each QS.

Once completed please forward this form to _____.

Please indicate the extent to which you agree with the following statements.		Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Content:						
1.	The title of the QS gave a clear indication of the content.					
2.	The format identified was used.					
3.	The description of what was due to happen was followed in the QS.					
4.	The QS provided the opportunity for the set learning aim/s to be met.					
5.	The correct QS Framework themes were identified.					
6.	The Professional Statement or other public interest matters were correctly identified.					
7.	The planned timings were adhered to.					
8.	The number of QS which the event counted for was appropriate given the content.					
9.	Where the QS was interactive it included opportunities for all to interact.					

10	If required it was apparent that the students had prepared.					
Practicalities:						
11.	The tutors' delivery was well structured, clear and engaged the attendees.					
12.	There were no practical problems with the venue, equipment etc.					
13.	The number of students attending did not exceed the planned places available.					
14.	There was opportunity for delegates to interact with practitioners.					
15.	The materials supported the intended learning aims.					
16.	The cost of the event was appropriate.					
General:						
17.	The content of the QS was set at a level that attendees appeared to be able to engage with.					
18.	The QS succeeded in achieving an environment conducive to learning.					
19.	Are there ways in which the QS could be improved? <i>Please provide your thoughts in the space opposite.</i>					
20.	Did you observe any examples of particularly good practice?					

	<i>Please provide your thoughts in the space opposite.</i>	
<p>Please use this space to comment on any aspect of the QS you attended. If you disagreed with any of the statements above it would be helpful to have some further information.</p>		

Observer Name (capitals please): _____

Internal or External: _____

Signed: _____ Date: _____

For Office use only:

Inn's Response	Date:

ANNEX IV - COMMON STUDENT FEEDBACK QUESTIONS

Drafting note – the platform which is used to distribute the survey forms will include a link to the description information which was provided for students at the point of booking. This will include the title, a description of the event and the learning aims for it.

Please indicate the extent to which you agree with the following statements.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
There will be an opportunity for you to comment further at the bottom of this form.					
The title of the QS gave a clear indication of the content.					
The QS followed the description of what was scheduled to happen.					
The environment was conducive to learning.					
The QS gave the opportunity for me to engage with practitioners and/or experts.					
Please indicate your feeling about the level at which the QS was delivered below.	Too advanced for me	About right for me	Too low for me		
Please choose one of the above.					
<i>Wording will be inserted below which relates specifically to the learning aims that have been set for each QS.</i>					
Please indicate to which extent, having attended this QS, you agree with the following statements.	To a great extent	To some extent	To a small extent	Not at all	
Please use this space to comment on any aspect of the QS you attended. If you disagreed with any of the statements above or if you feel that your skills or knowledge were not enhanced as a result of attending it would be helpful to have some further information.					
The Inn reads and considers all feedback received with a view to ensuring it provides the best experience possible for students attending QSs.					

ANNEX V - ROLE DESCRIPTION AND PERSON SPECIFICATION FOR EXTERNAL OBSERVER

External Observers (EOs) are appointed by the Council of the Inns of Court (COIC) on behalf of the four Inns of Court (the Inns). EOs will provide constructive feedback regarding the provision of Qualifying Sessions (QSs) with a view to identifying areas of best practice and areas for improvement. Feedback will form part of the Inns' annual 'Self-evaluation Report' which will be submitted to the Bar Standards Board (BSB).

The Inns of Court and Qualifying Sessions

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

The Inns believe quality to be vital to their educational provision. The QS is the mechanism by which the Inns deliver the bulk of their training to student barristers. It has developed over many years from something which was essentially a social occasion into something at which high quality education is delivered in a context where those learning are exposed to the Inns' community of practitioners and experts thereby reinforcing that learning.

The Role

EOs will be assigned to observe QSs delivered by an Inn for a period of one academic year. At the end of each year EOs will rotate to observe the QSs of a different Inn. Each Inn will receive observation from an EO once every two years. The post is offered for a term of 4 years with possible renewal for a further 2 year term.

It is envisaged that the attendance requirement will be equivalent to 7 days over the course of each academic year. EOs will produce feedback reports after each QS event attended and an annual year-end report (templates will be provided). EOs will also meet twice each year with students to gather feedback on the QS programme as a whole.

Attendance will be required at an induction programme which will normally be held in either September or October in the first year of appointment. This initial induction programme will include sessions attended by both EOs together and also individually with the Inn the EO is assigned to. In each subsequent year the EO will attend induction sessions only at the new Inn they are assigned to.

Accountability

Accountable to: the Nominated Officer of COIC

Key Relationship: the Nominated Officer at the respective Inn

Role Description

- To be familiar with the Inn's most recent annual Self-evaluation Report and previous EO annual reports and to be aware of actions taken in response to recommendations made.
- To be familiar with information provided by the Inn including the planned QS programme and learning aims.
- To attend a cross section of 4 QS events during each academic year as well as one weekend residential course.
- To submit a report to the Inn within 10 days of each observation.
- Towards the start and end of each academic cycle to chair a meeting of students; the aim being to identify what the students' expectations are, whether these have been met and to gather general feedback. To report the feedback to the Inn.
- To submit by the end of June an annual report to the Inn. This report will inform the Self-evaluation Report which the respective Inn will submit annually to the Bar Standards Board.
- To provide feedback to COIC on the EO process.
- To meet the requirements and deadlines agreed with the Inn and to maintain open and regular communication with its nominated members of staff.
- To be aware of and be able to reference the four BSB principles underpinning Bar training and the components of the BSB Professional Statement

Person Specification

The External Observer:

- is able to demonstrate a good understanding of quality assurance mechanisms;
- has direct experience of a profession where skills training is a key element of the operational workings;
- will comply with the Inns' and COIC rules relating to data protection;
- is able to maintain independence, identify and take appropriate action in dealing with conflicts of interest and maintain confidentiality where appropriate;
- can evidence, through personal and/or professional development, an understanding of the effects of unconscious bias;
- will not hold more than one other role as an EO or external examiner during the term of office;
- is willing and able to attend QS events during the evening and over the course of weekends in locations across the country.

Remuneration

EOs will receive an annual fee of £2,450 payable in three instalments:

- £820 upon completion of the induction programme;
- £815 after attendance at a residential event;
- £815 once the minimum number of Qs have been observed, 2 meetings with students have been conducted, and all feedback reports and the annual report have been submitted.

It is estimated that on average EOs will attend 1 day of induction, 4 evening Qs, 2 student meetings and a 2 ½ day residential weekend with the possibility of meeting with Inns' tutors or committee members. There may in addition be meetings with Inn staff prior to some Qs and possibly meetings with the Inn's members engaged in the Inn's education work. We calculate this to be the equivalent of 7 days of attendance.

All reasonable travel and subsistence costs will be met in accordance with each Inn's policies.

Ordinarily only standard class travel and budget accommodation will be reimbursed.

ANNEX VI – STUDENT MEETING FEEDBACK FORM

Inns' External Observers Student Meeting Feedback Form

Name	
Inn of Court	
Meeting held at the start or end of the academic year. Please delete as appropriate.	Start / End
Date Meeting Held	
Number of Students Attending	
Bar course providers represented	

Meeting at start of Academic Year	
1.	Arrangements prior to the Qs: choice and availability of sessions, booking process, clarity on what to expect.
2.	Practicalities: venues, materials, tutors, matters related to delivery on-line or the use of a hybrid model. Is there a range of choices? Are joining/attendance instructions clear?
3.	Learning: are the learning aims for the sessions clear?
4.	Interaction with practitioners: what are the expectations?
5.	Interaction with Inn staff: how has this been?
6.	Additional comments made by students.

Meeting at end of Academic Year	
1.	Arrangements prior to the Qs: choice and availability of sessions, booking process, clarity on what to expect.

2.	Practicalities: venues, materials, tutors, matters related to delivery on-line or the use of a hybrid model.
3.	Learning: did attendance enhance skills and/or knowledge.
4.	Interaction with practitioners: did this enhance the experience.
5.	High points and low points.
6.	Overall how were Qs as compared to what was expected.
7.	Additional comments made by students.

For Office use only:

Inn's Response	Date:

ANNEX VII – EO ANNUAL REPORT TEMPLATE

Inns’ External Observers Annual Report Form

The Inns have received the feedback you have provided after each of the QS events you have attended. In addition feedback has been received relating to the meetings you have held with students. Now that you have completed a whole academic cycle with your Inn we would like to hear your overall thoughts. We are keen to understand where improvements could be made and also to hear about examples of good practice you observed as set against the quality assurance mechanisms put in place by the Inns in conjunction with the BSB.

This report will inform the Inn’s Self-evaluation Report which will be shared with the other Inns and COIC. An overview of the four Inns’ reports will be produced by COIC and this, along with the individual Inn reports, will be submitted to the BSB.

Should there be matters which you would like to discuss prior to inclusion in this report please contact either the nominated person at your Inn or Joanna Robinson at COIC.

Name	
Inn of Court	
Other periods in the EO post ie. Name of Inn and dates.	

Could you please provide your overall impression of the following.

Content	
1.	The quality of the educational content delivered through the QSs attended and their role as providing a bridge to the community of practitioners.
2.	The effectiveness of the contribution of the Inn members and external experts who participated in the educational and the collegiate elements of the QSs.
3.	Appropriateness and accuracy of the learning aims that were set for the QSs.
4.	Perception of the students’ engagement with the QSs.
Practicalities	

5.	Organisational arrangements eg. venues, materials, matters related to delivery on-line or the use of a hybrid model etc.
Your Experience	
6.	Areas of good practice identified.
7.	Recommendations for improvement.
8.	The effectiveness of the QS quality assurance mechanisms in general and the role of the EO specifically.
9.	Risks or contributions to the attainment of the four principles of Bar training ie. flexibility, accessibility, affordability and maintenance of high standards.
Your Role	
10.	Areas where you feel more support is needed for EOs.
11.	Evidence that recommendations made by previous EOs had been taken on board.
12.	Please do add in any other comments you would like to make.

We thank you for the time you have taken to produce this report. Your comments will assist us to further develop the Qualifying Session programme provided by the Inns and the associated quality assurance mechanisms.

For Office use only:

Inn's Response	Date:

The Council of the Inns of Court

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Charity Number: 1155640

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Annex 2

Joint Inns Education and Qualification Rules

INTRODUCTION

1. The Joint Inns' Education and Qualification Rules set out the requirements for the Inns in respect of educational and qualification matters and relate directly to, and should be read in conjunction with:

- the Memorandum of Understanding between the Inns of Court and the Bar Standards Board (BSB) (the MoU);
- the BSB Handbook Part 4 Qualification Rules;
- the Bar Qualification Manual and
- the Authorisation Framework.

Rules contained in those documents are not repeated here. The purpose of these supplementary rules is to give effect to the rules set out in the documents above.

2. Student members of an Inn are subject to these supplementary rules and the standing orders of their Inn.

3. The sharing of membership data between the Inns occurs in compliance with the data protection policies of the Inns.

ADMISSION

4. The requirements for admission to the Inns of Court are set out in the MoU, the Guidelines for determining if a person is Fit and Proper to become a practising barrister and the Bar Qualification Manual. In short applicants must:

- a) meet the academic requirements set out in paragraph 7. below and
- b) be fit and proper in accordance with schedule 1 of the MOU.

An Inn must admit an applicant who has completed all required processes, is eligible for admission and has paid any prescribed fee.

5. Inn membership must be secured prior to the start of the vocational component of Bar training. Persons wishing to apply for membership must do so at least 12 weeks prior to the start of the vocational component of their training. Where the vocational component is split into two parts membership must be applied for 12 weeks prior to the start of Part 2. Further detail regarding the different training pathways can be found in the BSB's Authorisation Framework.

6. Those undertaking an apprenticeship pathway of training for the Bar will be dealt with on a case by case basis by the BSB who will determine the date by which they must be a member of an Inn. Those in this position must apply for Inn membership no later than 12 weeks prior to this date.

7. To apply for Inn membership, an applicant must either be:
 - a) studying a law degree which includes the foundations of legal knowledge and skills associated with graduate legal work as set out by the BSB; or
 - b) studying on, or have been accepted onto, a course (e.g. Graduate Diploma in Law (GDL)) which includes the same knowledge and skills as set out in a) above; or
 - c) have been exempted from, or have successfully completed, the academic component of training.
8. Certified copies of degree or conversion course certificates or proof of study on a degree or conversion course or the relevant waiver documentation from the BSB will be required at the point of application for admission.
9. Degree and conversion course qualifications older than 5 years are considered stale for the purposes of Inn membership and Bar qualification. Applicants with stale qualifications will need to seek advice from the BSB as to what action they will need to take to reactivate their qualifications. Note: Law degrees started before the 2019/20 academic year are required to be Qualifying Law Degrees i.e. QLD; specific requirements can be found in the Bar Qualification Manual.
10. The fee for joining an Inn will be determined by the individual Inn and will be reviewed annually. It will be published on the Inn's website along with the cost of other activities associated with Call to the Bar.
11. Applicants must provide to their Inn a completed Admission Declaration as prescribed by the BSB. Each Inn may ask for additional information.
12. Applicants must provide certified copies of identity documentation upon application for admission. The requirements for this, and associated guidance, will be set out in the admission information on the Inns' websites.
13. Students will be required to commence the vocational component of training for the Bar within six years of admission to an Inn. Students will be required to complete the vocational component within five years of commencing the vocational component. Students not complying with this requirement will be removed from Inn membership except when there has been a successful application to the Inn for the relevant time limit/s to be extended. Consideration will be given to extending the time limits in cases where there are clear plans to commence and complete the vocational component of qualification within the BSB prescribed time limits.
14. Transferring lawyers will be required to complete all requirements for Call as set out by the BSB within 2 years of admission to an Inn. Those not complying with this requirement will be removed from Inn membership except when there has been a successful application to the Inn for the relevant time limit to be extended. Consideration will only be given to extending the time limit where there are clear plans to complete the requirements within the BSB's prescribed time limits.

15. Inns may admit members of other Inns who have been Called to the Bar (Ad Eundem members). Prior to admission the admitting Inn will seek confirmation that the applicant is a member in good standing at their Inn of Call and will require the applicant to declare that there are no previous or pending disciplinary or conduct issues against them. The admitting Inn may prescribe a fee.

QUALIFYING SESSIONS

16. The rules governing Qualifying Sessions are set out in the MoU, the Qualifying Session Framework, the BSB's Handbook Part 4 Qualification Rules and the Bar Qualification Manual.

17. The Inns shall agree a joint protocol covering the awarding of waivers and modifications for attendance at Qualifying Sessions. Applications for waivers or modifications for Qualifying Sessions must be submitted to the Inn's Nominated Officer using the form prescribed by the Inn.

18. Each Inn will produce a programme of Qualifying Sessions including those held at the Inn, those held at venues hired specifically for Inn events and those held at venues on the Circuits outside the south-east.

19. Qualifying Sessions may be offered in collaboration with one or more Inn, Circuit or other providers.

20. All Qualifying Sessions, including those delivered in collaboration with others, must fit within the Qualifying Sessions Framework and must comply with agreed quality assurance mechanisms.

21. Students may count up to 5 Qualifying Sessions attended 'on Circuit' for the purposes of Call to the Bar. Qualifying Sessions gained by attendance at Inn residential events are not classed as events 'on Circuit'. The South-Eastern circuit is not considered to be 'on circuit' for the purposes of the Qualifying Sessions Framework.

22. Students may attend more than one Qualifying Session with the same content, but the Qualifying Session will only be counted once for the purposes of Call to the Bar.

CALL TO THE BAR

23. A barrister is defined in the Legal Services Act 2007 as an individual who has been Called to the Bar by one of the Inns of Court and who has not been disbarred by one of the Inns of Court. To be Called to the Bar by an Inn a person must be a member of that Inn.

24. The rules governing Call to the Bar are set out in the MoU, the Qualifying Session Framework, the BSB's Handbook Part 4 Qualification Rules, the Guidelines for determining if a person is fit and proper to become a barrister and the Bar Qualification Manual.

25. All those to be Called from 1st July 2021 will be required to undergo a UK Standard Disclosure and Barring Service check (and where relevant) the international equivalent/s. Further details on this process can be found on the BSB website.

26. There are four official Call publication dates each year. These are as follows:

- a) Hilary Term – the second Thursday in March;
- b) Trinity Term – the fourth Thursday in July; and a second, deferred Trinity Call on the second Thursday in October; and
- c) Michaelmas Term – the fourth Thursday in November.

27. Additional Call ceremonies may be held by an Inn if, for example, the number of students to be Called exceeds the capacity of an Inn. Additional Call ceremonies will normally be held within 10 days of the prescribed Call publication date. In such circumstances, the date of the Call will then be recorded on Call certificates as that of the official Call publication date not the actual date of the additional Call ceremony.

28. Students are required to attend Call in person. A joint protocol covering the awarding of waivers of this requirement shall be agreed by the Inns. Applications must be submitted to the Inn's Nominated Officer using the form prescribed by the Inn.

29. The Inns will publish the names of all of those who are Called to the Bar.

30. The fee applicable for Call to the Bar shall be determined by the individual Inn and will be reviewed annually. It will be published on each Inn's website along with the cost of other activities associated with Call to the Bar.

31. All those Called on the same date shall rank in order of seniority from their date of admission to the Inn.

32. The rules for the awarding of temporary Call are set out in the BSB's Handbook Part 4 Qualification Rules. Each Inn's process for the awarding of temporary Call can be found on their websites. An Inn will Call a successful applicant for temporary Call as soon as is practicable.

FEEDBACK AND COMPLAINTS

33. Complaints relating to the Inns' education and qualification activities should be directed to the Inn concerned. The complaints received will be reviewed annually as part of the production of the Inns' Self-Evaluation Report for the BSB.

EQUALITY, DIVERSITY & INCLUSION

34. The Inns are committed to ensuring that the promotion and advancement of equality forms an integral part of its policies and practices.

35. Each Inn will complete Equality Impact Analyses for their programmes of Qualifying Sessions.

PUBLICATION & REVIEW

36. The Inns will publish this set of rules on their websites.

37. The Inns will review the workings of this set of rules annually through meetings of the Inns’ Directors of Education and COIC.

38. The Inns will individually produce an annual Self-Evaluation Report covering those areas set out in the Memorandum of Understanding between the Inns of Court and the BSB. The Inns will collaborate with COIC in the production of an overall Inns’ report to be submitted to the BSB.

EFFECTIVE DATE & TRANSITIONAL ARRANGEMENTS

39. Subject to the transitional provisions set out in Table 1 & Table 2 below, these rules come into effect on 1 January 2020.

Table 1: Qualifying Session (QS) Transitional Arrangements	Applicable Qualifying Session Rules	Guidance Notes
a) Students starting the Bar Course* before 1 June 2020 and being Called no later than 30 June 2021.	Those QS rules that were in effect prior to 1 January 2020 apply. The QS Framework does not apply.	Note that, for example: <ul style="list-style-type: none"> - 12 QSs must be completed; - there is no requirement to complete QSs within 5 set themes; - there is no requirement to complete 2 interactive QSs; - the event linked to Call can be counted as a QS.
b) Students starting the Bar Course* before 1 June 2020 and being called on 1 July 2021 or later.	These QS rules and the QS Framework apply save that: <ul style="list-style-type: none"> - there is no requirement to complete QSs within the set 5 themes (QS Framework para 7); - there is no requirement to complete 2 interactive QSs (QS Framework para 7). 	Note that under these rules & the QS Framework: <ul style="list-style-type: none"> - students are required to complete 10 QSs (QS Framework Para 6); - the event linked to Call cannot be counted as a QS (QS Framework Para 14).
c) Students starting the Bar Course* on or after 1 June 2020 who have not attended QSs prior to that point.	These rules and the QS Framework apply.	Note that, for example: <ul style="list-style-type: none"> - 10 QSs must be completed (QS Framework Para 6);

		<ul style="list-style-type: none"> - QS must be complete within 5 set themes (QS Framework para 7); - 2 interactive QSs must be completed (QS Framework para 7); - the event linked to Call cannot be counted as a QS (QS Framework Para 14).
d) Students starting the Bar Course* on or after 1 June 2020 who have attended QSs prior to that point	<p>These rules and the QS Framework apply save that:</p> <ul style="list-style-type: none"> - there is no requirement to complete QSs within the set 5 themes (QS Framework para 7); - there is no requirement to complete 2 interactive QSs (QS Framework para 7). 	<p>Note that under these rules and the QS Framework:</p> <ul style="list-style-type: none"> - students are required to complete 10 QSs (QS Framework Para 6); - the event linked to Call cannot be counted as a QS (QS Framework Para 14).
e) Transferring Lawyers who are admitted to an Inn prior to 1 st September 2020.	<p>Those QS rules that were in effect prior to 1 January 2020 apply. The QS Framework does not apply.</p>	<p>Note that, for example:</p> <ul style="list-style-type: none"> - the Number of sessions is normally reduced to 6; and these may be completed within 3 years of qualification.
f) Transferring Lawyers who are admitted to an Inn from 1 September 2020.	<p>These rules and the QS Framework apply.</p>	
<p>*'Bar Course' for the purpose of these transitional arrangements shall be taken to mean either the Bar Professional Training Course, or The Vocational Component of Bar Professional Training or, where The Vocational Component is split into two parts, Part 2 of The Vocational Component.</p>		

Table 2: Criminal Record Checks Transitional Arrangements	
All those being Called, including transferring lawyers, up to and including 30 June 2021.	Criminal Record Checks are not required.
All those being Called, including transferring lawyers, 1 July 2021 or later.	Criminal Record Checks are required.

Annex 3

Expenses Policy

The Inns' External Observers (EOs) can claim the cost of expenses incurred when attending events for the Inns. This document sets out the rules and procedures for claiming reimbursement.

- All claims for expenses will need to be made on the approved claim form (as attached). Copies can be obtained from the Inn to which the EO is assigned.
- Original receipts should be retained and attached or scanned in with the claim form.
- Expense claims will need to be submitted within 1 month of the date on which the expense was incurred.
- Expenditure will be reimbursed to EOs by BACS payment.
- Travel expenses will be refunded to those travelling from within the UK only unless authorised by the Inn in advance.
- One claim should be submitted for each individual trip/occasion.

Rail/Coach Travel

EOs are expected to plan ahead and take advantage of advanced booking and other concessions whenever possible. EOs are encouraged to make use of public transport where available taking into account issues of adequacy, reliability, safety and physical ability.

EOs may travel first class only if they are prepared to meet the difference between the First Class and the cheapest Advanced Standard Class fare at their own expense.

Should an event run so long such that the specified time of travel associated with an advanced booked ticket is missed, then any additional cost incurred may be claimed. Receipts for the original and subsequent ticket purchase must all accompany the expense claim.

Should an event run short additional expense incurred in travelling earlier than the specified time on an advanced booked ticket will not be reimbursed.

Use of Taxis

Taxis will only be reimbursed between the venue and the nearest station where public transport is not available.

If for any reason the normal route home is affected the Inn may refund other expenses incurred. This could include the use of taxis.

If there is a valid reason for taking any other taxis this must be approved in advance eg. disability, pregnancy or public transport not being readily available.

Air Fares

In the event of air fare being the cheaper mode of travel, the Inn has discretion to reimburse these costs, however EOs must seek approval from the Inn before booking.

Using own car

EOs who use their own vehicles for travel to and from the venue may claim reimbursement as set out below:

Mileage should be calculated from the home base with the departure and destination detailed on the claim form. Expenses incurred will be reimbursed using the HMRC approved mileage rates ie. for the first 10,000 business miles in the tax year 45p per mile and then 25p for each business mile over 10,000.

The EO should ensure that their insurance cover extends to business use and the insurer should, if necessary, be asked to endorse the certificate to confirm that occasional business use is covered by the insurance policy.

COIC will not accept liability for any injury or damage arising from the use of private motor vehicles while on business occasions.

Use of a motorcycle

Should a claimant use a motorcycle for travel then the procedure for use of a car applies except that an allowance of 24p per mile can be claimed. As with car use the EO should ensure that the appropriate insurance arrangements are in place.

Car Parking/Tolls/Congestion Charge

Parking is currently free at the majority of venues used for Qualifying Sessions. To park at one of the Inns please contact the relevant Inn to make arrangements. Parking fees incurred, excluding any parking fines or other penalties, can be claimed provided an original receipt is produced.

Out of pocket expenses

EOs may claim the cost of small out of pocket expenses where it is not normally possible to obtain receipts. Examples of such expenses are parking meters (but not fines), tube travel where an oyster card is used and rent-a-bike charges. All items claimed should be itemised and described fully on the claim form.

Subsistence

Food/drink costs while travelling may be claimed for actual expenditure within maximum limits as follows.

- Journeys over 90 mins in duration: Beverage/Snack £5
- Journeys at a time when a meal would normally be taken: Breakfast - £10, Lunch - £15, Dinner - £25
- The total amount claimed for any 24 hour period must not exceed £50.

Where a meeting or event is scheduled for a whole day and lunch is not provided lunch to a maximum of £15 may be claimed. Where a meeting or event necessitates an overnight stay and dinner is not provided a maximum of £25 may be claimed for dinner and £10 for breakfast.

Accommodation

It may be necessary to stay overnight when attending an Inn event. The Inn will book accommodation, or will provide details of specific accommodation for the EO to book themselves, to ensure a low/reduced rate is obtained where possible. The Inn will confirm booking dates prior to travel. Accommodation will be provided only where it is not possible to arrive on time for an event in the morning or if it is not possible to return home at a reasonable hour after an event in the evening.

Bookings will usually be made on a Bed and Breakfast basis only. All extras must be settled on departure.

It may not always be possible for the room costs to be settled in advance. The EO will be notified in advance when this occurs and EOs will be required to settle the entire bill when checking out.

Prior authorisation should be sought from the Inn regarding EOs making their own arrangements.

The maximum reimbursement for a room will be £145 within central London and £105 outside of central London within the UK.

Where accommodation costs are saved by staying with friends, relatives or other hosts, an allowance of up to £25 per night may be claimed.

Expenses Claim Form

Name:	
Event & Date(s):	

For train / taxi travel

Details of receipts attached:	
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For travel by car/ motorcycle

Mileage rate being claimed ie. 45p or 25p.	
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Outward Journey:

Postcode of departure point:		Number of miles:		Cost of Mileage:	
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Return Journey:

Postcode of arrival point:		Number of miles:		Cost of Mileage:	
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Additional Expenses:

Item	Amount Claimed

Total amount claimed:	£
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Payment details:

Account holder:	
Sort code:	
Account number:	

Please return the form (with receipts where appropriate) by email/post to
XXXX, The Honourable Society of XXXX, London XXXX
someone@Inn.org.uk

Annex 4

Glossary of Terms

Below is a brief explanation of some of the terms you will become very familiar with during your time as an Inns' External Observer.

Bar Professional Training Course (BPTC): A one-year course that all those training for a career at the Bar must complete after their law degree or conversion course. This specific name will not be used for current courses after September 2020 but it is a term you may still hear. Course providers are now able to name their own courses.

Bachelor of Laws (LLB): The Bachelor of Laws (abbreviated LL.B. or LLB) is an undergraduate, or bachelor, degree in law offered in most common law countries as the primary law degree.

Benchers: A senior member of the Inn. Often involved in the governance of the Inn.

Call to the Bar: The formal ceremony following completion of the Bar Course during which the Inn officially "Calls" people to the Bar. This signals the end of the academic stage of training to become a barrister. However, those Called may only refer to themselves as a barrister in certain situations. These are set out on the Bar Council's website.

Civil Law: You will hear barristers say that they practise in a "mixed civil" or "general civil" set. This means the area of practice of their Chambers is civil as opposed to criminal law, which includes employment, professional negligence, trusts and probate.

Chambers: Buildings in which barristers are based for private practice. Note: Chambers do not employ barristers; barristers in chambers are self-employed. Chambers are simply a collection of individuals who share an office space and accompanied costs, and who can use Chambers' name and reputation to help them build up their own practice.

Chancery Law: A practice area encompassing the following areas of work: banking; charities; civil fraud; company; consumer credit; financial services and regulation; insolvency (corporate and personal); intellectual property; land and real property; landlord and tenant; media and entertainment; pensions; probate and administration of estates; professional negligence; revenue and tax; trusts and settlements.

Conversion course: A one year course for graduates whose first degree isn't in law (or for those who have a law degree from a different jurisdiction). Some are referred to as the CPE (common professional examination), others as the GDL or PGDL (postgraduate diploma in law) but essentially these are the same thing.

CPD: Continuing Professional Development. CPD is the work undertaken with a view to barristers developing their knowledge and professional standards in areas relevant to their present or proposed area of practice. This is in order for them to keep themselves up to

date and maintain the highest standards of professional practice. During the first three years of practise, every barrister must obtain 45 CPD points each year. After that, there is no set minimum number of hours or points. CPD sessions are organised by the 4 Inns of Court, the Bar Council, some larger Chambers and private organisations.

CPE: *see conversion course*

Employed Bar: Around 20% of Barristers are employed by the Crown Prosecution Service, the Government Legal Service, solicitors' firms, private companies, local government and charities, rather than being self-employed and practising from Chambers. The Bar Directory contains a listing of barristers in employment and the posts they hold. There is a limited number of pupillage places at the Employed Bar. It is therefore quite common for students wishing to pursue a career at the Employed Bar to undertake pupillage in Chambers and then gain a permanent position at the Employed Bar. It is likely that the numbers of employed barristers will increase in the years to come.

First six and second six: Pupillage is usually divided into two distinct six-month periods. During the first six pupils assist their pupil supervisor but will not be able to appear in court by themselves. During the second six pupils may be able to take on small cases of their own but they remain under the supervision of their pupil supervisor. *Also see Third Six*

GDL: *see conversion course*

Independent Bar: This term is used to describe the practising Bar of England and Wales. Barristers are independent whether they work in private practice (i.e. based in Chambers) or for an employer ('the Employed Bar').

King's Counsel (KC) formerly known as Queen's Counsel (QC) – also known as 'Silk': Both experienced solicitors and barristers may apply to become King's Counsel, although the vast majority of KCs are barristers. KCs undertake work of an important nature and are referred to as 'Silks' which is derived from the specific type of gown that they wear in court.

LLB: *see Bachelor of Laws*

Marshalling: Shadowing a judge. This normally lasts a week. What exactly it entails varies from judge to judge but generally those undertaking this will sit beside the judge in court and observe proceedings. The judge will normally also show those sitting with them the case papers and discuss the case proceedings. As the experience provides a valuable opportunity to observe the workings of the court from an entirely different perspective, students pursuing a career at the Bar should take any opportunity to do marshalling.

Master of the Bench: *Also see Benchers.* The highest-ranking members of each of the Inns of Court are the Masters of the Bench. They are the governing body and are generally experienced members of the profession. They are elected to the position by other benchers.

Mini-Pupillage: A mini-pupillage is a short period of work experience (usually one week) in a set of Chambers. Spending time in this way can provide an excellent insight into life as a barrister. Relevant mini-pupillage experience is essential for pupillage applications. Mini-pupils will generally shadow one or several barristers, maybe read the papers of the case they are currently working on, undertake legal research for them, accompany them to court etc.

Mooting: A 'moot' or 'mooting' is the oral presentation of a legal issue or problem i.e. a mock court case. In a moot, two pairs of 'advocates' argue a fictitious legal appeal case in front of a 'judge'. To win, participants do not necessarily have to win the legal case but must make the best presentation of their legal arguments.

OLPAS: This is the former centralised system of applying for pupillage (OLPAS = Online pupillage applications system). This has been replaced by the Pupillage Gateway at www.pupillagegateway.com. However, you will probably hear people refer to OLPAS or Pupillage Portal on occasion. *See also Pupillage Portal and Pupillage Gateway.*

PGDL: *see conversion course*

Pupillage: A 12-month 'apprenticeship' in Chambers or with an employer after the Bar course. Provided pupils compete this successfully they will be awarded the full practicing certificate by the Bar Council (i.e. they are now fully-qualified barristers) and will be free to build their practice or practise at the Employed Bar. *See also First Six and Second Six*

Pupillage Portal: The former online system by which students can apply for pupillage. This came after OLPAS but before the Pupillage Gateway, which was first introduced for the 2012 application round.

Pupillage Gateway: The new online system by which students can apply for pupillage, found at www.pupillagegateway.com. All pupillage providers must participate in Pupillage Gateway. Students can only apply for a set number of Pupillage Gateway pupillages in one application round. *See also OLPAS and Pupillage Portal*

Qualifying Law Degree: *see Bachelor of Laws*

Qualifying Sessions: In order to qualify for Call to the Bar, BPTC students must undertake 10 Qualifying Sessions organised by their Inn of Court. The Inns and the BSB have agreed a Framework which sets out the specific requirements for QS.

<https://www.barstandardsboard.org.uk/uploads/assets/479684ff-2d42-4ce5-a32b5bd6d9b1c277/mouschedule2-gsframeworkinns.pdf>

RCJ: Royal Courts of Justice

Scholarships: For many years each of the Inns of Court have sought to help their students financially. The funds they use come from their income, from generous Inn members and from other benefactors.

Silks: *see King's Counsel*

Squatting: The practice of staying in chambers after pupillage but not as a tenant. This can occur when there isn't a vacancy for the barrister to become a tenant in the Chambers. Unlike third six pupils, squatters are responsible for themselves rather than under the wing of a pupil supervisor, e.g. they are required to have their own insurance.

Sub or Under-Treasurer: The Chief Executive of the Inn.

Tenancy: This is the term given to a permanent position in Chambers. Pupils can apply for tenancies once they have completed their pupillage. *See also Tenants.*

Tenants: Barristers working within a particular set of chambers are self-employed and known as tenants. This term arises from the fact that tenants must pay "rent" to the Chambers – this covers the cost of renting the premises, utilities, insurance, wages of clerks and (if you are in a larger Chambers) HR staff, marketing costs etc.

Third six: After completing the traditional 12-month pupillage, you may be unable to secure a tenancy. For this reason some pupils find themselves becoming a third-sixer, i.e. continuing to work for a further six months in a similar vein to the second six. This can be either in the same or a different set of chambers. *Also see related First Six and Second Six.*

Treasurer: The Treasurer of the Inn is the most senior Bencher. Their term of office lasts one calendar year (apart from in 2020 due to COVID 19).

August 2023

Annex 5

Data-sharing protocol for the sharing and disclosure of information between

The Council of the Inns of Court (BTAS and the ICC)

And

The Honourable Society of The Inner Temple

And

The Honourable Society of The Middle Temple

And

The Honourable Society of Gray's Inn

And

The Honourable Society of Lincoln's Inn

Purpose

1. This document ('the Protocol') provides a framework for the collection, sharing, retention and destruction of information between the independent data controllers; the Council of the Inns of Court (COIC) through its disciplinary bodies and the four Inns of Court: Inner Temple, Middle Temple, Gray's Inn and Lincoln's Inn.
2. It provides a guide for members of the four Inns of Court about how their data might be shared amongst the Inns and with COIC (and vice versa), what data might be shared and the reason for the sharing. This protocol does not cover the relationship the Inns have with the ICCA as an authorised training organisation.
3. This protocol should be read in conjunction with the data protection policy and privacy notices supplied by the data subject's own Inn of Court and of COIC. These can be found on the Inns' and COIC's websites as below. [Insert hyperlinks to privacy statements here.](#)
4. The sharing of personal data set out in this protocol is necessary to ensure that the Inns of Court have adequate regulatory oversight of their students, and that the responsibilities of COIC and the Inns, as set out in the Memorandum of Understanding with the Bar Standards Board, are complied with.

Risk and Security

5. The process of transferring personal data includes a risk of security breaches. However, this is mitigated by the robust security policies and measures which each party has in place. There is also a risk that we do not use the shared personal data in line with the UKGDPR requirements. This risk is mitigated by the parties upholding this protocol, their own commitment to their members' personal data and their obligations within the MOU between the Inns, COIC and the Bar Standards Board.
6. The parties acknowledge that there is a risk in sharing data, but all parties have robust data protection policies and security measures in place and take their responsibilities for the security of their members' data very seriously. The parties are sure that members can have confidence in the measures put in place and that the Inns, and COIC, have instituted data protection by design and default.
7. The parties are also committed to upholding their responsibilities under this agreement, the MOU and the current data protection legislation.
8. The parties agree to act as independent data controllers in respect of the data shared between Inns.
9. Annex 2 sets out the individuals who are the nominated Data Protection Officers/Leads (DPO) and therefore have responsibility to ensure that only those who require access to the shared personal data can have this.

The data to be shared

10. The parties agree that the shared personal data set out in Annex 1 is the least amount of personal data required to be shared to ensure the Inn is assured that their regulatory and membership functions are administered satisfactorily. This also sets out the purpose for which the personal data is shared between the parties.
11. The shared personal data collected and stored by each party is set out in Annex 1 and should be used for the stated purposes only, and in accordance with relevant statutory, regulatory and policy provisions.
12. The Parties agree to inform individuals who provide their data which is shared under this Protocol of the existence of this protocol through their Privacy Notices and Data Protection Policies.

Retention

13. The parties will only retain shared personal data for as long as is necessary for the legitimate purposes for which the shared personal data is processed (which may be different for each party). This period is determined by the party's own data protection and/or data retention policies. Where retention periods have been agreed by the parties for specific categories of data these are set out in Annex 1.
14. Each party is responsible for ensuring that when those legitimate purposes come to an end, the shared data is securely deleted.
15. The parties are each responsible for ensuring that the data they hold is held securely and in line with current best practice and that the data is secure by design and default.

The Rights of the Data Subject, Monitoring & Complaints

17. The Data Protection Act provides the following rights for the individual data subject:
 - i. The right to be informed
 - ii. The right of access
 - iii. The right to rectification
 - iv. The right to erasure
 - v. The right to restrict processing
 - vi. The right to data portability
 - vii. The right to object
 - viii. Rights in relation to automated decision making and profiling.
18. The data subject's Inn of admission should deal with any requests pertaining to access, objection to processing, rectification, erasure, restriction and portability

(The Inns do not currently use any automated decision making or profiling) and inform the other Inns when that request impacts on some data that had been shared with them unless the request relates to BTAS or the ICC in which case the individual should contact COIC.

19. Individuals wishing to submit a subject access request should do so to each organisation they are seeking personal data from.
20. The parties sharing personal data will be responsible for monitoring the data that has been shared and with which other parties.
21. Any complaints about the way any of the parties have used personal data should in the first instance be directed to the Inn's DPO.
22. The data subject also has the right to complain to the ICO if they are not satisfied with the way the Parties use their information. The data subject can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Ad Hoc or one-off Data Sharing

23. It may sometimes be necessary for the parties to share data in a way not covered by this agreement. Where possible the Inn will inform its members about the processing, but it may be necessary to decide to share data quickly, in conditions of real urgency or in an emergency. The parties would do this only where it was considered vital or necessary and proportionate.

Signature

Date

Anne Sharp

Under Treasurer of the Honourable Society of Lincoln's Inn

Signature

Date

Greg Dorey CVO

Sub-Treasurer of the Honourable Society of the Inner Temple

Signature

Date

Victoria Wallace

Under Treasurer of the Honourable Society of the Middle Temple

Signature

Date

Brigadier Anthony Harking OBE

Under Treasurer of the Honourable Society of Gray's Inn

Annex 1 – the personal data to be shared

The information to be shared	Purpose	Basis	How	When	Retention
	Scholarships Data				
	Applicants for Scholarships				
Full names (secondary data i.e. date of birth may be shared in the case of applicants sharing first and second names).	To check that applicants for scholarships have only applied to one Inn (applying to more than one Inn is not allowed).	Legitimate interest	Password protected spreadsheet from each Inn to the other Inns. Details of the mechanism used for the password protection of documents can be found at Annex 3.	Shortly after the deadline for applications has passed.	Deleted immediately after use.
	Disciplinary Data				
	Applicants for admission to an Inn who withdraw their application before admission having declared matters				
Name of applicant Date of Birth The category of conduct (i.e. which question on the admission declaration they made a declaration under, but not the details of the declaration) or nature of report (i.e. what type of institution a report has been received from eg. academic institution).	To prevent applicants who have withdrawn an application after declaring matters which call into question whether they are Fit and Proper, or after information about them has become known to the Inn, applying to another Inn without making a full disclosure.	Task in the public interest	Email by applicant's Inn to the other Inns.	After withdrawal of application.	To be kept by the 4 Inns for the assumed lifetime of the applicant. Unless and until they have been admitted by an Inn of Court after being passed as Fit and Proper by the Inns' Conduct Committee, in which case the Inns apart from the Inn of

					admission will delete all data.
Applicants for admission or Called members of an Inn whose referral to either the ICC or BTAS result in no sanction being imposed.					
Name MyBar Number if available Date of birth Details of the disclosure or report which brought into question their status as Fit and Proper. Result of the ICC or BTAS proceedings.	To ensure that the Inn's records show that the applicant or Inn member is considered to be Fit and Proper.	Task in the public interest/legitimate interest	Email by the ICC/BTAS to the Inn concerned.	Within 7 days of the finding.	To be kept by the Inn concerned for the assumed lifetime of the applicant. COIC will dispose of the data 3 years after the appeal period has expired.
Applicants for Inn admission who are refused by the ICC					
Name Inn the application was made to MyBar Number if available Date of birth Reason admission refused. Time during which no further Inn application may be considered.	To ensure all Inns are aware that applications from the individual may not be considered for the time prescribed by COIC.	Task in the public interest	Email from the ICC to the 4 Inns.	Within 7 days of the refusal being issued.	To be kept by the 4 Inns for the assumed lifetime of the applicant. Unless and until they have been admitted by an Inn of Court after being passed as Fit and Proper by the ICC, in which case the Inns apart from the Inn/Inns of admission will delete all data. COIC will dispose of the data 10 years

					after the appeal period has expired.
Inn Members Suspended from or deprived of rights of membership of their Inn					
Name Inn Length of suspension or deprivation	To prevent a suspended or deprived member exercising those rights they are prevented from using at another Inn of Court.	Legitimate interest	Email by member's Inn to the other Inns.	When the rights of the member are deprived.	The Inn of Call will keep the data for the assumed lifetime of the applicant. The other Inns will keep the data for the length of the suspension or deprivation.
Student Members having Call denied					
Name Inn Inn membership number Sanction imposed by COIC.	To prevent a student applying to join another Inn without declaring they have previously been expelled from an Inn.	Task in the public interest	Email from the ICC to the Inns.	Within 7 days of the sanction being imposed.	To be kept by the 4 Inns for the assumed lifetime of the applicant. Unless and until they have been Called after being passed as Fit and Proper by the ICC in which case the Inns apart from the Inn of Call will delete all data. COIC will dispose of the data 10 years after the appeal period has expired.
Student Members having Call delayed					
Name Inn	To enable Inns to keep the status of their	Task in the public interest	Email from the ICC to the Inns.	Within 7 days of the sanction being imposed.	The Inn of admission will keep the data for

Inn membership number Sanction imposed by COIC.	members up to date. To enable Inns to appropriately schedule Call for members.				the assumed lifetime of the applicant. The other Inns will keep the data for the period of the delay. COIC will dispose of the data 6 years after the appeal period has expired.
Called Members having been disbarred or suspended from the Bar					
Name Inn Inn membership number Sanction imposed by COIC.	To enable the Inns to keep the practising status of their members up to date. To prevent a suspended or disbarred member exercising those rights they are prevented from using.	Task in the public interest	Email from (BTAS) to the Inns.	Within 7 days of the sanction being imposed?	In the case of disbarment the data will be kept by the 4 Inns for the assumed lifetime of the barrister; in the case of suspension the data will be kept for the length of the suspension with the Inn of Call keeping the data for the assumed lifetime of the applicant BTAS will retain the data 'indefinitely' in the case of disbarment. In cases of suspension for more

					than a year they will dispose of the data after 10 years. In cases of suspension for less than a year they will dispose of the data within 6 years.
Event Data					
Event attendee details where two or more Inns are hosting a joint event or Amity Dinner					
Name Booking details (specific details to be determined by the host Inn). Contact details Dietary requirements	Ensure the smooth running of the event, that bookings are honoured and to ensure the health and safety of guests.	Contract	Password protected spreadsheet	Before the event.	In line with the Inns' own retention policies.
Details of attendees at joint qualifying sessions					
Name Booking details (specific details to be determined by the host Inn). Contact details Dietary requirements	To ensure attendees receive the correct qualifying session 'points' for attending an event.	Contract	Password protected spreadsheet	Within 7 working days of the event.	In line with the Inns' own retention policies.
Pupil Supervisor Training					
Name Inn Inn membership number MyBar Number Whether the training has been successfully completed along with any associated information.	To enable Inns to contact those members of other Inns who are attending their training to provide joining instructions. To enable Inns having members from other	Legitimate interest	Email	Prior to the event. Within 7 working days of the event.	In line with the Inn's own retention policy.

	Inns attend their training to be able to inform their Inns whether they have successfully completed the training.				
Pupils' Advocacy Training					
Name Inn Whether the training has been successfully completed and any associated information.	To enable Inn membership records to show whether the person has successfully completed the training or if further training is needed when this training takes place at an Inn other than the Inn of Call.	Legitimate interest	Via email from the Inn holding the event to the other Inns who had members attend.	Within 7 working days of the event.	2 years after successful completion of the course or termination of training.
New Practitioner Training					
Name Inn Whether the training has been successfully completed and any associated information.	To enable Inn membership records to show whether the person has successfully completed the training when this training takes place at an Inn other than the Inn of Call.	Legitimate interest.	Via email from the Inn holding the event to the other Inns who had members attend.	Within 7 working days of the event.	2 years after the New Practitioner period is complete.
Scholarship Interview Training					
Name Inn Whether the training has been successfully completed and any associated information.	To enable Inns to be clear which of their members are fully trained in the delivery of scholarships interviews.	Legitimate interest	Via email by COIC to the Inns of those in attendance.	Within 7 working days of the event.	Kept by the Inn of Call for the assumed lifetime of the applicant.

	Other				
	Complaints and Subject Access Requests				
Name Inn MyBar Number	To enable responses to subject access requests and complaints to be as complete as possible.	Legal obligation	By Email from the Inn receiving the request to those Inns with whom it has shared relevant data?	Within 7 working days of receipt of the subject access request/complaint?	Review every 2 years after last contact and delete if no longer relevant.

Annex 2 - Data Protection Officer/Lead

Figure 2 – Data Protection Officer/Lead at COIC - This table sets out the contacts at the BSB through which contact between the Parties will be channelled.		
Position held	DPO are the designated contacts for the different sets of shared personal data and for responding to data access requests, queries or complaints.	DPO responsible for determining the individuals within their team who can access the sets of shared personal data.
COIC Director James Wakefield jwakefield@coic.org.uk 0207 8220 761		

Figure 3 – Data Protection Officer/Lead at The Inner Temple - This table sets out the contacts at the Inner Temple through which contact between the Parties will be channelled.

Position held	DPO are the designated contacts for the different sets of shared personal data and for responding to data access requests, queries or complaints.	DPO responsible for determining the individuals within their team who can access the sets of shared personal data.
Membership Registrar Jude Hodgson Jhodgson@innertemple.org.uk 020 7797 8206	<ul style="list-style-type: none"> • Membership Information • Student Conduct • Lawyers seeking readmission or transfer • Hearings at the ICC 	<ul style="list-style-type: none"> • Membership Information • Student Conduct • Lawyers seeking readmission or transfer • Hearings at the ICC • Call to the Bar
Education Co-ordinator Richard Loveridge Rloveridge@innertemple.org.uk 020 7797 8212	<ul style="list-style-type: none"> • Call to the Bar 	

Figure 4 – Data Protection Officer/Lead at The Middle Temple - This table sets out the contacts at the Middle Temple through which contact between the Parties will be channelled.		
Position held	DPO are the designated contacts for the different sets of shared personal data and for responding to data access requests, queries or complaints.	DPO responsible for determining the individuals within their team who can access the sets of shared personal data.
Date Governance Manager Sarah Cates s.cates@middletemple.org.uk		

0207 427 4809		
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Figure 5 – Data Protection Officer/Lead at Gray’s Inn - This table sets out the contacts at Gray’s Inn through which contact between the Parties will be channelled.		
Position held	DPO are the designated contacts for the different sets of shared personal data and for responding to data access requests, queries or complaints.	DPO responsible for determining the individuals within their team who can access the sets of shared personal data.
Compliance & Member Services Manager Vicky Hanson v.hanson@graysinn.org.uk 0207 458 7965	<ul style="list-style-type: none"> • Membership Information • Admission & Student Conduct • Lawyers seeking readmission or transfer to the Bar • Hearings at the ICC • Call to the Bar • Voluntary withdrawal or disbarment 	
Dermot Doughty Director of Finance Dermot.doughty@graysinn.org.uk 0207 458 7803	Dermot Doughty is the Data Controller for the Inn’s business overall.	Dermot Doughty is the Data Controller for the Inn’s business overall.

Figure 2 – Data Protection Officer/Lead at Lincoln’s Inn - This table sets out the contacts at Lincoln’s Inn through which contact between the Parties will be channelled.

Position held	DPOs are the designated contacts for the different sets of shared personal data and for responding to data access requests, queries or complaints.	DPOs responsible for determining the individuals within their team who can access the sets of shared personal data.
<p>Naomi Johns</p> <p>Data Protection Officer</p> <p>data.protection@lincolnsinn.org.uk</p> <p>0207 405 1393</p>		

Annex 3

Transmitting and sending personal data

This protocol requires the sending of personal data to each organisation. This presents a risk to the subject in errors and accidents causing their personal data to be compromised.

Inn's staff who have responsibility for the administration of this protocol and the sharing of personal data will be required to read this guidance.

In sending personal data they should ensure that:

- The correct recipients address is in the TO line before pressing send
- Personal data covered by this protocol should not be in the body of the email
- No personal data should be in unencrypted attachments
- Personal data should be in encrypted documents with passwords.
- Password should be sufficiently long and complex to prevent compromise.

When sending password protected documents by email Inn staff will advise the recipient in the body of the email to contact them via video Call when they will be provided with the password for the document. The password must not be written down or kept further to the opening and processing of the document.