**Material Changes**

Any material changes affecting any period of work-based learning (pupillage) must be reported to the BSB’s Authorisations Team(us). These changes include but are not limited to; change of personal address, change of supervisor or AETO, change of the agreed duration of pupillage, suspension of pupillage etc.

**Pupils**

The Pupil (you) must notify the Authorisations Team (us) as soon as possible of any material change(s) to your registered work-based learning (pupillage). You should complete a [Notification of a Material Change Form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) and return it via email to the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk). You should note that any changes to your designated supervisor or AETO will need to be confirmed by your AETO and the Authorisations Team (we) will check that the proposed changes are acceptable (for example, that a new supervisor is suitable and has received the appropriate training). We aim to process material changes within three weeks.

**AETOs**

The AETO must ensure that the proposed changes are appropriate and support the pupil’s learning requirements. For example, if they are moving to another AETO under the supervision of a suitable pupil supervisor.

**FAQs**

**I have been granted a six-month reduction in my pupillage do I report this as a material change? -** No, we will update the records automatically.You will need to show your AETO our decision letter though.

**I changed my supervisor part way through my practising pupillage and forgot to notify you what should I do?** Notify us as soon as possible so that we can update your pupillage record with the correct dates and names to reflect the changes.