**Pupils**

All periods of work-based learning (pupillages) must be registered with the Bar Standards Board’s Authorisations Team prior to commencement. It is the primary responsibility of the Pupil (you) to register the pupillage with the Authorisations Team. You must complete the [Pupillage Registration Form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) and provide details of the proposed pupillage via email to the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) a minimum of **two weeks** in advance of the commencement date of your pupillage. You should verify required information with your AETO and Pupil Supervisor before submitting the registration form to us. Missing information will lead to delays in registering the pupillage and subsequently prevent you from commencing on the proposed date. More information about [Work-based Learning (pupillage)](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=E139B591-FFA0-441F-9651D9E88430A159&q=pupillage) can be found in the [Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html)

**Pupil Supervisors**

All supervisors (you) are required to undertake Pupil Supervisor Training prior to accepting a Pupil. You should not accept a pupil until you have received the appropriate training (or completed refresher training) and the BSB Authorisations Team will carry out checks to confirm that training/refresher training has been undertaken within the previous five years or that you have had a pupil under your supervision within the last 3 years. Should the Authorisations Team find that you do not meet the Pupil Supervisor requirements, we will contact your AETO to request that an alternative supervisor be nominated. We will not register the pupillage without a named Pupil Supervisor who meets these requirements. Full details of [Eligibility and suitability to act as a pupil supervisor](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=E139B591-FFA0-441F-9651D9E88430A159&q=4B%3A+Pupil++Supervisors) can be found in the [Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html)

**AETOs (Authorised Education and Training Organisations)**

AETOs (you) must ensure that you advertise all vacancies for work-based learning (pupillage) on the [Pupillage Gateway](https://recruitment.pupillagegateway.com/members/index.php) and in accordance with the mandatory [Recruitment Timetable](https://www.pupillagegateway.com/applicants#timetable). We will check that vacancies have been advertised before registering any pupillage. Where vacancies have not been advertised on the Pupillage Gateway, a valid [Pupillage Advertising & Recruitment Waiver](https://www.barstandardsboard.org.uk/uploads/assets/f4e48af8-e14a-4a58-ab54ea0474852a09/865962a8-ecb4-4465-ae15aa1608287f00/pupillagefundingandadvertisingwaiverapplicationform2020.doc) must have been granted before any pupillage can be registered. You must ensure that the [minimum funding requirements](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=E139B591-FFA0-441F-9651D9E88430A159&q=pupillage) are met. We cannot register any pupillage which does not meet these requirements unless an appropriate [waiver](https://www.barstandardsboard.org.uk/uploads/assets/f4e48af8-e14a-4a58-ab54ea0474852a09/865962a8-ecb4-4465-ae15aa1608287f00/pupillagefundingandadvertisingwaiverapplicationform2020.doc) has been granted. You must ensure that any pupil supervisors are [suitable and eligible](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=E139B591-FFA0-441F-9651D9E88430A159&q=4B%3A+Pupil++Supervisors) to act as a pupil supervisor. We reserve the right in exceptional circumstances to deem a supervisor as unsuitable. Where we consider a supervisor unsuitable, we will request that the AETO designate an alternative suitable person for the role. Most importantly, you must be authorised as either an AETO or a PTO (previously referred to as Pupillage Training Organisations) to be able to deliver work-based learning (pupillage). More information about becoming an [AETO](https://www.barstandardsboard.org.uk/training-qualification/information-for-aetos.html) and the [Authorisation Framework](https://www.barstandardsboard.org.uk/training-qualification/information-for-aetos/the-authorisation-framework.html) is available on our website.

**Authorisations Team**

The Authorisations Team (we) will carry out necessary checks before registering any work-based learning/pupillage. We aim to complete the required checks and register the pupillage within **10 working days** (two calendar weeks) from receipt of the completed registration form. We will contact Pupils and AETOs to verify or request further information to enable us to process the form and register the process. We will update our Customer Relations Management (CRM) system and notify Pupils (and the Inn of Court at which they are a Member) that the work-based learning(pupillage) has been successfully registered, via email.

**FAQs**

* **I submitted my registration form three weeks ago and haven’t heard from you, my pupillage is due to start in two days. What can I do? –** You should visit our [Service Update Page](https://www.barstandardsboard.org.uk/about-us/how-we-regulate/the-decisions-we-take/authorisations-decisions/authorisations-team-service-update.html) in the first instance, any delays in processing will be published here. If there is no published delay, then you should expect to receive your confirmation of registration before the start date. You can raise an enquiry with our team via email to authorisations@barstandardsboard.org.uk
* **Who do I contact if I have a question about my pupillage registration?** – You should contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) or visit our [webpage](https://www.barstandardsboard.org.uk/about-us/how-we-regulate/the-decisions-we-take/authorisations-decisions.html) for updates on our service.
* **I forgot to register my pupillage and started with my AETO 2 weeks ago what should I do?** – Contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) and ask about [Retrospective Registration](https://www.barstandardsboard.org.uk/uploads/assets/b42b4bb9-5335-4e37-a84c0e34583f4d9c/pupillageapplicationguidelines2019.docx) (this can be applied for at each stage of pupillage)