**AETOS**

You are responsible for ensuring that you have met all the requirements outlined within [Part 4, 4B Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=E139B591-FFA0-441F-9651D9E88430A159&q=). You must ensure that Pupil Supervisors do not exceed the pupil-to-pupil supervisor ratio (self-employed Bar: no more than one non-practising and one practising pupil at any given time; employed Bar: complies with any special arrangements authorised). If you are unsure about whether your pupil supervisor arrangements require specific authorisation you should contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) for guidance.

You are responsible for ensuring the well-being of pupils within your AETO and as such should only nominate supervisors who are familiar with your policies and support mechanisms available to pupils.

You are responsible for ensuring that pupils have access to alternative supervisor(s) in the event that their pupil supervisor is deemed unsuitable by the BSB (us).

**Barrister (Pupil Supervisor)**

You are responsible for ensuring that your knowledge skills and experience are up to date. You must not take on pupil(s) if you have not met the training outcomes specified in the Bar Qualification Manual and received Refresher Training (where appropriate)

You must disclose any circumstances or incidents which may mean that you are not suitable to act as a pupil supervisor. This includes any disciplinary action against you, either historic or pending. If you are unsure about what is considered as “unsuitable” (including conduct and behaviour) please contact us and we will be happy to discuss any concerns with you.

Failure to disclose any circumstances or incidents to your AETO may affect their decision to nominate you as a pupil supervisor.

You must be aware of and understand behaviours which are unacceptable supervision practices.

You must be aware that when unacceptable practice is observed or reported to us, we will take necessary steps to ensure the well-being of the pupil and integrity of the training are maintained. This may in some instances mean that you may be considered unsuitable to act as a pupil supervisor.

**Authorisations Team**

We will consider the suitability of barristers to act as pupil supervisors during the AETO authorisation process, pupillage registration process and where information is received which brings the barristers suitability into question.

We will raise any concerns about an AETO or Pupil Supervisor with the Supervision Team before deciding on the course of action to be taken.

We will discuss alternative arrangements with the AETO, Pupil Supervisor(s) and Pupil(s).

When considering whether a barrister is unsuitable to act as a pupil supervisor, we will give regard to their disciplinary record, any disclosure made to the AETO and current conduct.

If we decide that a barrister is unsuitable to act as a pupil supervisor, we will revoke their Right and Entitlement to do so and update our CRM accordingly. We will provide sufficient notice of our intentions to revoke the Rights & Entitlements so that the AETO has time to find a suitable alternative and enable the pupillage to continue.

**FAQS**

**The barrister we want to designate as a supervisor transferred to the Bar and was previously Solicitor. They don’t have any disciplinary concerns and are an exemplary barrister but we are aware that there were issues when they practised as a Solicitor. Can we still designate them as a Supervisor?** – Contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) for a discussion. It would depend on the nature of the “issues” mentioned and how much time has elapsed since, we would apply a risk-based approach to determine suitability.