**Pupil Supervisor/AETO**

The Pupil Supervisor (you) following regular and consistent supervision and appraisal of pupil(s) will be responsible for confirming both satisfactory completion of the non-practising period of pupillage and the Pupil’s competence to proceed to the practising period of pupillage. You should not sign the [completion form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) if you have any concerns about a Pupil’s competence and being able to commence the practising period. You should discuss any concerns with your Pupil during regular and consistent assessment and appraisal. You are required to assess pupils in line with the threshold standard and competences specified in the [Professional Statement](https://www.barstandardsboard.org.uk/media/1787559/bsb_professional_statement_and_competences_2016.pdf). You should develop your own training plan and records to support you to effectively assess your pupil(s). You should ensure that pupils understand how they will be assessed and how often assessments will take place. You should encourage reflective practice by pupils to support the assessment and appraisal process. Any concerns or support should be identified during these regular appraisals so that pupils are aware of areas for development. If at the end of the non-practising period you consider that the pupil has not met the defined standards and competences you must not sign off the pupil. You should discuss this with the pupil and any additional or remedial work agreed, however there is no obligation to extend the pupillage. Should you need to extend a period of pupillage you must notify the Authorisations Team of a [Material Change](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) (please refer to our process). The completed form must be submitted via email to the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk)  as soon as it has been signed. We are unable to issue a [Provisional Practising Certificate (PPC)](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=&q=provisional+practising+certificate) until we receive the completed form, it can take two weeks to process and update our CRM and Pupils cannot undertake reserved legal activity or exercise rights of audience until we have issued the PPC. You should ensure that your Pupil has been issued with their PPC before asking them to carry out any reserved legal activities. More information is available in [Part 4k](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html?part=&q=provisional+practising+certificate#part-1701089D-F477-49F0-BA0B90E2DD2B39DA) of the Bar Qualification Manual.

**Pupils**

The Pupil (you) are responsible for getting your Supervisor to sign your [completion form](https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/pupillage-component/pupillage-forms.html) and submit it via email to the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) as soon as you complete your non-practising period. We will not issue your PPC until we have received your form, therefore you should not exercise rights of audience or carry out any reserved legal activities until we have issued your PPC. More information about the rules relating to Provisional Practising Certificates is available in the [BSB Handbook](https://www.barstandardsboard.org.uk/the-bsb-handbook.html) and [Bar Qualification Manual](https://www.barstandardsboard.org.uk/training-qualification/bar-qualification-manual-new.html). If you are not signed off by your supervisor, you may be given the opportunity to complete additional or remedial work to enable you to achieve the required level of competence. Although, you should be aware that there is no obligation for the AETO to provide this.

**Authorisations Team**

The Authorisations Team (we) will process completed forms within 10 working days (two calendar weeks) of receiving them. We will update the pupillage record in our CRM system and issue the PPC to the Pupil. It is the responsibility of the issuing officer to remind the Pupil that should the PPC expire before a full Practising Certificate (PC) has been issued then they will not be able to practise. We will also process the material change form for transferring pupillages and support AETOs with applying for a [waiver](https://www.barstandardsboard.org.uk/uploads/assets/f4e48af8-e14a-4a58-ab54ea0474852a09/pupillagefundingandadvertisingwaiverapplicationform2020.doc) from the advertising requirements.

**FAQS**

* **I submitted my completed forms two weeks ago and still haven’t received my PPC yet, who do I talk to?** – Contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) they will be able to confirm receipt of your form and advise you of any delays. Service updates are available on our [webpage](https://www.barstandardsboard.org.uk/about-us/how-we-regulate/the-decisions-we-take/authorisations-decisions.html).
* **My supervisor is not signing me off and the AETO are not extending my non-practising period, can I continue pupillage somewhere else?** Yes, you can transfer your pupillage. Your former AETO must provide copies of your training records to the new AETO, so that an appropriate training plan can be developed.
* **We would like to take a non-practising pupil who has not been signed off, what do we do?** – You will need to obtain copies of the pupil’s training record from their previous AETO so that you can develop a suitable training plan for them. You will also need to apply for a waiver from the pupillage advertising requirements, contact the [Authorisations Team](mailto:pupillageadministration@barstandardsboard.org.uk) for further guidance.