



THE HONOURABLE SOCIETY OF THE INNER TEMPLE

TREASURY OFFICE, INNER TEMPLE, LONDON EC4Y 7HL

Dear Applicant,

Membership of the Inner Temple

Please find below the application for The Honourable Society of the Inner Temple. Please read the forms and guidance thoroughly as we are only able to process fully completed admission forms. Applications should be submitted to the Inn by 31 May in the year in which you wish to commence the BPTC.

Scanned or faxed application forms references or documents are NOT accepted. If you send copies of your certificates they must be certified or attested copies.

The admission forms refer to the Bar Training Rules - a full copy of the Rules can be found online at www.barstandardsboard.org.uk in the BSB Handbook.

You may also be interested in reading the Bar Council publication *Your Career as a Barrister* and the *Inner Temple Guide to Becoming a Barrister*, which can be found on our respective websites - both contain useful information on:

- Scholarships – please note that the deadline for BPTC Scholarships is the first Friday in November of the year **before** you begin the BPTC.
- Qualifying Sessions – please note that in order to apply to be Called to the Bar, you must successfully complete your BPTC **and** 12 Qualifying Sessions organised by the Inn.
- Other educational activities and support.
- Contact details for the Inn's Education & Training Department – for queries relating to scholarships, training etc.

If you require any further assistance on your membership application, I would be delighted to answer any questions you may have.

We all very much look forward to welcoming you to the Inner Temple.

Yours faithfully,

Jude Hodgson
Membership Registrar



THE HONOURABLE SOCIETY OF THE INNER TEMPLE
TREASURY BUILDING, INNER TEMPLE, LONDON EC4Y 7HL

Important Information for Prospective Student Members

At the Inner Temple, we are committed to providing prospective Bar Professional Training Course (BPTC) students with transparent information and statistics to assist them in making an informed decision about their future prospects. Prior to undertaking the significant financial commitment involved in training for the Bar, you should make every effort to research the qualifications and characteristics needed to be successful.

Being a barrister can be an extremely rewarding career if you:

- have a high level of intellectual ability
- are articulate in written and spoken English
- can think and communicate under pressure
- have determination and stamina

It is important that anyone who embarks on a career at the Bar is aware of the level of competition involved in securing a permanent position in the profession. As you will be aware, successful completion of pupillage is required to obtain a practising certificate at the Bar of England and Wales. Pupillages are highly competitive to obtain and limited in number. There were around 400 pupillages overall last year. It is estimated that **40% of UK/EU nationals who successfully complete the BPTC will eventually secure a pupillage in England and Wales.**

While pupils increasingly come from a diverse set of backgrounds, one factor remains the same: high academic merit is key to securing pupillage. The vast majority of students who secure a pupillage achieved at least an upper second class (2:1 in the UK) in their undergraduate degree as well as high A-level grades. In addition, successful candidates will have undertaken a number of mini-pupillages in Chambers or Employed Bar organisations and participated in relevant extra-curricular activities. Work experience and suitable extenuating circumstances may also be taken into consideration. **Of Inner Temple pupils last year, 90% had gained a 2:1 or First in their undergraduate degree.** Those pupils who had gained a 2:2 in their undergraduate degree were mainly mature candidates with several years of work experience.

The Inn believes it is essential that student members and prospective student members are mindful of these success rates. Should you wish to discuss, please do not hesitate to contact Struan Campbell, Outreach Manager, on +44(0)20 7797 8214 or email scampbell@innertemple.org.uk.

ADMISSION CHECKLIST FOR THE HONOURABLE SOCIETY OF THE INNER TEMPLE



<i>Please check your application for the following:</i>	✓
<ul style="list-style-type: none"> • Please ensure that you have stated your occupation(s) at question 1. Even if you are only a student and not engaged in any paid employment you must write ‘student’ here. 	
<ul style="list-style-type: none"> • Declarations have been correctly tick marked (2-9). 	
<ul style="list-style-type: none"> • Page 4 of form has been signed and dated 	
<ul style="list-style-type: none"> • Two Certificates of Good Character (NB Please see Bar Training Rules Part 4 B2: Admissions to an Inn of Court rQ13, on page 8) have been included and the referees have given their full name, profession, address and completed the section on how they know you and for how long they have known you. 	
<ul style="list-style-type: none"> • Applicant’s Declaration at bottom of page 9 of form signed and dated. (Applicants should be aware that they are only permitted to apply to one Inn of Court. If you apply to more than one Inn of Court and sign the applicant’s declaration, you may be considered to have given a false declaration under Bar Training Regulation rQ104). 	
<ul style="list-style-type: none"> • Four Inns of Court & General Council of the Bar form filled out and signed (NB section five MUST be completed even if this information may change at a later date – please notify us if and when it changes) 	
<ul style="list-style-type: none"> • Please include a cheque for £100 admission fee made payable to the Inner Temple (NB If you subsequently receive a Duke of Edinburgh Award from the Inner Temple, you will be refunded after admission) 	
<ul style="list-style-type: none"> • The following have been enclosed <ul style="list-style-type: none"> • Proof of study on a qualifying Law degree, or • Certified copy of your degree certificate; • Any other supporting letters / documents are to be certified copies. <p>A certified copy must be signed by a professional/responsible person (e.g. University tutor/students’ officer, Lawyer) to certify that it is “a true copy of the original” and they should stamp the document with their company stamp. You may choose to send us the original certificate, which we will copy and return to you by registered post.</p>	
<ul style="list-style-type: none"> • Those applicants not studying a Law degree must prove their intention to study law in the future. This proof should be in the form of a letter confirming registration on the CPE or PgDL course. 	
<ul style="list-style-type: none"> • All signatures must be dated within the 3 months prior to the Inn receiving the application form. 	
<ul style="list-style-type: none"> • Two Passport size photos (45 mm high x 35 mm wide) 	
<ul style="list-style-type: none"> • A certified copy of one of the following: your birth certificate, passport, identity card or driving licence 	

**PLEASE ATTACH THIS SHEET TO THE FRONT OF YOUR APPLICATION
AND ENSURE THAT YOU HAVE COMPLETED THE ABOVE CHECKLIST
PLEASE SEND YOUR COMPLETED FORMS TO THE FOLLOWING:
MEMBERSHIP REGISTRAR, THE HONOURABLE SOCIETY OF THE INNER TEMPLE
TREASURY OFFICE, TEMPLE, LONDON, EC4Y 7HL**

**APPLICATION FORM FOR ADMISSION
AS A STUDENT OF THE INNER TEMPLE**



The data given below will be maintained for membership purposes, in accordance with the Data Protection Act 1998. The applicant is responsible for informing the Inn of any subsequent changes to this data.

To the Masters of the Bench of the Honourable Society of the Inner Temple

I, (full names¹).....

of (home address)

.....

Email.....Tel.....

Date of birth.....

for the purpose of obtaining admission as a member of the Inn do hereby **DECLARE AND UNDERTAKE** as follows:-

1. My present occupation is

2. (a) I have never been convicted of any criminal offence² nor are there any proceedings pending³ against me anywhere in respect of any criminal offence.

TRUE		FALSE	
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(b) I have never been convicted of a disciplinary offence by a professional or regulatory body nor are there any disciplinary proceedings pending against me anywhere in respect of any such offence.

TRUE		FALSE	
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¹ Give your name as shown on your passport.
² For this purpose a "criminal offence" means any offence under the criminal law of any jurisdiction except (i) an offence for which liability is capable of being discharged by payment of a fixed penalty; and (ii) an offence which has as its main ingredient the unlawful parking of a vehicle. All convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974 must be declared. Further all convictions required to be disclosed by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 must be declared, even if spent. Further information on this can be found here: <https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/bar-professional-training-course/how-to-apply-for-the-bptc/joining-an-inn/>
³ Proceedings are pending if (i) you are currently charged with, or (ii) you are on bail or in detention or custody (or have failed to surrender to custody) in connection with, any criminal offence.

(c) I have never been found guilty of an academic offence by a higher education institution⁴

TRUE

FALSE

(d) I have never had any bankruptcy order⁵, debt relief order⁶, director's disqualification order⁷, bankruptcy restrictions order⁸ or debt relief restrictions order made against me nor entered into an individual voluntary arrangement with creditors.

TRUE

FALSE

(e) I have not previously been refused admission to or expelled from an Inn.

TRUE

FALSE

(f) I do not suffer from serious incapacity due to mental disorder (within the meaning of the Mental Health Act 1983) nor addiction to alcohol or drugs, nor from any other condition which might impair my fitness to become a practising barrister.⁹

TRUE

FALSE

3. Except as disclosed below, I am not aware of any matter which might reasonably be thought to call into question my fitness to become a practising barrister.¹⁰

TRUE

FALSE

⁴ If you were found guilty, but subsequently successfully appealed against that finding, there is no need to declare it.

⁵ For this purpose a "bankruptcy order" includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

⁶ For this purpose, a "debt relief order" includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

⁷ For this purpose, a "directors disqualification order" includes a disqualification order made by a court, or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

⁸ For this purpose, a "bankruptcy restrictions order" includes a bankruptcy restrictions order made by a court or a bankruptcy restrictions undertaking accepted pursuant to the Insolvency Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

⁹ If you are a disabled person within the meaning of the Equality Act 2010 and are unable to make this declaration, then on application to the Inn consideration will be given as to whether reasonable adjustments can be made.

¹⁰ This includes any incident or behaviour which if known to the Inn might cause your application to be considered more carefully. If in doubt, disclose the incident/behaviour. Two examples are given by way of illustration but not as limitations on disclosure:

- a. Receipt of a police caution.
- b. A court injunction or Anti-Social Behaviour Order restricting your conduct.

If you reply false to any of the statements in paragraph 2 or 3 above or there is any other matter which might reasonably be thought to call into question your fitness to become a practising barrister, please give details in the box below – use a continuation sheet if necessary and attach supporting documents. (If giving details of a criminal conviction, please ensure you specify the sentence.)

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4. I am a disabled person within the meaning of the Equality Act 2010 and would like to discuss with the Inn what, if any, reasonable adjustments need to be made to enable me to participate in all aspects of the Inn’s activities.

TRUE		FALSE	
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5. If requested by the Inn, I undertake to apply or to assist the Inn in applying to the Criminal Records Bureau for disclosure about me.

6. I undertake that I will inform the Inn immediately if any statement made in this declaration ceases to be true before I have been admitted to the Inn and while I am an applicant for admission to the Inn.

7. I undertake that while I am a student member of the Inn:-

- (a) I will comply with such regulations as are made by the Inn concerning the conduct and discipline of its Students¹¹;
- (b) If and in so far as they apply to me, I will comply with BSB Handbook;
- (c) I will promptly inform the Under Treasurer (or Sub-Treasurer) of the Inn in writing if:

¹¹ Copies of the Disciplinary Rules and other regulations of the Inn are available for inspection in the Treasury Office.

- (i) there are proceedings pending against me in respect of a criminal offence or I am convicted of a criminal offence; or
- (ii) there are disciplinary proceedings pending against me or I am convicted of a disciplinary offence by a professional or regulatory body; or
- (iii) I have a bankruptcy order or director's disqualification order made against me or enter into an individual voluntary arrangement with creditors; or
- (iv) I am found guilty by the course provider of cheating or other misconduct on a Bar Professional Training Course or am found guilty of an academic offence by a higher education institution.

- 8. I have read and understood the terms of the further declaration which I will be required to sign before I can be called to the Bar (available in the Bar Training Regulations).
- 9. I will inform the Inn of any change to my name or address.
- 10. I will commence the Vocational Stage within five years of admission to the Inn and complete that stage within ten years of admission on the understanding that if I fail to comply with either of those requirements, my membership of the Inn will cease on the expiration of either period.

Dated.....

Signature.....

INN'S EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

In line with the Inns' Equal Opportunities Policy and Code, the Inns collect ethnic origin and gender information from all applicants for Inn membership so that the effectiveness of the Policy and Code can be assessed.

The ethnic origin categories are those used in the 2011 census and are recommended by the Bar Council. The information collected will be treated as confidential. Information obtained will be used to draw up an anonymised analysis so that the Inn and the Bar Council/Bar Standards Board can monitor access to the profession, progression into practice and drop-out rates in accordance with its legislative duties and good equal opportunities practice. Please refer to our Subject Information Statement for further information on how we will protect your data. The data collected will not be used in any selection process and is kept only for monitoring purposes.

1) What is your ethnic group?

Choose one section from (a) to (f) then tick the appropriate box to indicate your cultural background.

a) White

- British / English / Welsh / Northern Irish / Scottish []
 - Irish []
 - Gypsy or Irish Traveller []
 - Any other White background *please write in below* []
-

b) Mixed

- White and Black Caribbean []
 - White and Black African []
 - White and Asian []
 - White and Chinese []
 - Any other mixed background *please write in below* []
-

c) Asian or Asian British

- Indian []
 - Pakistani []
 - Bangladeshi []
 - Chinese []
 - Any other Asian background *please write in below* []
-

d) Black or Black British

- Caribbean []
 - African []
 - Any other Black background *please write in below* []
-

e) Chinese or other ethnic group

- Arab []
 - Any other *please write in below* []
-

- f) Unwilling to supply []

2) Please indicate whether you are (tick box as appropriate) Male Female

3) Do you intend to practise at the Bar of England and Wales? Yes No

4) What is your nationality?

5) What is your age?

under 25 25-34

35-44 45-54

55-64 65+

6) Disability

The Equality Act 2010 Act defines a person as having a disability if he or she 'has a physical or mental impairment, which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities'. Long term means 12 months or more.

a) Do you consider yourself to have a disability according to the definition in the Equality Act? Yes No Prefer not to say

If yes, please specify the nature of the disability.....

.....

b) Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, more than 12 months?

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

7) What is your sexual orientation?

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say

8) Please indicate your religion or belief:

- None
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Agnostic
- Other

9) Socio-economic Background

a) If you went to university to study for a higher education undergraduate degree, were you part of the first generation of your family to do so?

Yes

No

Did not attend University

Prefer not to say

- b) **What was the job of the highest earner of your parents'/guardians' household (if unemployed then last job held) or your last job if you came to the Bar after a previous career?**

Job title: (eg Lecturer).....

Nature of business:.....
(eg Higher Education, University)

Employment Status.....
(Please select one from the following five choices: employer, self-employed (with no employees), manager, supervisor or other employee)

10) Caring responsibilities

- a) **Are you a Primary Carer for a child or children under 18?**

Yes [] No [] Prefer not to say []

- b) **Do you look after, or give any help or support to family members, friends, neighbour or others because of either:**

- Long-term physical or mental ill-health/disability
- problems related to old age?

(Do not count anything you do as part of your paid employment)

- No []
- Yes, 1-19 hours a week []
- Yes, 20-49 hours a week []
- Yes, 50 or more hours a week []

11) Which best describes the type of school you mainly attended between the ages of 11-18?

- UK State – maintained (incl. comprehensive, community, specialist, academy) []
- UK State – grammar / selective []
- State – further education college []
- Independent – selective fee-paying []
- Independent – non-selective fee-paying []
- Independent – other []
- Attended School outside the UK []

12) If applicable, please supply the most recent postcode for your parent's/family primary home?.....

I have read, understood and consent to the use of my data for the purposes set out in the subject information statement.

Signed.....

Dated.....

Bar Training Rules Part 4 B2: Admissions to an Inn of Court rQ13

Certificates of Good Character

A Certificate of Good Character must contain the information specified by the Bar Standards Board from time to time and be provided by a professional person or person of standing in the community who:

1. has known the applicant for at least one year;
2. does not have a close family or personal relationship with the applicant; and
3. has read the Admission Declaration submitted by the applicant under Regulation 9(a).

Please also ensure that the applicant's declaration underneath the required certificate is signed and dated

PLEASE ENSURE THAT YOU HAVE READ BAR TRAINING RULES PART 4 B2: ADMISSIONS TO AN INN OF COURT RQ13 (ENCLOSED)

Certificate of Good Character see Bar Training Rules Part 4 B2: Admissions to an Inn of Court rQ13 (Enclosed)

I, (name) (job title)¹²

of (address¹³)

Email:.....Tel:.....

certify that I have known (name of applicant).....

of (address of applicant)

for year(s) and that I have had the following opportunities of judging his/her character:

I believe the applicant to be of good character and am not aware of any fact about the applicant which gives me any reason to expect that, if admitted to any of the Inns of Court, he/she will engage in any conduct which is dishonest or which otherwise renders him/her unfit to become a practising barrister.

I do not have a close family or personal relationship with the applicant.

I have read the Admission Declaration signed by applicant and dated and believe the information given in it to be true.

Dated (Signature)

Certificate of Good Character see Bar Training Rules Part 4 B2: Admissions to an Inn of Court rQ13 (Enclosed)

I, (name) (job title)¹⁴

of (address¹⁵)

Email:.....Tel:.....

certify that I have known (name of applicant).....

of (address of applicant)

for year(s) and that I have had the following opportunities of judging his/her character:

I believe the applicant to be of good character and am not aware of any fact about the applicant which gives me any reason to expect that, if admitted to any of the Inns of Court, he/she will engage in any conduct which is dishonest or which otherwise renders him/her unfit to become a practising barrister.

I do not have a close family or personal relationship with the applicant.

I have read the Admission Declaration signed by applicant and dated and believe the information given in it to be true.

Dated (Signature)

APPLICANTS DECLARATION

I have not applied for admission to any other Inn.

Signature _____ **Date** _____

If you are unable to make this declaration, a statement of any such applications must be given with their results.

12 The maker of the certificate must be a professional person or person of standing in the community.
13 Please give your work address and the name of the organisation (if any) by which you are employed.
14 The maker of the certificate must be a professional person or person of standing in the community.
15 Please give your work address and the name of the organisation (if any) by which you are employed.

ADMITTED (Inns use only)	ADMISSION No. (Inns use only)
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**THE FOUR INNS OF COURT
&
THE GENERAL COUNCIL OF THE BAR**

This form must be completed (in block capitals) by every applicant for admission to an Inn of Court. Please read the accompanying notes carefully before completing the form.

INN OF COURT TO WHICH ADMISSION IS SOUGHT	
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SECTION 1

Please ensure that the name entered corresponds to that entered on the BPTC Online form.

Surname:	Title:	Forenames:
Correspondence Address:		
		Mobile Number:
Postcode:		Telephone Number:
Date of Birth:	Sex:	Ethnic Origin (see attached notes)

SECTION 2 UK AND REPUBLIC OF IRELAND QUALIFICATIONS

① Law Degree Qualification

If you have, or expect to have, a law degree conferred by a University in the UK *or* Republic of Ireland, complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

② Other Undergraduate Degree

If you originally studied a non-law degree, complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

③ CPE or Postgraduate Diploma in Law

If you hold, or expect to hold, a CPE or Postgraduate Diploma in Law, please complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

④ Higher Qualifications

If you hold or are studying for a higher / non-standard qualification (e.g. MA/LLM), please complete this section:

Institution	Degree & Subject	Class	Date Awarded
Certificate of Academic Standing (if applicable)	No.	Date Issued or Expected Issue Date	

SECTION 3 NON UK AND REPUBLIC OF IRELAND QUALIFICATIONS

① Higher Qualifications

If you hold or are studying for a higher / non-standard qualification (e.g. MA/LLM), please complete this section

Institution	Degree & Subject	Class	Date Awarded
Certificate of Academic Standing (if applicable)	No.	Date Issued or Expected Issue Date	

② Set out below the GCE, GCSE, British Council or equivalent English Language qualification(s) you hold.

Examining Body	Level	Grade	Date Awarded

SECTION 4

The Admission of Qualified Legal Practitioners (Bar Training Rules Part B7)

Decision Date of Qualifications Committee	
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SECTION 5

To be completed by all applicants.

Do you intend to Practise at the Bar of England and Wales?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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In which academic session do you wish to enrol for the Bar Professional Training Course?	
At which institution do you wish to enrol for the Bar Professional Training Course?	

Date _____

Signature _____

THE FOUR INNS OF COURT AND THE GENERAL COUNCIL OF THE BAR FORM

PLEASE READ THESE NOTES CAREFULLY

1. GENERAL

- (1) The Admission Form is initially for the use of the Inn of Court to which application is being made. When an applicant is being admitted, the form is passed to the Bar Standards Board for record purposes only. Completion of the form does not constitute an application to register at, or reservation of, a place on the Bar Professional Training Course, nor does it constitute an application to sit any examinations held by or on behalf of the Bar Standards Board.
- (2) All enquiries about the Bar Examination, the Bar Professional Training Course, the Diploma in Law and the Common Professional Examination (insofar as they relate to education and training for the Bar), the status of degrees, and eligibility to proceed to the Vocational Stage should be addressed to the Bar Standards Board, Education and Training Department, 289 – 293 High Holborn, London WC1V 7HZ.
- (3) Enquiries which relate solely to admission to an Inn of Court should be addressed to the Under or Sub-Treasurer of the Inn concerned.
- (4) The attention of all applicants is drawn to the provision of the Bar Standards Board Handbook, and to Section B: Bar Training Rules thereto.
- (5) All applicants should complete sections 1 and 6 of the form, and other sections as appropriate. The completed form should be sent with the application for admission to the Inn of Court concerned.

2. NAMES

The names given on the form as the applicant's surname or family name is the name by which a student will be known in the Inns of Court and the Bar Standards Board. It is important that this name be used in all further correspondence with both the Inns and the Board. Any change of name should be notified in the first instance to the Under or Sub-Treasurer of the student's Inn, who will inform the Bar Standards Board.

3. ETHNIC ORIGIN CODES

Please enter one of the following codes under ethnic origin in section 1:

White

- | | |
|----|----------------------------|
| 10 | British |
| 11 | Irish |
| 12 | Any other White background |

Black or Black British

- | | |
|----|----------------------------|
| 21 | Caribbean |
| 22 | African |
| 23 | Any other Black background |

Mixed	Chinese or Other ethnic group
14 White & Black Caribbean	34 Chinese
15 White & Black African	80 Any other
16 White & Asian	
17 Any other mixed background	
Asian or Asian British	90 Unwilling to supply
30 Indian	
31 Pakistani	
32 Bangladeshi	
33 Any other Asian background	

4. APPLICATION UNDER SECTION 2 (UK AND REPUBLIC OF IRELAND DEGREES)

- (1) For the purpose of this section, a degree means a qualification obtained by examination and recognised as such under the Bar Training Rules rQ21-rQ23. Applicants who intend to apply on the strength of a degree not meeting those requirements should consult the Bar Standards Boards (which may consider the degree on its merits) before making an application to an Inn
- (2) Applicants who hold or expect to hold a degree other than a Qualifying Law Degree who wish to undertake a Common Profession Examination (CPE)/ Post-graduate Diploma in Law or a CPE Board approved course, whether by full-time attendance over one year or two years part-time, in order to complete the Academic Stage of Training, must have met the minimum requirement for entry to the Bar within their first degree as specified under the Bar Training Rules rQ21-rQ23 of the Four Inns of Court and the Bar Council. Those candidates with non-standard qualifications which do not meet these requirements must obtain a Certificate of Academic Standing. Forms are available from, and should be returned to, the Education and Training Department of the Bar Standards Board.

5. APPLICATIONS UNDER SECTIONS 3 (OVERSEAS DEGREES)

- (1) Those applying under these sections are reminded that they must have obtained a Certificate of Academic Standing from the Bar Standards Board before they may be admitted to an Inn of Court. In certain cases, evidence of Home Office permission to remain and work in the UK will be required.

6. SECTION 5

The statements of intent made in this section will not be considered binding on applicants. It is, however, useful to the Bar Standards Board to have some preliminary idea of applicants' intentions.

7. APPLICANTS SHOULD NOTE THE FOLLOWING

- (1) Attendance on the Bar Professional Training Course at an approved institution is compulsory for all students intending to practise at the Bar of England and Wales.
- (2) Admission to an Inn of Court is NOT the same as registration for the Bar Professional Training Course at an approved institution. A separate application for the latter must be made direct to the Bar Professional Training Course Online.

8. POSSIBLE CHANGES TO THE BAR ST AND REQUIREMENTS LAID DOWN BY THE BAR STANDARDS BOARD FOR COURSES WITHIN ITS REMIT

- (1) The Bar Training Rules affecting admission to an Inn of Court, the courses and examinations that fall within the remit of the Bar Standards Board, and call to and practice at the Bar, are constantly under review.

As prospective students often delay making application to an Inn of Court for many months (and sometimes years) after their original enquiry they may believe that the Regulations have remained the same. Often, they are seriously mistaken in such a belief. In their own interest, therefore, they should, in the case of any such delay in following up their initial enquiries, check that they are using up-to-date forms and have up-to-date information on the Regulations.

Bar Training Regulations & Bench Table Orders

Below are the Bar Training Regulations relating to admission to the Inns of Court and to the Conduct of Student members of the Inns (Bar Training Regulations Parts I, II & VIII).

Applicants should have read and understood thoroughly these rules before making an application to join the Inn. If, after reading the regulations, you have not understood what is expected from you in terms of your application to the Inn, or of your conduct should you become a member of the Honourable Society of the Inner Temple, you should contact the Membership & Registrar. Full copies of the Bar Training Regulations are available from the Bar Standards Board:

Education Standards Team
Bar Standards Board
289 – 293 High Holborn
London WC1V 7HZ

Or on the Bar Standards Board website. Copies of the Bench Table Orders are available from the Inner Temple Treasury Office on request.

Decision to admit or refuse admission

rQ14 Before deciding whether to admit the applicant, the *Inn* may make any further enquiries or require the applicant to provide any further information that it considers relevant.

rQ15 The *Inn* must admit the applicant if the applicant:

- .1 is eligible for *admission to an Inn* and has given the undertaking on the *admission declaration* to commence the *Vocational stage* within five years of *admission to an Inn* and complete that Stage within ten years of admission; and
- .2 has complied with Rule Q12,

otherwise the *Inn* must reject the application and inform the applicant of its reasons for doing so.

rQ16 If the applicant falls within Rule Q17, the *Inn* must refer the question whether the applicant is a fit and proper *person* to become a *practising barrister* to the Inns' Conduct Committee to decide and must notify the applicant that it has done so.

rQ17 An applicant falls within this Rule Q17 if:

- .1 the applicant has been convicted of a *Criminal offence* (or is the subject of *pending Criminal Proceedings*); or
- .2 the applicant has been convicted of a disciplinary offence by a professional or regulatory body (or is the subject of pending proceedings for such an offence); or
- .3 the applicant has been the subject of a *Bankruptcy Order* or *director's disqualification order* or has entered into an individual voluntary arrangement with creditors; or
- .4 the applicant has previously been refused admission to or expelled from an *Inn*; or
- .5 there is any other circumstance which in the opinion of the *Inn* calls into question the applicant's fitness to become a *practising barrister*.

rQ18 When the Inns' Conduct Committee is asked to decide whether the applicant is a fit and proper *person* to become a *practising barrister*, it must send a report of its decision and the reasons for the decision to the applicant and to the Inn.

rQ19 If the Inns' Conduct Committee decides that the applicant is not a fit and proper *person* to become a *practising barrister* or if the *Inn* rejects an application for admission for any other reason, the applicant may request a review of the decision under Section 4.B10, provided that the request is

made in writing to the *Bar Standards Board* within one month of the date when notice of the decision was given.

rQ20 If on a review under Section 4.B10 the *Bar Standards Board* is satisfied that the applicant is eligible for *admission to an Inn* and has complied with Rule Q12, the *Inn* must admit the applicant.

B8. Conduct of students

rQ101 References in this Section to “the *Inn*” are to any *Inn* of which the *student* concerned is a member.

rQ102 A *student* must observe any regulations about to conduct and discipline made by the *Inn*.

rQ103 If a *student*:

- .1 becomes the subject of *pending Criminal Proceedings* or is convicted of a *Criminal offence*, or
- .2 becomes the subject of pending disciplinary proceedings or is convicted of a disciplinary offence by a professional or regulatory body, or
- .3 is the subject of a *Bankruptcy Order* or *directors disqualification order* or enters into an individual voluntary arrangement with creditors, or
- .4 is found guilty by the course provider of cheating or other misconduct on a *Bar Professional Training Course*, the *student* must immediately notify the *Inn* in writing.

rQ104 This Rule Q104 applies where notification is given or a *complaint* or report is made or it appears to an *Inn* from information given in the *student’s call declaration* or otherwise that a *student* of the *Inn* has or may have:

.1 made any false statement or acted in breach of any undertaking given in the *student’s admission declaration* or *call declaration*; or

.2 while a *student*:

- .a committed any breach of any regulations made by the *Inn* concerning the conduct and discipline of its members; or
- .b been convicted of a *Criminal offence*; or
- .c been convicted of a disciplinary offence by a professional or regulatory body; or
- .d been the subject of a *Bankruptcy Order* or *directors disqualification order* or entered into an individual voluntary arrangement with creditors; or
- .e been found guilty by the course provider of cheating or other misconduct on a *Bar Professional Training Course* (and has not successfully appealed against that finding); or
- .f otherwise been guilty of any conduct discreditable to a member of an *Inn*.

rQ105 Where Rule Q104 applies, the *Inn*:

- .1 may make any enquiries or require the *student* to provide such information as it may think fit; and
- .2 must consider whether the matter is a *serious matter*.

rQ106 If the *Inn* decides that the matter is not a *serious matter*, the *Inn* may deal with the matter under its internal disciplinary procedure and at the conclusion of that procedure may:

- .1 dismiss any complaint; or
- .2 decide to take no action; or
- .3 advise the *student* as to future conduct; or
- .4 reprimand the *student*; or
- .5 ban the *student* for a specified period from using some or all of the *Inn’s* facilities.

rQ107 A *student* may appeal from a decision of an *Inn* under its internal disciplinary procedure to the Inns' Conduct Committee.

rQ108 If at any stage the *Inn* decides that the matter is a *serious matter*, the *Inn* must refer the matter to the Inns' Conduct Committee for determination. After determining the matter, the Inns' Conduct Committee must send a report of its findings and reasons to the *student* and to the *Inn*.

rQ109 If the Inns' Conduct Committee (or the *Bar Standards Board* on a review under Section 4.B11) finds a *serious matter* proved, it may:

- .1 advise the *student* as to future conduct; or
- .2 reprimand the *student*; or
- .3 order that the *student's call* to the *Bar* be postponed for a specified period; or
- .4 direct that the *student* be expelled from the *Inn* (in which case the *Inn* must expel the *student*).

rQ110 If the Inns' Conduct Committee finds a *serious matter* proved, the *student* may ask for a review under Section 4.B9 of the decision of the Inns' Conduct Committee, provided that the request is made in writing to the *Bar Standards Board* within one month of the date when notice of the decision was given.

rQ111 Where Rule Q104 applies, the *student* is not entitled to be called to the *Bar*:

- .1 until the *Inn* has decided that the matter is not a *serious matter*; or
- .2 if the *Inn* decides that the matter is a *serious matter*, until the matter has been determined; or
- .3 if the Inns' Conduct Committee (or the *Bar Standards Board* following a review under Section 4.B9) orders that the *student's call* to the *Bar* be postponed for a specified period, until that period has expired.



THE HONOURABLE SOCIETY OF THE INNER TEMPLE SUBJECT INFORMATION STATEMENT

USE OF PERSONAL INFORMATION

The Data Protection Act 1998

The Data Protection Act 1998 (DPA) places important obligations on the Inner Temple, a Data Controller registered with the Information Commissioner. Principle One of the DPA stipulates personal information has to be processed fairly and lawfully. Accordingly, we are obliged to inform you how the Honourable Society of the Inner Temple, will use any personal information you provide to us.

How the Inner Temple will use your Personal Information

The Inner Temple will use personal information, as provided by you or appropriately obtained from third parties, for the purposes listed below.

- To inform you about developments within or pertaining to the profession
- To provide guidance and advice in relation to both Representational and Regulatory matters
- For the investigation of complaints
- For the provision of both education and training services
- For the administration of membership records
- For the management and support of Representational and Regulatory committees
- For Public Relations and marketing for professional purposes
- To keep you up to date with the range of Member Services
- To create the Online Directory (this will only include professional details and no personally sensitive information. Student members of the Inn will not be included in the listing).
- In any other respect that we may reasonably require in order to carry out Representational and Regulatory functions or to provide a specific service requested.

The information you provide to the Inn on application for admission and subsequently and other information relating to you which is relevant to the regulation of barristers and which comes to our attention may be shared with the other Inns, the Council of the Inns of Court and the Inns Conduct Committee. This would be for the purposes of checking that only one application to an Inn has been made and any necessary referral in compliance with rQ16 (fit and proper) to the Inns Conduct Committee. By signing the admission form to apply to this Inn you are hereby consenting to the sharing of this data.

Contact Strategy

As a member of the Honourable Society of the Inner Temple, we may have cause to contact you, by letter, telephone, e-mail or otherwise, in relation to the above purposes. It is, therefore, of fundamental importance that you ensure that your records are kept up to date by informing the Records Office of any change in your circumstances. By submitting your data you consent to us processing your data in accordance with this policy.

Your information may also be shared with Specialist Bar Associations, Bar Council (including Bar Standards Board) and Circuits, in order to keep their records up to date and administer your relationship with them. Sometimes we also need to give information to external agencies so that they can provide a particular service for us, such as the mailing of the Newsletter and Yearbook. In these circumstances we always ensure that the information is safe and secure and the contracted parties abide by the provisions of DPA 1998.

Use of Personal Information for Marketing Purposes

The Inner Temple may contact you by letter, telephone, e-mail or otherwise to acquaint you with a matter of potential benefit and interest to you both personally and professionally as a barrister. We do not pass on your personal information to Third Parties for marketing purposes. Marketing may be undertaken on behalf of the Temple Church and the Inns Caterer's, Searcy 1860, these will be limited to events held in the Temple buildings, in the Temple Church or those which we think will be of special interest to our members. While we may undertake marketing on behalf of these organisations, no details will be passed onto them. Should you wish to opt-out of our use of your personal information specifically for marketing purposes, simply inform the Records Office by writing to us at Treasury Office Inner Temple, Temple London, EC4Y 7HL or emailing records@innertemple.org.uk.

Access to your Information

The DPA 1998 affords you the right of access to information we hold about you and further permits us to charge you a fee of £10 for providing this service. If you wish to exercise this right, you should submit a subject access request, together with the fee, to the Inner Temple's Data Protection Officer at the address detailed below. If it transpires that any information we hold is inaccurate or incorrect you should inform us immediately so that it can be amended.

Statutory Obligations

Certain Acts of Parliament oblige Data Controllers to disclose information about our members to certain bodies with statutory powers. For example, the Inner Temple may be required to provide information to the Legal Services Ombudsman and the Office of the Immigration Services Commissioner.

Data on the Internet

Unless you advise us to the contrary, your work contact information, professional details and other related information will be included on the online version of the Membership Directory (i.e. publicly available to a world-wide audience). Student members of the Inn and those in pupillage will not have their personal data published on our website until such time as they obtain tenancy or inform the Inn that they would like a professional address included on the directory.

Responsibility for confidentiality

All our employees are personally responsible for maintaining personal information confidentiality. We provide education to all our staff to remind them about their obligations. Our policies and procedures are audited and reviewed.

Sensitive information

On occasion, the law may require us to ask for sensitive personal information e.g. your ethnic origin. This information is requested to enable the Inner Temple to meet our requirements under the statutory equality duties for public authorities. Personal information of a sensitive nature will be managed with the utmost care for confidentiality as required by Principle Seven of the DPA.

Accountability

The Inner temple has appointed a Data Protection Officer responsible for the processing of personal data:

Data Protection Officer
The Honourable Society of the Inner Temple
Treasury Office
Crown Office Row
Temple
London
EC4Y 7HL

The Inner Temple has formally informed the Data Commissioner of its data processing; the details are publicly available from the Commissioner's office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (Tel: 01625 545745. Fax: 01625 524510). Our registration number is Z7122120.

Alternatively, see the Commissioner's web site (www.ico.gov.uk).

Review

This Subject Information Statement will be kept under review and if amended notification will be made on the Inner Temple's website.

Diversity monitoring: Guidance on the completion of the Supplementary Information Survey

Context

The Inner Temple is committed to ensuring that access to and progression at the Bar should be equally open and fair to all, irrespective of ethnicity, gender, disability, age, sexual orientation, religion, belief or socio-economic background.

The Inner Temple believes that the information from the supplementary survey is essential for it to meet its obligations and to address concerns that exist about entry to the profession. The Inner Temple strongly encourages you to complete this quick, tick box questionnaire so that they can carry out their responsibilities in accordance with best practice and statutory duties.

Aim of the survey

Information obtained will be used to draw up an anonymised analysis so that the Inner Temple can monitor access to the profession, progression into practice and drop-out rates in accordance with good equal opportunities practice. To this end, data may be shared, from time to time and as the Inn sees fit, with the Bar Council and Bar Standards Board as the regulatory body of the Bar of England and Wales. Data protection and use of information

You will see that the questionnaire asks a number of personal questions. We therefore want to assure you that:

- The Inner Temple will process your data securely and in compliance with the Data Protection Act principles. Access to identifiable data will be limited to those authorised members of staff who require the data for the specific, sole purpose of diversity monitoring;
- The identifiable information will not be disclosed to any third party aside from the professional regulatory bodies and will be anonymised at the earliest opportunity.

- All forms will be anonymised and **NO** link to identifiable individuals will remain once the forms have been processed. Computerised data will be anonymised and paper forms will be securely destroyed.

If you require further information regarding this request please contact the Treasury Office at the Inner temple on 0207 797 8250, email jhodgson@innertemple.org.uk or refer to the chapter on monitoring in the Inner Temple's Equality and Diversity Code.

DIETARY REQUIREMENTS

The Inn is not a licensed Kosher caterer. If the alternatives below present you with difficulties, please contact the Director of Education.

Please let us know whether you have any specific dietary requirements on ethical or medical grounds. This information is important to the Inner Temple Catering Department in advance of attendance on qualifying sessions where food may be involved. Student members of the Inn should also familiarise themselves with the Inn's rules below before attending their first qualifying sessions.

Ethical:

Vegetarian/Fish Ok vegetarian/No Fish

Vegan Halal

Other.....

Allergies/Medical:

Coeliac Diabetic

Low Fat, Low Salt Non Dairy

No Nuts No Shellfish

Other.....

Qualifying Sessions

All BPTC students have to complete 12 qualifying sessions in order to be called to the Bar. Qualifying sessions complement students' academic and vocational education and form a bridge to pupillage. The sessions equip BPTC students to undertake the next stage of training by enabling them to meet and learn the following from practising members of the Bar and judiciary:

- Professional Integrity, Ethos and Ethics;
- Professional Advocacy Skills;
- Professional Interpersonal and Communication Skills;
- Professional Development.

Qualifying sessions include lectures on legal topics; advocacy training taught by practising members of the Bar and judiciary; student weekends where students have the opportunity to explore a particular legal topic with experts in that field; presentational skills courses; and Education Days. The Inn recognises that its student members study the BPTC at providers across England and Wales and therefore provides a wide range of qualifying sessions at weekends as well as during the week. Students at providers outside of London are able to organise up to three local qualifying sessions – the Inn will provide assistance and funding. You will also gain one qualifying session on your Call night.

How to book

BPTC student members will be notified by the Inn when qualifying sessions are open for booking – please do not leave it too late to complete your qualifying sessions as this may affect the date on which you can be called to the Bar. Unless informed otherwise, BPTC students can book qualifying sessions via portal.innertemple.org.uk. Please note you can only book events online up to 4 working days before the event.

Attendance

Students should arrive promptly. Doors will close at the time stated on the ticket or indicated in your confirmation email. Please provide your ticket or confirmation email on arrival if requested. Please note that latecomers will not be permitted entry and will not gain a qualifying session so you should allow ample time for travel to the Inn/venue. If you feel that exceptional circumstances have caused you to be late, you may discuss these by calling the Duty Porter on 020 7797 8255 or the number provided for the relevant staff member.

Mobile phones must be switched off. Students should conduct themselves in a manner befitting a member of the Inn. Students must ensure that they sign the Term Card/register at each qualifying session event – failure to do so will result in the qualifying session not being awarded.

Dress Code

The dress code for all students (unless otherwise indicated) is dark suits and dark shoes, plus a dark tie for men. (When gowns are required for a qualifying session, they will be made available in the cloakrooms.) Entry will be refused to any student who is not dressed appropriately.

Refunds

Refunds will only be given in extreme cases and at the discretion of the Inn. Failure to attend a qualifying session that has been booked must be explained in writing to the Director of Education. Refunds will only be given if the Inn is notified up to five working days prior to the event. In case of cancellation due to illness, refunds will only be given if the Inn is notified in writing immediately accompanied by a note from a GP.

Lunch:

Students are welcome to take lunch in Hall; lunch is served Monday to Friday 12:30–2pm during term time. Students and pupils are entitled to a 25% discount (**Please note this does not count as a Qualifying Session**).