



Chartered property,
land and construction
surveyors

PUPILLAGE SCHEME

PUPILLAGE PROCEDURE
FIRST EDITION 2025



Chartered property,
land and construction
surveyors

Society of Chartered Surveyors Ireland

38 Merrion Square

Dublin 2

01 6445500

regulation@scsi.ie

CONTENTS

1. INTRODUCTION OF THE PUPILLAGE SCHEME	3
2. FOREWORD	4
3. OVERVIEW	5
4. SCSi PUPILLAGE PROCEDURE	5
4.1 General principles	5
4.2 Appointment of pupil	5
4.3 Code of practice for conduct	5
4.4 Confidentiality	6
4.5 Termination	6
4.6 Miscellaneous provisions	6

1. INTRODUCTION OF THE PUPILLAGE SCHEME



In 2025, the Society of Chartered Surveyors Ireland (SCSI) will introduce a fantastic opportunity for members to undertake pupillage in the core area of alternative dispute resolution (ADR).

The SCSI has developed this Pupillage Scheme in order to assist the next generation decide whether acting as a dispute resolver in construction, property and land-related disputes is a potential career opportunity for them in the future.

Overtime, the hope is that the Pupillage Scheme will be used across all forms of ADR, including arbitration, independent expert, conciliation, and mediation, with the SCSI supporting pupils through the process.

Initially designed for use in construction adjudication, the SCSI has engaged a panel of adjudicators active in the construction industry, who have agreed to facilitate the efforts of the Pupillage Scheme as mentors.

Overtime, the hope is that the Pupillage Scheme will be used across all forms of ADR, including arbitration, independent expert, conciliation, and mediation, with the SCSI supporting pupils through the process.

The first phase of the Pupillage Scheme will involve the SCSI inviting prospective pupils wishing to gain experience in the field of construction adjudication to apply to the Scheme.

This pupillage procedure has been published to provide a guiding structure for the SCSI, pupils and mentors to follow when a pupil is assigned by the SCSI to a mentor to ensure real benefit for all throughout the process.

As SCSI President, I would like to congratulate the SCSI on this initiative, with particular thanks to the SCSI ADR Committee and ADR mentors and wish the Scheme every success into the future.

Kevin Hollingsworth,
SCSI President

2. FOREWORD



I was very pleased to be asked by the SCSi, to offer a Foreword in this publication for its Pupillage Scheme. I offer these words not from any position that I hold, but from my own personal position as an advocate of alternative dispute resolution (ADR) in the construction industry for over 40 years.

The first thing that strikes me, having read about the Scheme, is the potential impact that completing it should have on any pupil who participates.

The Scheme offers two practical opportunities, allowing the candidates an opportunity to first, understand the process and then to participate in a process and to deliver a written and reasoned adjudication award.

The benefit that such a process will give to pupils cannot be understated in an industry where many aspiring dispute professionals find little opportunity to gain experience.

Given that having experience as a dispute professional is often a prerequisite for the acceptance onto panels, to gain experience, this Scheme will certainly assist in providing new and aspiring entrants into the marketplace with a real opportunity to get experience as a dispute professional.

The need for a continuing and revolving flow of experienced professionals is critical for both the future of and the standard of processes like adjudication in Ireland.

Without a continued path and education for the next generation of dispute professionals and with future retirements, demand for services simply cannot be met or achieved at the necessary standards. Processes such as this Pupillage Scheme are critical for the future.

I welcome the launch of the SCSi Pupillage Scheme and congratulate the Society and in particular, its ADR Committee, for taking the steps to make such a scheme a reality.

I wish the Scheme every success and trust that all professionals who gain appointments will take the opportunity of utilising the Scheme, and thereby offer the next generation the opportunity of gaining the necessary experience to commence a career in the ADR profession.

Bernard Gogarty,
*Solicitor in Construction Law, Litigation,
Conveyancing, Employment, Dispute Resolution*

3. OVERVIEW

Pupillage is a valuable tool in the advancement of knowledge, transfer and growth of expertise in any area of professional development. The SCSi Pupillage Scheme aims to encourage access to the dispute resolution field by providing opportunity, under a mentor, to participate in live dispute resolution processes.

All pupils will operate under the watchful eye of a mentor who is an experienced SCSi and/or ministerial panel member.

The pupil will have an opportunity to both observe a live process and then take part in a mock process acting as the third-party neutral, all under the watchful eye of a mentor.

Pupillage is a valuable tool in the advancement of knowledge, transfer and growth of expertise in any area of professional development.



4. SCSi PUPILLAGE PROCEDURE

4.1 General principles

This procedure shall apply when a pupil is nominated to a mentor from the panel of ADR mentors of the SCSi. This procedure shall be interpreted and applied in the manner most conducive to the efficient conduct of the proceedings and at all times with the primary objective of achieving a learning environment between pupil and mentor.

4.2 Appointment of pupil

A mentor will notify the SCSi Registrar that they have a pupillage position available. The SCSi Registrar will select a member from the Panel of Pupils and will provide the details to the mentor. It is for each mentor to decide, and at their own discretion, whether to accept a candidate or otherwise, and when to notify the SCSi Registrar of an availability as they see fit. Mentors give no assurance that they will seek a pupil in every instance. Mentors are free to encourage pupils to join the Panel of Pupils.

4.3 Code of practice for conduct

The SCSi will setup and maintain a Panel of Pupils. Membership

of that panel is open to all members of the SCSi. The SCSi may at its absolute discretion, add or remove members from the Panel of Pupils as it deems appropriate. Membership of the Panel of Pupils will be for a maximum period of three years from the date of first entering the panel.

A pupil will be removed from the Panel of Pupils on completion of Route A and Route B (as defined below).

On receipt of an appointment, the mentor will seek the approval from the parties to the relevant dispute for the use of a pupil.

Once the parties have been consulted and have given their agreement, in writing, the mentor shall apply for the nomination of a pupil from the SCSi Registrar.

The pupil will be required to sign a confidentiality agreement with the parties. A sample confidentiality agreement developed by the SCSi for use by mentors and pupils is available on the SCSi website or by contacting drs@scsi.ie.

The pupil shall not receive any compensation of any type for the pupillage.

The pupil will then progress down one of two paths.

PUPILLAGE SCHEME

Route A: The process of observation and discussion

If this is a pupil's first nomination, and they do not have a certificate for completion of Route A, they will progress down Route A.

The pupil will not take an active part in the dispute resolution process and will receive copies of all communications only at a period after which the mentor has already issued their directions or response to a particular issue. The pupil will be in a position to attend any virtual or in-person meetings and the like, and they can be provided with copies of all relevant documentation by the mentor.

The mentor may ask the pupil what they might do next, or what decision they would make on an issue, but only after the mentor has already made that decision and notified same to the parties.

The mentor can then provide a copy of what they did to the pupil.

Route A is a process of observation and discussion, but the pupil is not required to draft documents or provide detailed submissions.

On completion of the process, the pupil and the mentor will meet, by phone, virtually or in person, to discuss the process and any queries the pupil has in respect to the process.

The mentor will notify the SCSi Registrar of the completion of the process and the pupil will receive a certificate of completion of Route A.

Route B: The process of taking part and drafting submissions

If the pupil has a certificate for completion of Route A, they will progress down Route B.

The pupil will not take an active part in the dispute resolution process and will receive copies of all communications only at a period after which the mentor has already issued their directions or response to a particular issue. The pupil will be in a position to attend any virtual or in-person meetings and the like, and they can be provided with copies of all relevant documentation from the mentor.

The pupil will be requested to draft and provide the next communication to any and all communication received from the parties, including setting the initial terms and conditions, initial directions, further directions, and the decision, but only after the mentor has already dealt with the relevant issue to the parties in dispute.

The mentor will then provide a copy of their communication to the pupil for comparison and discussion.

Route B is a process of taking part and acting as the third-party neutral and seeks to build on the observation and discussion

that took place in Route A. The pupil is required to draft all documents and provide detailed submissions.

On completion of the process, the pupil and the mentor will meet, by phone, virtually or in person, to discuss the process and any queries the pupil has in respect to the process. The mentor will notify the SCSi Registrar of the completion of the process and the pupil will receive a certificate of completion of Route B.

This will complete their involvement in the SCSi pupillage procedure, and they will be removed from the panel. Feedback will be requested from each pupil in respect to the process and any changes or observations that they may have for the process.

4.4 Confidentiality

- 4.4.1.1 The pupil shall observe and maintain the confidentiality of all information which is given by any party. The pupil shall at all times maintain the confidentiality of the process.
- 4.4.1.2 The pupil undertakes that except where disclosure is required by law or a court, all documents shall remain confidential between the parties.

4.5 Termination

- 4.5.1.1 The pupillage is deemed to have been concluded:
 - 4.5.1.1.1 if a pupil completes Route A and B and has been issued a certificate of completion for each route;
 - 4.5.1.1.2 if a mentor believes that a pupil is not suitable for the process or is not communicating or engaging with the process at any stage; and,
 - 4.5.1.1.3 if a party withdraws from or does not participate in the process and it ends, or if the process for any reason does not continue.

4.6 Miscellaneous provisions

- 4.6.1.1 The SCSi together with the President, its servants, and agents, shall not be liable for any act or omission in connection with any appointment made or any pupillage conducted under this procedure.



Society of Chartered Surveyors Ireland

38 Merrion Square

Dublin 2

01-644 5500

regulation@scsi.ie

www.scsi.ie

Copyright in all or part of this publication rests with the SCSI save by prior consent of the SCSI. No part or parts shall be reproduced by any means electronic, mechanical, photocopying or otherwise, now known or to be advised.