**WORK EXPERIENCE FUND**

**Terms and Conditions**

**(Career Development, Canterbury Christ Church University)**

The Terms and Conditions set out in this document govern the Work Experience Fund (as defined below) and must be complied with.

## What is a Work Experience Fund?

The University knows how important it is for students to gain work experience to build up experience, skills and confidence in the workplace. Work experience includes all forms of paid or unpaid experience in the workplace. A limited fund has therefore been established to help support current, registered, full-time undergraduate students (**“Relevant Students”**) of Canterbury Christ Church University (**“University”**) with some of the costs associated with undertaking Work Experience that has been secured on an individual basis. (“**Work Experience Fund”)**

If you are a Relevant Student, you are entitled to apply for a Work Experience Fund of up to a maximum of £200 in each academic year.

The Work Experience Fund will be awarded providing the eligibility criteria are met within the information provided in the application form (see “How to Apply” below), until the allocated funding for the Work Experience Fund has been exhausted. There is no guarantee that an application will be successful or that you will receive the full amount requested.

## The Work Experience

You must secure the Work Experience, which can either be full-time or part-time. The Work Experience must be conducted with a reputable organisation, company or individual within the UK and must comply with, amongst others, the following conditions:

1. The Work Experience must not:

* exceed 20 hours per week if undertaken during term time, or 40 hours per week if undertaken out of term time
* promote or endorse illegal activity
* be immoral, unethical, offensive, or otherwise detrimental to the University’s reputation or interests
* be connected with a pyramid, multi-level marketing or similar style selling scheme
* represent an undue health and safety risk
* be connected with the adult/sex industry or be associated with adult content
* involve writing or sharing academic related material for use by other students
* be connected with the tobacco industry

The University reserves the right to assess the suitability of the Work Experience as part of the application process and its decision is final.

The University accepts no responsibility for the Work Experience or any other matters relating to, or arising out of, it and excludes its liability for all matters (including without limitation any employment-related issues) related to, or arising out of, the Work Experience.

## What can a Work Experience Fund cover?

A Work Experience Fund can cover travel costs incurred by a Relevant Student as a result of undertaking Work Experience within the UK.

## How to apply

You must submit a formal **Work Experience Fund Application Form** (“**Application Form”**), providing, amongst other things, proof of the Work Experience opportunity that you will be undertaking.

Each application may cover multiple instances of Work Experience in one academic year and you may apply more than once in each academic year, regardless of the number of instances of Work Experience undertaken or number of applications made, up to a maximum of £200 in one academic year.

**The application process:**

* complete the Application Form
* attach a copy of the Work Experience offer details and job description
* submit your completed Application Form and associated documents forming part of the application to careers@canterbury.ac.uk
* receipt of your Application Form will usually be acknowledged within three working days
* all applicants will be notified whether they have been successful or unsuccessful in being awarded a Work Experience Fund within seven working days.

The University reserves the right to interview applicants, either by telephone or in person should it wish to do so. In addition, the University may take steps to verify the information provided in the “Your Details” section of the Application Form.

Applications will be considered on a first come first served basis until such time as the allocated funding has been exhausted, and there is no guarantee that an application will be successful or will receive the full amount requested.

By submitting an application for a Work Experience Fund, you acknowledge and agree:

1. that the University reserves the right to decide at its absolute discretion how it allocates Work Experience Funds to applicants; and
2. any personal data submitted as part of an application will be held securely and used only for the purposes of participating in, administering and awarding the Work Experience Fund.

**Before submitting an application:** applicants are advised to check the [Career Development website](http://www.canterbury.ac.uk/students/careers-and-jobs/work-experience.aspx) regularly to ensure that applications for the Work Experience Fund are still open.

**Successful applications:**

If your application is successful, the University will notify you of the maximum amount which can be claimed. **You will be required to evidence, with original receipts, the Expenses incurred as part of the Work Experience following completion.** No other sums shall be payable to you by the University as a result of the Work Experience Funds.

**The University reserves the right to terminate and, where appropriate, claw back the Work Experience Fund at any stage should it become apparent that the Work Experience is not being carried out by the recipient or there is a failure to produce the relevant original receipts.**

If you have any questions or queries about the WEF or the application process please contact careers@canterbury.ac.uk