

## Frequently Asked Questions 2023

Read the FAQs to increase your chances of making a successful application

### **1) Who is eligible to apply for the Career Development Fund?**

This fund is supported under the OFS access agreement which prioritises support to students from under represented and disadvantaged groups. Students applying for the Career Development Fund must meet at least one of the following criteria. That the student:

- is from a low-income background where total household income is under £45,000
- is from a neighbourhood where higher education participation is low (i.e white males from economically disadvantaged backgrounds)
- has been in care as a care experienced child (care leaver)
- is a carer
- has declared to the University as disabled
- is from a black or minority ethnic group
- is a mature entrant to University (21 or over at the start of their course)
- is estranged from their family
- is from a gypsy and traveller community
- is a refugee
- is a child from a military family

### **Work Experience/Career Development eligibility criteria**

For the Work Experience to qualify under the CDF it must:

- Be unpaid or paid at or below the minimum wage,
- Take place in a different location to your main CCCU campus, or outside of normal teaching hours, and
- You cannot be reimbursed through another source

### **2) I am a postgraduate student. Can I still apply?**

We are only able to accept applications from postgraduate students:

- On fee-regulated initial teacher training courses or
- Courses that form part of a direct progression pathway from undergraduate study at the institution

### **3) Can I use the fund towards my placement year?**

Students on programmes who can apply for reimbursement for placement expenses will not be eligible for the CDF.

## **4) What can the bursaries cover?**

Work Experience Travel Bursary: The funds can cover appropriate costs incurred as part of accessing a relevant work experience opportunity. It cannot cover the cost of food, travel visas or travel insurance.

Career Start Bursary: These funds can cover all other costs of undertaking a work experience opportunity/project, including the travel to the opportunity. Other general costs are not included. Examples include but are not limited to: ad-hoc childcare costs, suitable workplace attire and event tickets.

## **5) I will be attending an open day/ event at a company in Canterbury can I claim for this?**

Whilst open days are a great way to get a feel for a company and make connections, we cannot provide financial assistance towards events that are in Canterbury.

## **6) I am undertaking a work experience opportunity as part of a group project. Can we apply together?**

We are happy to support group applications, provided your group has 3 people or more.

## **7) I have already completed my work experience. Can I still apply for the funds retrospectively?**

Yes. In order to claim funds, you must provide evidence of having completed the work experience and corresponding travel receipts/tickets to the experience location. We will not fund costs involved with regular travel to University.

## **8) Who makes a decision on my application?**

Work Experience Travel Bursary: A member of the Careers and Enterprise team makes a decision based on the information provided in your application.

Career Start Bursary: The panel consists of 3-5 members of staff from different departments in the University, as well as the CDF Coordinator and Chair of the panel. The panel review the Career Start Bursary applications monthly. Decisions are made on a case-by-case basis and decisions are final.

Make sure that you submit a strong application and include all of the necessary documents as proof of the work experience offer/project idea. You will need to provide a referee in the absence of an employer – this could be a lecturer on your programme who supports your idea, or a local business owner who is willing to support you as a mentor etc. It is recommended that you meet with the CDF coordinator before you submit your application.

## **9) When is the Career Start Bursary application deadline?**

Panel meetings are held once a month and run from September through to July in any academic year. Applications deadlines for submissions are on the website along side the dates

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the panel meets.

Applications that miss the associated deadline for submission will be deferred to the next monthly panel. Check the website for the date of the next Career Start Bursary meeting and associated deadline for applications.

**10) My work experience opportunity is paid. Can I still apply?**

Yes, but please bear in mind that the CDF aims to support students working up to and including the national minimum wage.

**11) What are the closing dates for the CDF?**

The CDF runs until the funding has been exhausted or until the end of the academic year, 31st July at 5:00pm (UK Time). Travel bursaries are available until funding has been exhausted. The Career Start bursary panel meets a set number of times a year, dates of which are advertised on the Career Development Fund [webpages](#)

**12) How do I provide proof of my work experience?**

A copy of your contract or email from your supervisor or line manager confirming the dates of your work experience is often sufficient. If more information is required, the Careers and Enterprise team will get back to you. To help ensure the success of your application, remember to provide as much information as possible.

**13) Who can I ask for a reference for the Career Start Bursary?**

It depends on the opportunity and the CDF Coordinator can advise but you could approach your PAT, your Lecturer or someone from your faculty or an external employer or Alumni. The aim of the reference is to have a secondary person, preferably someone who knows the industry to confirm that this opportunity is career enhancing. You could ask them by email and then attach this email to your application but you must ask them first.

**14) What evidence do you need to confirm how I have used my funds?**

At the end of your work experience/project you will need to submit receipts to prove your travel expenditure and other costs. Failure to do so will mean that you will have to repay the money.

**15) How will I receive the funds should my application be successful?**

You should have your account details uploaded onto your student portal on the 'my records' tab. Following submission and approval of an application form, the money will be paid into your account.

**16) I still have some more queries. Who can I contact to find out more information?**

Email [cdf@canterbury.ac.uk](mailto:cdf@canterbury.ac.uk) with your query and a member of the team will be happy to help.