

CAREER DEVELOPMENT FUND

Terms and Conditions

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

What is the Career Development Fund?

The University knows how important it is for students to gain work experience to build up skills, confidence and experience in the workplace. Work experience includes all forms of paid or unpaid experience in the workplace; usually, this means working directly with an employer but could include exploring an industry-related project or attending a Career Development opportunity. A limited fund has therefore been established to help support current, registered, undergraduate students and certain postgraduate students ("Eligible Students") of Canterbury Christ Church University ("University") with some of the costs associated with undertaking a Work Experience or Career Development Opportunity.

If you are an Eligible Student, you are entitled to apply for a **Work Experience Travel Bursary** and/or a **Career Start Bursary** up to a maximum of the published amount in each academic year (see below).

The Career Development Fund bursaries will be awarded provided the eligibility criteria are met within the information provided in the application form (see "How to Apply" below) until the allocated funding for the Career Development Fund has been exhausted.

A Work Experience Opportunity:

For the purposes of the CDF, a Work Experience Opportunity allows the student to undertake a work-related opportunity outside of their course of study which will help them to develop their skills and/or learn about working in a particular industry. The Work Experience opportunity must be conducted with a reputable organisation, company or individual within the UK and you must include proof of the opportunity in your application.

A Career Development Opportunity:

For the purposes of the CDF, a Career Development Opportunity is anything that falls outside of a Work Experience opportunity but that still helps students develop their skills and/or learn about working in a particular industry. This could, but is not limited to, including attending industry events and conferences, obtaining equipment needed to gain further experience or needing appropriate workplace clothing for interviews. The Career Development opportunity must be conducted with a reputable organisation, company or individual within the UK and you must include a reference supporting this experience for your intended career path in your application.

The Career Development Fund does not cover:



- Further Study
- Placements that are a mandatory or essential part of your course

The Work Experience or Career Development Opportunity must comply with, amongst others, the following conditions:

1. The 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
- be a mandatory or essential part of your course/degree

Relevant work experience can include a placement, internship, workplace shadowing or other short- term work experience position. Full details of the opportunity must be provided with your application.

Work Experience eligibility criteria: To qualify for both bursaries 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 time, and
- You cannot be reimbursed through another source.

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

The University accepts no responsibility for the Work Experience/Career Development Opportunity 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/Career Development Opportunity.

Group funding:

We aim to support as many students in need as possible. We also understand that not all work experience/career development opportunities are undertaken alone. Students wishing to undertake non-course-related projects as part of a group are welcome to apply for a Career Start Bursary. The criteria for group applications are:

- The group consists of three people or more
- All participants must be students at Canterbury Christ Church University at the time of application
- At least one member of the group (per each 10 members) must meet the eligibility criteria outlined in this document
- The group has a suitable referee or sponsor



Student Eligibility Criteria:

This fund is supported under the OFS Access Agreement, which prioritises support to student/s 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 from below £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

If you are unsure if you meet the eligibility criteria, please get in touch with the CDF Coordinator

Postgraduate students

We are only able to accept applications from a limited group of 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

Exceptional Circumstances

Exceptions may be made to the conditions of the bursaries should a student be specially selected or chosen to present/speak at a specific event/opportunity if the full panel are in agreement.

How to apply:

You must submit one of the two Career Development Fund Application Forms ("Application Form") providing, amongst other things, proof of the Career Development opportunity that you will be undertaking and/or a reference supporting why this opportunity is career enhancing.

Please note: You can apply for both the Work Experience Travel bursary and Career Start Bursary only once in an academic year. You are allowed to apply for both bursaries at the same time if you wish or separately.

Work Experience Travel Bursary



Work Experience Travel bursaries are limited to a maximum of £300 per student per academic year for travel within the UK, and £500 per student per academic year for travel abroad. Application for a Work Experience Travel Bursary can be made in advance or retrospectively. Evidence of costs will be required. Travel Bursaries are available throughout the year.

Career Start Bursary

Applications for the Career Start Bursary can cover any other costs associated with undertaking Career Development Opportunities. Funding will be granted according to need, and the remaining funds available at the time. Early application is encouraged for the Career Start Bursary. Group applications made to the Career Start Bursary are limited to £1,000 per individual and £5,000 per group. Career Start Bursary applications are reviewed by a team panel, which meets monthly. Applications that miss the associated deadline for submission will be deferred to the next monthly panel. Decisions are made on a case-by-case basis. Exceptional circumstances are at the discretion of the panel.

The dates for panel meetings are listed on the Career Development Fund website. If the panel is unable to meet as planned, all applicants will be emailed with a new date for their applications to be reviewed.

Examples of costs that can be covered for both bursaries are in the CDF FAQs.

The application process:

- It is recommended that you meet with the CDF Coordinator about your application before you submit. You can do this by emailing cdf@canterbury.ac.uk or visiting the Careers and Enterprise Hub in Augustine House
- Complete the relevant Application Form
- Attach details or evidence of the Career Development opportunity, your reference (for the Career Start Bursary only) and the breakdown of costs
- Submit your completed Application Form online.
- Receipt of your Application Form will usually be automatically acknowledged and the CDF Coordinator will email you within 5 days if anything is missing from your application.
- Career Start bursary applications will be assessed at the next available panel, and all applicants will be notified whether they have been successful or unsuccessful 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 will 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.

The Careers Panel is made up of 3-5 members of staff from different professional services departments, as well as the CDF Coordinator and the Chair of the panel. All application decisions made by the panel are final and there is no right to appeal.

If there is a request that falls outside of the monthly panel meetings, the Chair of the panel has the authority to make decisions on an ad-hoc basis, when required, if an emergency occurs in less than 4 weeks and therefore cannot wait until the next panel meeting.



Please note that should your application relate to starting your own business, or freelance work, you will instead be referred to Canterbury Christ Church's Student Enterprise Team who assist with funding, training and mentoring for Entrepreneurs and Freelancers.

By submitting an application for the Career Development Fund, you acknowledge and agree:

1. That the University reserves the right to decide at its absolute discretion how it allocates Career Development 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 Career Development Fund.

Before submitting an application: Applicants are advised to check the Career Development Fund [webpages](#) regularly to ensure that applications for the Career Development Fund are still open.

Successful applications:

If your application is successful, the University will notify you of the maximum amount which can be claimed and will contact you to request you have checked your bank account details are correct on your student account.

You will be required to evidence, with original receipts, the Expenses incurred as part of the Career Development Opportunity following completion and complete a feedback form.

Both the submission of evidence and the feedback form are a mandatory part of the application process.

The University reserves the right to terminate and, where appropriate, demand back the bursary awarded at any stage, should it become apparent that the Work/Career Development Experience is not being carried out by the recipient(s) or there is a failure to produce the relevant original receipts.

Sickness:

If you are unwell and/or unable to attend your CDF experience once funded, you must contact the CDF Coordinator by email as soon as possible. Because each experience is different, the Coordinator, with approval from the panel, will explain what needs to be done and if any of the money spent can be recovered. If you were funded for an experience and are no longer able to attend before the fund has been spent, or a refund is possible, the funding must be returned to the university.

Travel Safety:

All students are required to take adequate health and safety precautions when travelling to/from your experience. For students travelling overseas, you must read the document on the CDF website 'Travel Guidance' before receiving any funds from the CDF and you must have your own travel insurance that covers you for the duration of your experience.

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

Please note that in order for us to process your application, you must have signed into [The](#)



[Careers and Enterprise Online Hub.](#)



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