

# WORK EXPERIENCE FUND

## Terms and Conditions

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

### What is the Work Experience 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 testing out a business concept or exploring an industry-related project. A limited fund has therefore been established to help support current, registered, undergraduate students and certain postgraduate students ("**Relevant Students**") of Canterbury Christ Church University ("**University**") with some of the costs associated with undertaking Work Experience ("**Work Experience**").

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

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.

### 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. If you are applying for a Career Start Bursary to undertake a project or start a business idea, you will need to supply a referee to support your application.

The Work Experience 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

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

you wish to apply for support to launch a business, or set up an industry-related project, you will need to supply a carefully considered business plan or case detailing what you need the money for and provide clear objectives for the project.

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 the Work Experience Fund cover?

The Work Experience Fund (WEF) can either cover travel costs or other costs incurred by a Relevant Student as a result of undertaking Work Experience. There are two separate bursaries available under the WEF - the Travel Bursary and Career Start Bursary.

### Group funding

We aim to support as many students in need as possible. We also understand that not all work experience 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. Criteria for group applications are that:

- 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 must meet the eligibility criteria outlined below.

## Criteria

### Student eligibility criteria

This fund is supported under the OFS Access Agreement which prioritises support to student from under represented and disadvantaged groups. Students applying for the Work Experience Fund must meet **at least one** of the following criteria. That the student:

- is from a low-income background where total household income is:
  - up to £25,000 (full support)
  - from £25,000-£42,875 (partial support)
- is from a neighbourhood where higher education participation is low (including white males from economically disadvantaged backgrounds)
- has been in care as a looked-after child
- 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 eligibility criteria

For the Work Experience to qualify under the WEF 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.

### 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.

### Travel Bursary

Travel bursaries are limited to a maximum of £200 per student per academic year for travel within the UK and £500 per student per academic year for travel abroad. Application for a 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 Work Experience. 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 £2000 per group. Career Start Bursary applications are reviewed by the Enterprise and Employability team panel which meets on a monthly basis. 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.

These meetings are usually held on the first Tuesday of the month from October through to July in any academic year. Applications need to be submitted by the last Wednesday of the previous month i.e. a week before the panel meets

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

### The application process:

- Complete the relevant Application Form
- Attach details of the Work Experience opportunity and breakdown of costs
- Submit your completed Application Form online
- Receipt of your Application Form will usually be acknowledged within three working days
- Career Start 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 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 the 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 [Employability and Skills website](#) 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 and will contact you to request bank account details. You will be required to evidence, with original receipts, the Expenses incurred as part of the Work Experience following completion, and complete a short survey.

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 Experience is not being carried out by the recipient(s) 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 [wef@canterbury.ac.uk](mailto:wef@canterbury.ac.uk)

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