**UCL CAREERS EXTRA**

**WORK-BASED BURSARY: APPLICATION FORM**

Please read the **UCL Careers Extra Work-Based Bursary: Information Pack** prior to completing this form.

Priority will given to applications that show the individual has clearly thought about the work-based experience they are planning to undertake, the benefits of undertaking it, and the challenges (financial or personal) they may face in undertaking the experience.

Please provide as much information as possible in your answers. You may be asked for further information about any of the answers to help us assess your application for a bursary. You are encouraged to book a 30 minute appointment with a member of the UCL Careers Extra team to talk through your application before submitting it.

Once your application is complete, **please email your application form to** [**careers.extra@ucl.ac.uk**](mailto:careers.extra@ucl.ac.uk) with **UCL Careers Extra Work-Based Bursary** in the subject line by **midnight** **22 March 2019**.

**ABOUT YOU**

|  |  |
| --- | --- |
| **Full name** |  |
| **Email address** |  |
| **Telephone number** |  |
| **UCL ID number** |  |
| **UCL department** |  |
| **UCL degree programme** |  |
| **Current year of study** |  |
| **If successful, do you agree to complete the paperwork / activity** outlined in the information pack? |  |

**ABOUT THE ORGANISATION YOU ARE APPLYING TO**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Organisation address** |  |
| **Organisation contact** |  |
| **Contact position** |  |
| **Contact email address** |  |
| **Contact phone number** |  |
| **Can we contact the individual above to seek further information about your work-based experience?** |  |

**ABOUT THE WORK-BASED EXPERIENCE YOU WILL UNDERTAKE**

|  |  |
| --- | --- |
| **Role title** |  |
| **Role description**  Please outline what you expect to be doing during the work-based experience. Include any duties and responsibilities. |  |
| **Work-based experience start and duration**  If unknown please state estimated start date and duration |  |
| **Number of hours a week**  If unknown please state estimated hours |  |
| **Salary**  (if the position is unpaid, write ‘none’) |  |
| **How did you source and apply for the experience?** |  |
| **Where are you in the process of securing this experience?** E.g. interview stage, offer confirmed  **NOTE:** You must attach supporting evidence along with your application showing what stage you are at. |  |

**APPLICATION QUESTIONS**

|  |
| --- |
| **How will this work-based experience support you in identifying your careers options and / or career aspirations?** Please consider what goals you have in mind for this experience and how these relate to any future career plans you may already have, or jobs/sectors you want to learn more about. (200-400 words) |
| **How will this work-based experience develop or build on your skills?** Please include how the experience will build upon any current skills, the impact for your personal and professional development, and why this particular opportunity will help you with this. (200-400 words) |
| **Please outline all of the costs you expect to incur as part of your work-based experience** and i**nclude how you will use the bursary.** Please give details/evidence of any estimated costs and keep evidence available as you might be required to present it at the end of your experience.  This section of the form will be used to assess how the bursary funding will make a difference to you financially so please give as much detail as you can. You may include screen shots or an additional document to show the costs. |

**ELIGIBILITY AND TERMS**

To apply for funding **you must be a UK undergraduate student (home fee status)**

You must also belong to one or more of the following groups:

* *Neither parent went to university and you attended a state school*

*Care leaver*

*Carer*

*Disabled*

*Household income of £25,000 or less (as declared to Student Finance England)*

*Black African, Black Caribbean or mixed Black African/White or Black Caribbean/White*

* Have signed up to UCL Careers Extra support via this link:

<https://opinio.ucl.ac.uk/s?s=careersextra>

(If you are already receiving UCL Careers Extra emails you are already signed up and do not need to do so again)

* Be planning on undertaking a work-based learning experience in the UK that will support you in improving your professional development and help you with identifying career options.
* Be an undergraduate student eligible to work in the UK during the experience.
* Undertake the following actions, if successful in receiving funding:
* **30 minute Careers Consultant appointment** **prior to undertaking the experience** - to discuss how you will make the most of it and how UCL Careers Extra can support you.
* Complete and signthe **student agreement** – confirmation that you agree to the terms of the bursary and you will undertake the work-based experience as described in the application.
* **Skills assessment** – completed before and after the work-based experience to keep a record of your learning gain. The UCL Careers Extra team will tell you more about this if you are successful.

**Failure to complete all of the compulsory activities listed above may result in your bursary being recalled.** Completion of this activity will also be required in order to record the experience on your HEAR.

*Optional but recommended activities:*

* + **Case study** – a video or write-up of your experience to be used to help promote the scheme and help you to articulate the experience to future employers.
  + **Reflection session after the experience with other students who have also completed a work-based experience** – to support your understanding of what you have gained from it and articulate this effectively.

The work-based experience must:

* Be at least 80 hours in duration, and no more than 20 hours per week if it is during term time.
* Be full or part-time and end before 23 September 2019.
* Take place within the UK.
* Not form part of a course requirement.

The UCL Careers Extra work-based bursary has been set up to support students who need genuine assistance. Please do not apply for funding if you can access support elsewhere. In the event of a large volume of applications we may take into consideration other aspects of your situation.

As the work-based experience is undertaken optionally, you are personally responsible for:

* Ensuring you are eligible to work in the UK for the duration of the experience as necessary.
* Sourcing and applying for the experience – the university is not providing guaranteed opportunities as part of this scheme.
* Establishing the duties that will be expected of you and how they will support your professional development.
* Ensuring you have accommodation in place for the duration of the work experience.
* Understanding health and safety and other work related policies of the organisation the experience is with.

**Please tick here to agree to the UCL Careers Extra Work-Based bursary terms and conditions (as stated above)**

**Signature (type name):**

Please email your completed application form (and additional documents if applicable) to [**careers.extra@ucl.ac.uk**](mailto:careers.extra@ucl.ac.uk) with **UCL Careers Extra Work-Based Bursary** in the subject line by **midnight** **22 Mar 2019**.