

# UCL CAREERS EXTRA WORK-BASED BURSARY: INFORMATION PACK

## (1) ABOUT THE BURSARY

To support the social mobility of UCL students, UCL Careers have some funding available to enable students to undertake a work-based learning experience (e.g. internship, volunteering) within the UK that they might not otherwise be able to afford. The funding can be used to pay for things such as travel, accommodation or living expenses.

Students are required to source the opportunity themselves, though UCL Careers Extra can support you in exploring ways to do this, via a 30 minute appointment. The work-based experience you identify should be deemed a genuine learning opportunity which will help you develop your professional skillset. You will need to let us know the impact it will have on the development of your skills and how it will help you to identify career options and / or support future career plans.

The maximum bursary available is £400. If successful, the actual amount awarded to you will be determined by the UCL Careers Extra team and will be allocated on the relevance of the opportunity and the expected impact on your professional development. Financial need will also be taken into account.

## (2) 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 sign the **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.

### **(3) APPLICATION PROCESS**

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You are not required to have a work-based experience completely secured when making the application. However you will need to outline the stage that you are at with the organisation when applying. You will need to provide evidence that you have secured the experience before the bursary will be allocated, for example an email for letter confirming the experience, or a contract.

If you would like to discuss ways you might source opportunities or receive support with your application, you can book a 30 minute appointment with a Careers Consultant.

There will be two application rounds for Careers Extra Work-Based Experience Bursaries in 2018-19. The deadline for the first round is **midnight 22 March 2019**. Applications should be emailed to [careers.extra@ucl.ac.uk](mailto:careers.extra@ucl.ac.uk). Applications will be reviewed after this deadline and applicants will be notified of the outcome by **26 April 2019**. Subject to availability of funding, the scheme will open for applications for the second round of bursaries on 24 April 2019, with a deadline of **24 May 2019**.

## **(4) ALLOCATION OF FUNDS**

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If your application is successful:

- You will be informed of how much funding has been reserved for you.
- You will need to complete all of the required documentation before any funding is allocated.
- You will need to provide bank details for UCL Careers to process the payment
- You may receive the payment in two phases i.e. if the experience is over several weeks. This will be clarified to you when funding is reserved.
- You may be asked to provide evidence of expenditure incurred during the work-based experience so please keep a record of how you have spent your bursary.

Completing an application does not guarantee full or part funding.

In the event you are not successful, you will be able to meet with a Careers Consultant to discuss other options for work experience if this would be helpful.

The UCL Careers Extra team look forward to receiving your applications.