**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](https://uclcareers.targetconnect.net/leap/appointments.html?types=81) 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** **3 June 2021**. You will be notified of the outcome as soon as possible and we aim to make all decisions by 11 June. Please provide as much information as possible on your application. If we need to ask for additional information from you it may delay our decision.

**ABOUT YOU**

|  |  |
| --- | --- |
| **Full name** |  |
| **Email address** |  |
| **Telephone number** |  |
| **UCL ID number (this has five letters and two numbers)** |  |
| **UCL department** |  |
| **UCL degree programme** |  |
| **Current year of study** |  |
| **If successful, do you agree to complete the paperwork / activities** outlined in the information pack? |  |

**ABOUT THE ORGANISATION YOU ARE APPLYING TO**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Organisation address** |  |
| **Organisation website** |  |
| **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 how 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 **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. Costs could include items such as: loss of earnings if you are reducing hours of paid work in order to undertake this experience, the cost of equipment needed to undertake the work from home, the costs involved in remaining in London in order to undertake the experience, travel costs etc.  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) and a member of** [**Careers Extra**](https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/careers-extra).If you are not sure whether you are part of Careers Extra, log in to myUCLCareers and go to ‘search appointments’. If you can see the appointment type ‘Careers Extra 30 minute appointment’ you are already signed up. If not, [read the information given here](https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/careers-extra) and follow the sign up link if you are eligible to join.

The work-based experience must be within the UK (if it is remote work it must be with an organisation which operates in the UK). It must also be something that will support your professional development and help you with identifying career options.

All bursary recipients are required to:

* Complete, signand return to [careers.extra@ucl.ac.uk](mailto:careers.extra@ucl.ac.uk)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.
* **Attend a Careers Extra 30 minute Careers Consultant appointment** **before undertaking the experience – this will be via a Teams online appointment.** During this appointment you will reflect on your skills and consider how to make the most of the work experience.
* **Attend a Careers Extra 30 minute Careers Consultant appointment after the experience**. This appointment is to reflect on what you have learned and how to articulate that in future applications or interviews. It is also an opportunity to talk through career ideas with the Careers Consultant.
* **Write up a short reflection (‘case study’) about your experience** (around 500 words) by 30 Sept 2021. You will be given guidance and a template and it can be anonymous if you wish.

**Failure to complete the compulsory activities listed above could result in your bursary being recalled.** Once you have successfully completed these activities your experience can be recorded on your HEAR (unless you are a final year student or have already graduated).

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 17 September 2021.
* Take place within the UK (if it is remote work it must be with an organisation which operates in the UK).
* Not form part of a course requirement.

The UCL Careers Extra work-based bursary has been set up to support students who genuinely need financial 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 and adhering to 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 on** **3 June 2021**.