

# UCL Careers Extra Work-Based Experience Bursary

## (1) About the Bursary

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UCL Careers Extra is offering a number of bursaries to support students in undertaking work-based experience that provides the opportunity to develop workplace skills and identify/clarify potential career options. The experience can be an internship, volunteering or short-term Summer work but it must be within the UK. The funding is to help cover costs such as travel, accommodation or living expenses.

You will need to source the work-based experience yourself before applying for the bursary. UCL Careers Extra can support you in this, through workshops, web resources and one to one appointments. You can apply to the bursary if you are part way through the process of being accepted for the work-based experience – you will need to explain on the application form what stage you have reached.

The maximum bursary available is £500. If your application is 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 (including whether or not the experience is paid) will also be taken into account. Decisions will be based on your written application form and it is therefore important to complete it carefully and thoroughly – if you would like it reviewed before you submit it please book a Careers Extra 30 minute appointment for this purpose.

## (2) Eligibility and terms

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To apply for funding **you must be a UK undergraduate student (home fee status) and a member of [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](#) and follow the sign up link if you are eligible to join.

The work-based experience must be in the UK and must be something that will support your professional development and help you with identifying career options.

All bursary recipients are required to:

- Complete, sign and 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.** 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.

**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 21 September 2020.
- 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 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 health and safety and other work related policies of the organisation the experience is with.

### (3) Application process

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The application process is set out in the flow chart on the next page. 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. Before the bursary can be allocated you will need to provide evidence that you have secured the experience, for example a confirmation email or letter, or a contract.

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

There will be two application rounds for Careers Extra Work-Based Experience Bursaries in 2019-20. The deadline for the first round is **midnight on Sunday 5 April 2020**. Applicants will be notified of the outcome by **29 April 2020**. Subject to availability of funding, any applications received after 5 April will be automatically considered in a second round of bursary applications, for which the deadline will be midnight on **Monday 25 May 2020** with outcomes notified by **Friday 12 June**.

### (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 given feedback on your application and the opportunity to discuss other options for work experience if this would be helpful. We look forward to receiving your applications.

