

## Placement & CPD Support Bursary

### FUND DEFINITION & PURPOSE

This bursary is intended to support full-time students who are undertaking a work placement or CPD activity. The support is available to students from low-income backgrounds.

Awards from the fund do not have to be returned to the University.

### WHO CAN APPLY?

To apply for the bursary, you must be:

- a full-time, undergraduate, enrolled on a course lasting at least one year;
- a UK student, normally living in England, Northern Ireland or Scotland for the three years immediately before the start of the course and, 'settled' in the UK on the first day of the course;
- undertaking a placement in UK or abroad as part of a recognised Leeds Beckett programme, or undertaking a specified CPD opportunity during the current academic year;
- studying on a course where there is no existing financial support for placements, **students on Healthcare & Social Work courses are expected to seek support from [NHS training grants](#) & [Social Work Bursaries](#) ;**
- income assessed by the Student Loans Company and have a household income under £42,875;
- undertaking a credit bearing placement/module in the UK or abroad as a formal part of your degree programme; or
- undertaking a placement/ CPD activity relevant to your study and approved by your school.

### HOW TO APPLY

Applications can be submitted online via [MyHub](#).

You can only submit one application per academic year for this award.

In your application you must provide:

- your financial notification from the Student Loans Company so we can verify your household income; and
- contact details of a staff member within your university school familiar with your placement or CPD activity; and
- details of your pre-arranged placement or CPD activity, including:
  - Name and contact details of your placement / CPD provider;
  - Location of your placement / CPD activity;
  - Start and end date of your placement / CPD activity; and
  - Anticipated salary / financial allowance from your placement provider; or
  - A receipt or invoice evidencing the cost of your CPD activity.

### HOW MUCH IS THE BURSARY?

The bursary is intended as a contribution towards placement and CPD costs that cannot be met elsewhere. **For example, students on Healthcare & Social Work courses are expected to seek support from [NHS training grants](#) & [Social Work Bursaries](#) ;**

If you are studying subject where your travel and accommodation placement costs can be reimbursed through a 3<sup>rd</sup> party, you are not eligible to apply for this scheme.

The levels of contribution are set out below.

Uniforms and peripheral items.	CPD Activity	Education Placement – 2 weeks or Leeds Postcode	Education Placement – Non-Leeds Postcode	Placement (4 weeks or more	Placement (one semester or more)
£200	£200	£200	£400	£400	£800

When being assessed for your payment, you will receive the highest amount you are eligible for above, and not a combination of awards. For example, if you are studying a four-week placement but would also like to claim for uniforms and peripheral items, your maximum award will be £400.

### WHEN AND HOW WILL THE BURSARY BE PAID?

The bursary will be paid within 20 working days of your award being confirmed.

Payments will be made via BACS into the bank account you nominate on your application.

### WHAT CAN I USE MY BURSARY FOR?

### **Work Placements**

The bursary is a contribution towards the costs associated with your placement and can be used to help with these or your day-to-day living costs over this period of time.

You may want to use the funding to help with your travel costs, uniform requirements, and any additional accommodation you need during your placement.

### **CPD Activity**

If you are applying for support with CPD activity, the support is intended to help with the direct costs associated with this.

These may include travel to and from the CPD venue, the costs of a conference ticket or the cost of a delegate training pass.

You will be required to upload evidence of your costs along with your application.