

## Employability and Skills Enhancement Bursary

### FUND DEFINITION & PURPOSE

This bursary is intended to support students who are undertaking a work placement or employability and skills enhancing activity. This may include costs associated with the application process for the specified activity (e.g. [travel](#) 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 student or a student in receipt of undergraduate funding and, 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 an unpaid placement in UK or abroad as part of a recognised Leeds Beckett programme, or undertaking employability or skills enhancing experience including costs to access paid placements
- 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 an employability or skills enhancing activity and be able to provide evidence as to how this is supporting you with career planning.
- Final year students will be able to apply until point of graduation

## HOW TO APPLY

Applications can be submitted online via [My Hub](#). Applications are open throughout the calendar year and inclusive of University non-teaching time.

In your application you must provide

- Your letter of financial entitlement from the Student Loans Company so we can verify your household income; and
- details of your placement or employability activity, including:
  - Name and contact details of your placement / employability provider;
  - Location of activity;
  - Start and end date of your activity; and
  - Anticipated salary / financial allowance from your placement provider; or
  - If your application is regarding a one-time employability activity, a receipt or invoice evidencing the incurred or anticipated cost

If you are undertaking unpaid employability activity that falls within the summer holidays and are unable to work during this, you may be able to apply for support from the Summer Assistance Fund. The eligibility criteria for the fund can be found [here](#).

## HOW MUCH IS THE BURSARY?

The bursary is intended as a contribution towards placement and employability 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](#) ; or the organisation who you are securing work experience with may cover reasonable travel expenses or subsistence costs for the duration. You are expected to seek support from them in the first instance.**

The levels of contribution are capped at the rates below.

<p>Total employability activity/Paid Placement Support</p> <p>(Travel to interviews, conference, developmental tickets, uniforms, equipment)</p>	<p>Unpaid work placement/ internship</p> <p>(£100 per week)</p>
<p>Capped at £800 per year</p>	<p>West Yorkshire £400 cap Outside West Yorkshire £800 cap</p>

Whilst you can apply for multiple employability activities or placements, your overall award will be capped at £800 per academic year.

## 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 via the e-pay system.

## 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.

### **Employability or Skills Related Activity**

If you are applying for support with any costs associated with an activity to improve your employability, such as accessing work experience or undertaking continuous professional development such as training and courses. The support is intended to help with the direct costs associated with this.

These may include travel to and from the 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.

### **Example**

You have applied for a variety of summer internships which will require you to wear non-casual clothing and office wear. You need to purchase clothing suitable for this workplace.

### **Example**

You have been offered three days' work shadowing with a lawyer in London. You are required to pay transportation costs to London and accommodation for the duration (the firm will pay for a Travelcard on the Tube across the three days).

### **Example**

You are looking at a career in special educational needs and have seen a short course in British Sign Language (BSL) which you want to complete. You are hoping this will support your future career aspirations in working with deaf children



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