

## Careers and Employability Opportunity Fund

### Information for students, graduates, personal tutors and professional service staff

#### What is the Careers and Employability Opportunity Fund?

The Careers and Employability team have been granted funding to put towards costs associated with careers opportunities and work-experience. Students are welcome to apply for a maximum of £500 to put towards accommodation, travel and any other costs that might make accessing the opportunity too expensive. Graduates can also access the funding (up to 18 months after leaving the University of Lincoln). Before applying, students are encouraged to read all of the information in this document and be prepared to answer any questions in response to their application. Home and EU students are eligible; international students are not eligible on this occasion due to the funding source.

#### How can the money be used?

- Transport costs to and from work experience and/or internships that have been organised by the student or with the help of the Careers Service;
- Transport costs to and from interviews/assessment centres for work experience, graduate schemes and jobs;
- DBS checks and other compulsory assessments that the individual may need to complete in order to take part in temporary work experience or a permanent role;
- Temporary accommodation that will allow the student to stay overnight near to the organisation or place of work;
- One voucher per student worth £50 to put towards professional clothing costs. The student must provide receipts;
- Childcare costs that allow the student to take time out from their usual routine in order to access work experience;
- If the student is a carer, any costs associated with the student taking time out of their usual routine may be covered, in order that the person they care for can still be looked after whilst the student is taking part in the work experience;
- Applications to recover lost documents such as birth certificates, which may be crucial in order for the student to obtain work experience in the first place.

The panel will consider other costs detailed on the application form. Students/ graduates can make multiple applications to the fund until they have reached the £500 maximum value.

The activity in question must not be assessed as part of the student's course as an accredited module.

#### Who will be eligible for funding?

Students from any course and stage can apply. Students may be full-time or part-time, however they **must be completing their first degree or first post-graduate qualification**. Each application will be considered on a case-by-case basis, and students will be asked to supply some personal information. Personal tutors must also review and sign off the application as a referee.

Priority will be given to those students who meet the following criteria:

- Certain home postcode areas where there are low levels of students entering Higher Education

- Students with a household income of less than £25,000

Students may be eligible for funding if they meet certain criteria detailed below:

Criteria
First generation Higher Education learner <b>and</b> living in a household with a total income of less than £42,641 (usual Student Finance England threshold for maintenance grants)
Student with caring responsibilities, outside of what would be considered a 'normal' responsibility. This is defined more clearly by the Carers Trust as “... <b>anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.</b> ”
Student who has experienced living in the care of their local authority within the last 5 years
Student living with a physical or mental disability
Independent students (mature students), as defined by Student Finance England
BME students (depending on home postcode/ household income of less than £42,641)

Post-graduates may apply for funding, however they must be self-funding students (either through student finance or personal loans), studying a taught course (full-time or part-time) and must be able to evidence this through official documents.

Students who do not meet any of the above criteria are welcome to apply for funding, however, they may be asked for evidence such as bank statements. This is to assess the financial situation of the student and to provide evidence that the costs of the opportunity would be too much outside of their usual budget. All applications must be supported by their personal tutor who will provide a signature. The employer will also be contacted to support the student application; if an employer is offering subsidies (in addition to wages), this will be taken into account when making a final decision.

#### **What happens after a student submits his/her application?**

1. A member of the Careers and Employability team will read through the application and conduct some initial checks, such as research the student's home postcode and contact their personal tutor for more information;
2. If the student has selected any of the criteria listed above, the careers team may contact student services and the finance team to find out more;
3. The student will be invited into the careers centre for an appointment to discuss the application and the opportunity that has been identified by the student;
4. A panel will decide whether funding should be granted, and if so how much;
5. If funding is agreed, the student will be contacted for bank details and asked to sign a declaration.
6. The student will also be asked to think about how he/she will reflect on the opportunity and will be invited to stay in touch with the careers team.
7. If funding is not granted, the careers team will explain why and signpost the student to other funding sources within the University of Lincoln that can offer support.

8. If the student has made dishonest claims on his/her application, he/she will be required to pay back the grant in full to Careers and Employability team and will not be eligible for future grants.