

## Support with completing your application form

This section outlines some general guidance on what we are looking for in your Work Experience Bursary application. To increase your chances of being short-listed and considered for an award you need to ensure you have addressed the following to the best of your ability.

Please note that questions 1 – 3 require you to provide a **minimum of 200 words** in your answers. Shorter answers will not be considered.

### Referee

You **must** provide the name of and contact details for a referee with your application. Your referee should be someone who is involved, or has recently been involved, in your education, personal development or employment. Please note that your referee should **not** be a family member or personal friend.

### Work experience details

*What will your duties be during your internship/volunteering/work experience? If you do not know exactly please give a brief summary of what you expect to do.*

Even if you have not secured your work experience opportunity yet, you should use this section to explain to us what duties you expect to be undertaking in the type of opportunity that you are seeking.

### Question 1

***How will the proposed work experience contribute to your personal development and future career aspirations? Minimum 200 word answer, maximum 400 words.***

You are encouraged to identify the types of skills you will develop and how the experience will help you achieve your career goals. If you do not have a specific career goal at present, how will your work experience help you to develop your skills and employability? How will this internship build on any previous work experience?

If you have undertaken work experience in the past, tell us how this opportunity will enable you to develop different and additional skills and experiences.

### Question 2

**What initiative did you show in sourcing this position? How did you select, research and apply for your work experience? (Minimum 200 word answer, maximum 400 words)**

This question is centred around your thought process on why this opportunity is relevant and will benefit you going forward. If you haven't got a career goal in mind or have only considered one internship opportunity, please indicate what research you have conducted on potential industries to work within, and how does this opportunity link to this?

### Question 3

***Why have you chosen to undertake the work experience abroad (NB. Only answer this question if you're undertaking work experience overseas)? (200-400 words)***

You must provide a clear and strong explanation as to why a similar position could not be undertaken in the UK and why you have chosen the country you wish to work in over others.

During previous years we have received a large number of applications from students wishing to undertake work experience overseas. Some of these proposals appeared to be less about students' personal development and more about gaining an opportunity to travel and experience different cultures. **The Work Experience Bursaries will only fund activity in the UK or overseas that students can clearly demonstrate is directly related to their personal and career development.** Where students are requesting support with an overseas opportunity, they will be asked to explain why a similar programme in the UK would not provide the relevant learning opportunities.

### 'Your progress' question

***Has your work experience placement/internship been confirmed by the host organisation?***

Whatever stage you are currently at you must upload evidence demonstrating the progress you have made. This should include some correspondence from your proposed organisation (e.g. an acceptance letter, email correspondence demonstrating their willingness to explore some work experience, or an application form receipt/interview invitation). This should also include your progress with regards to securing arrangements for things such as: travel, accommodation, insurance, visas, vaccinations, and any other necessary considerations. If you are applying for a bursary to assist with overseas travel, please consider all the aspects involved, as identified on the University of Birmingham Internship pages (<http://www.birmingham.ac.uk/generic/internships/funding/international/consider.aspx>).

You do not need to have your work experience or internship secured when you apply for a Work Experience Bursary. However, when shortlisting, preference may be given to applicants who have secured or are in the last stages of agreeing their position.

### Question4

The purpose of question 4 is to help you plan out a comprehensive budget for your work experience. It is **essential** that you complete this section of the application form.

Failure to provide a budget will result in a score of 0 when shortlisting for this part of the application. Please ensure you use the template (attached to the application form) to create your budget.

4a)

You should insert all the costs you will incur as a result of going on your work experience or internship opportunity in the table provided; this should include both the costs to be covered by the Work Experience Bursary for which you are applying, and those you plan to finance from elsewhere.

To support the costs you insert you should provide supporting evidence where possible demonstrating how you reached that amount, for example, for an opportunity in London you could look up costs for renting appropriate accommodation during the summer and include this.

If your work experience is yet confirmed, please provide estimates of what the costs may be. You can re-confirm these costs at a later stage once finalised. For example, if you know the approximate location and length of the work experience, provide an estimate of costs based on this and include a note that is based on estimates only.

When submitting your supporting evidence please make sure it is obvious what information we should be referring to and which cost it is relevant to. In the past students have included entire documents or provided website addresses with no accompanying evidence from them. **The judging panel do not have the time to search through information or websites for the relevant section.**

Where costs in your budget or supporting evidence are shown in a foreign currency, you must also provide a conversion demonstrating the costs in **pounds sterling**.

Screen shots, electronic and paper versions of budgetary expenditure evidence are acceptable although electronic versions are preferred within the pre-set budget template (please see Section 7 below).

When submitting your evidence, please group screen shots and supporting information into one document – use the pre-set budget template (see Section 7 below) or a similar format and attach the document to your application form.

We will not be able to fund expenses that you are/will incur anyway regardless of undertaking your work experience placement. We will also not be able to fund travel expenses to your home town/country.

All documents that you submit as evidence to accompany your application should include your name, student ID number and the name of the bursary you are applying for (e.g. UK Professional, Gateway, Research or International). This information should be included at the top of each page of your supporting evidence.

**Failure to supply comprehensive budget information and evidence will have a detrimental effect on your application passing the short listing process.**

The more comprehensive your budget the more the judging panel will consider that you have planned and researched your internship in depth.

If you will be receiving a salary for your work experience opportunity and/or allowances, you can only apply for a Work Experience Bursary if these do not cover the total cost of your opportunity. **You must include the total salary and/or allowances you expect to receive in section 'B' of the table. You may then apply for a Work Experience Bursary to contribute towards any remaining costs – in sections 'C' and 'D' of the table.**

In section 'E' you should insert any remaining costs relating to the work experience opportunity which are not covered by the salary/allowances you will receive, and/or the amount you are requesting from the Work Experience Bursary.

### **University of Birmingham Travel Insurance**

Please note that if you require insurance you may be covered by the University of Birmingham's business travel insurance policy. Please visit the University travel insurance website at: <https://intranet.birmingham.ac.uk/finance/travel/index.aspx> for more information. We recommend that you read the policy documents and frequently asked questions available on the website carefully and check that your work experience satisfies the conditions of the insurance policy and that the cover is adequate.

Certain high risk destinations, pre-existing medical conditions and high risk activities or sporting activities may not be covered by the travel insurance. You may identify a need to obtain additional insurance to provide cover for activities that you plan to undertake on your trip which are not covered by the policy, or to cover personal belongings which may not be covered.

Any questions regarding the University's travel insurance should be directed to the University's insurance team using the contact details provided on the website.

**If your work experience satisfies the conditions of the University travel insurance, please do not include additional insurance costs within your budget.**

4b)

***How do you intend to make up the remaining amount required to fund your work experience? (The amount in section 'E' of the budget table) Please also tell us how you would fund the work experience if you were unsuccessful in receiving a bursary. Please include specific examples and a breakdown of how you will meet the costs of your work experience. Minimum 50 word answer.***

***E.g. Have you made any other applications for funding and what progress have you had with these? Do you have any personal savings or money from part-time work you intend to contribute? (Please identify if you intend to apply for more than one UoB Work Experience bursary to fund your opportunity)***

For example tell us:

- If you have or intend to obtain a part time job to save some money towards your work experience
- If you have made applications to other sources of funding and where you are in the process
- If you hope to receive contributions from friends and family, fundraising or any other activities

The bursaries are designed to act as a contribution towards the cost of your work experience. Depending on the performance of your overall application, you may receive all, part of, or none of the funds you have requested. Therefore as part of your application you must demonstrate and identify alternative funding options as a contingency should you not be awarded all of your requested funds; **you should not fully rely on the bursary to fund your experience**. The bursaries **cannot be used** to cover the registration/administrative fees for opportunities which students must pay to undertake.

Please identify what contingency plans you would seek to implement if you do not obtain a bursary. This will demonstrate to the judging panel your commitment to undertaking the opportunity and how well you have researched all aspects of the project.

Further details and guidance on alternative funding can be found here:

<http://www.birmingham.ac.uk/generic/internships/funding/other-sources.aspx>

### **Realistic and Feasible**

As well as rating your application against the above questions, the judging panel will also make an assessment, using all the information contained, as to how realistic and feasible the proposed work experience opportunity appears to be. In previous years some students' contingency plans have been very brief and not provided assessors with a clear understanding of their feasibility.

### **What's next?**

If you are successful in being shortlisted for an interview, you will also be required to attend an Interview and Presentation Skills session prior to this. Details will be sent if you are invited to attend an interview.