



WCSM Education Trust Bursaries 2019

Statement of process for the assessment of applications and award of bursaries

1. An application for a bursary of up to £1,000 may be submitted by any student starting on a full time or part time education course within the United Kingdom which results in a nationally accredited qualification specifically designed for those wishing to enter optical professions (other than ophthalmology where qualification as a doctor is a prerequisite).
2. The course or programme on which the applicant is enrolled may include day release and block release elements but must cover a period of more than six months. Bursaries will not usually be awarded for postgraduate programmes.
3. Applications must be submitted by email, in Word or PDF format and received **no later than 5pm on Friday 20 December 2019**. Late applications will not be considered. Receipt of applications will be acknowledged by the Secretary to the Trust (the Clerk of the Worshipful Company of Spectacle Makers) by email no later than 5pm on Monday 23 December 2019. Neither the WCSM Education Trust or the Worshipful Company of Spectacle Makers will accept responsibility for delays or failures in the process if the email address supplied by the applicant is incorrect.
4. In making an application, the applicant gives consent for personal details, including educational achievements, to be held and used by the WCSM Education Trust. Such data will not be sold or passed to any third parties. Limited information about successful applicants, including names, photographs and details of their training programmes, may be used for publicity and marketing purposes by the WCSM Education Trust and/or the Worshipful Company of Spectacle Makers if the application form confirms the consent of the applicant. Candidates may change their details and update or withdraw consent at any time by contacting the WCSM office on 020 7236 2932 or by email to administrator@spectaclemakers.com.
5. By submitting an application, the applicant also gives consent for representatives of the WCSM Education Trust to contact their training provider and/or employer directly to confirm initial registration and to check progress through the expected period of the bursary and training.
6. Applications will be scored by a lead assessor and independently reviewed by a second Trustee. All Trustees are Liverymen of the Worshipful Company of Spectacle Makers.
7. A meeting of Trustees, held in person or electronically, will consider the ranking of all applications before making the awards. The judgment of the Trustee Board will be final and there will be no right of appeal.
8. This is a competitive scheme and the Trustees expect a large number of applications. The Trustees cannot provide feedback on unsuccessful applications.



9. In assessing the applications, no account will be taken of an applicant's age, gender, sexual orientation, disability, pregnancy, race, religion or marital status.
10. Applications are welcomed from individuals registered at any institution in the United Kingdom offering training in optical disciplines. This includes apprentices registered on Government-approved apprenticeships at Level 4 and above. Candidates of any nationality may apply but only in respect of studies within the United Kingdom.
11. The Secretary to the Trustees will confirm awards by email by 1 March 2020. Applicants who have not received a communication from the Trustees by this time should assume that their application has not been successful.
12. No payment will be made until confirmation has been provided that an applicant has received, and has taken up, the offer of a place on a course on a recognised UK training programme and is fulfilling the expectations of their training institution in terms of attendance and engagement with the course.
13. The only mechanism for payment of an award will be by direct transfer into a sterling-denominated UK bank account held in the name of the applicant. No payments will be made to third parties. Payments will be made as soon as possible. Those who are awarded bursaries should expect to receive funds by the end of March 2020.
14. The Bursary must be spent in direct support of the applicant's education within the specified training programme. The Trustees will ask for evidence (eg receipts) to satisfy themselves that the Bursary has been used properly. The Trustees reserve the right to take action to reclaim amounts granted if the conditions of the grant are not met or if the student does not complete the specified training.
15. It is a condition of every award that every bursary winner must provide a written report of around 750 words to the Trustees by email half way through their period of training, setting out their progress and explaining the difference that receipt of a bursary has made to their studies.
16. On the basis of the reports they have received, the Trustees will invite one or two bursary students each year to attend a Court Luncheon of The Worshipful Company of Spectacle Makers, at which there will be an opportunity to meet optical leaders and discuss the progress of their training and their optical career ambitions with experienced professionals.
17. The Trustees will not enter into discussions about the assessment of awards or the subsequent progress reports.

October 2019