



The WCSM Education Trust Bursary Scheme 2019

Guidance Notes

1. The Trustees regret that they are unable to help everyone. This is a competitive process. The bursary application form tells us about you and provides important information on which the Trustees will make their decisions. WCSM office staff cannot and will not tell you what to write. The application must be your own work, in your own words. Please read the application form, the Statement of Process and this guidance carefully before you start.
2. Applications will be accepted only from students in their first year of training intended to lead directly to an optical profession. This includes those progressing to higher level qualifications (eg progression from a Level 4 Diploma to a Level 6 dispensing diploma or foundation degree) and apprentices who have started a Government-approved apprenticeship at Level 4 or above since 1 September 2019.
3. Applicants who already hold a first degree in a subject other than optical dispensing or optometry may apply. The Trustees will take into account the educational record of each applicant and will expect more from those who already hold higher level qualifications.
4. All applications must be word processed and submitted electronically in Word or PDF format by email to administrator@spectaclemakers.com **no later than 5pm on Friday 20 December 2019.**
5. An application will only be accepted if it is on the approved form and is sent as a single document attached to the email. The application form file must be clearly named eg **MAliBursary151219**. An application sent in any another format, including applications in the form of a series of photographed pages, will not be considered by the Trustees.
6. You must also attach to the email a separate supporting email or letter from a personal or academic tutor, your trainer or your supervisor in practice (ie someone who teaches you) as set out in section A8.
7. Your application should be written in plain English. Communication skills are very important so please check carefully for spelling and grammatical errors, make sure you answer all the questions and keep within the set word limits. Failure to complete the application form fully, within the stated word limits, will invalidate your application.

Section A – Personal Details and Support for Applications

- A.1. The Worshipful Company of Spectacle Makers and the WCSM Education Trust will hold and process the details in your application form in accordance with the Data Protection Act and the General Data Protection Regulation. Your data will be held for the purposes of administering the Bursary scheme, checking on eligibility and progress and informing bursary applicants about the work of The Worshipful Company of Spectacle Makers (WCSM) and its associated charitable work.
- A.2. By signing the application form and submitting it to the WCSM, you agree to your data being stored and shared with WCSM and with the WCSM Education Trust Trustees individually, and as a body, for the purposes of assessing, awarding and monitoring the WCSM Education Trust Bursary Scheme.



- A.3. By signing the form, you also agree to the WCSM contacting you, the institution at which you will be studying, and any other organisation declared on the form as necessary to check the information you have provided in your application.
- A.4. We ask for your consent for possible use of your name in publicity relating to the scheme, if you are successful in being awarded a bursary. This is entirely optional. No candidate will be excluded from consideration for a bursary if this consent is not given.
- A.5. Applicants can update their contact details or change or withdraw consent for use of their personal data at any time by contacting the WCSM office on 020 7236 2932 or emailing administrator@spectaclemakers.com.
- A.6. Data relating to unsuccessful applicants will be held for a maximum of one year following the announcement of the grant of awards. Under normal circumstances, unless further consent for contact has been given, data relating to bursary winners will be destroyed three years after the granting of an award.
- A.7. A bursary will not be awarded to any person until confirmation has been obtained that they are still enrolled on the course and at the UK institution named on the application form and they are attending regularly and participating fully in the training programme.
- A.8. For students studying at universities and colleges, and for apprentices on approved employer programmes, applications must be supported by a member of academic staff or a supervisor who knows you and teaches you. Support can be evidenced by a letter or email attached as a separate file with the application form. We ask only for a statement of support, not a personal reference or recommendation.

For students enrolled on online or block release courses with approved UK training institutions where tutors and students do not meet often in person (eg Optical Assistant and Optical Technician and other distance or blended learning courses), application forms must be accompanied by an email from the appropriate training provider confirming your registration for, and current participation in, the relevant course.

Applications will be rejected if they do not include the required statement of support.

Section B – Application Details

- B.1. You should clearly explain why you are interested in this course and any particular experience that led you to apply for your chosen programme of study.
- B.2. Bursary awards will be made at the discretion of the Trustees, up to a maximum amount of £1,000. You are expected to have worked out the cost to you of this training and to know where there might be gaps, which will help you to explain why you need this bursary. You must set out details of any other sources of funding and you must explain how you will use the bursary and why this is important to you. The Trustees will be looking for people who are able to make cost-effective decisions and will get the most out of a bursary award.



- B.3. The Trustees will expect bursary awards to be spent within 18 months from starting the course. The Trustees will require evidence of expenditure, in the form of receipts. Please be aware of this when thinking how you might use the bursary. You may have to repay funds if you do not use the money appropriately.
- B.4. Working in the optical sector involves hard work and taking responsibility for yourself and for others. The Trustees would like to know about a personal challenge you have faced, no matter where and when it has occurred, and how you responded to the challenge. Age and life experience will make everyone's case different and this will be taken into account in the assessment.
- B.5. Branches of optical professions offer many different opportunities for personal and career development. This is your opportunity to explain how you would like your career to develop after qualification and what you intend to do to help yourself. The Trustees will expect you to have a realistic view of the timescales, experience and further qualifications you might need to achieve your ambitions.

Section C – Terms and conditions and use of personal information

- C.1 Your form should include an original or electronic signature to confirm that you have understood the terms and conditions of the bursary scheme.
- C.2 Please make sure that you let us know of any changes to your contact details during the application process.
- C.3 You must complete your own form. WCSM office staff cannot tell you what to write or how to complete the form. All the guidance is given in this document and on the form itself.
- C.4 You must not copy from others or use published information such as wording from prospectuses or training materials. An application will be deemed invalid if it appears that information has been shared with, or copied and pasted from, another source.
- C.5 Bursary awards can only be paid into a UK bank account held in the name of the award winner. You must confirm that you hold such an account but please do not give any further details now. Details will be requested only if your application is successful.
- C.6 All bursary winners must provide a written report on their progress and must be able to provide evidence of how bursary funds been spent.
- C.7 The Trustees understand that circumstances may change but award winners must contact the Trustees first if they wish to use bursary funds for a different purpose than that set out in section B.2 of the original application form.
- C.8 You may be required to repay some or all of the bursary if you cannot provide evidence that the bursary funds have been properly spent.
- C.9 WCSM Liverymen and Freemen work in all sorts of different roles across the UK and internationally. Many are pleased to share their experience. We hold professional discussions and social events on a regular basis. We would like to keep in touch with you but do let us know if you do not wish us to use your contact details for notification of WCSM events and activities in the future.