



SEA Employment Zone's Employability Bursary Guidance

New for 2017/2018, Swansea Employability Academy has introduced an Employability Bursary. It is designed to help students who need financial support to complete employability related activity. For example, expenses incurred during unpaid placements and costs associated with attending interviews.

All Swansea University, students can apply for up to £100 by completing a simple online form, which can be found here: [Employability Bursary Application Form](#).

What exactly is the Bursary for?

It is intended to cover reasonable expenses which a student may incur whilst completing Employability-related activity and which cannot be claimed back from another funding source.

Examples include:

- Reasonable expenses for non-credit-bearing unpaid work placements and internships (i.e. travel and subsistence – see below for further guidance in relation to this).
- Equipment / clothing required for a placement or interview (e.g. Safety Equipment).
- Specialised equipment for a reasonable adjustment, due to a protected characteristic.
- To cover the cost of a DBS check required for a role.
- Specialist employability training.
- Other employability related activities can also be considered; please get in touch to discuss.

What can't we cover?

- Travel or subsistence claims for paid roles.
- Travel or subsistence claims for work outside of the United Kingdom.
- Travel or subsistence claims which have/or can be claimed for from an employer, prospective employer or another funding source (such as Access to Work).
- Travel or subsistence claims for activity completed on a Swansea University Campus.
- Expenses incurred during work time – we expect employers to reimburse you for any expenses incurred whilst performing duties on their behalf.
- Expenses incurred as part of a credit-bearing module (eg. Final Year Project / Year in Industry / Medical Rotation Placements, etc)
- More than one Bursary award per Academic Year, other than in exceptional circumstance. Please contact us if you feel this applies to you.

General Guidance

- Bursaries for work experience, internships and placements are available for unpaid opportunities only; it is not recommended that any student completes unpaid work experience for more than 2 weeks, on a full-time basis.
- It is recommended that a student applies for a bursary in advanced, and that approval is obtained before the purchase of tickets or creation of detailed travel arrangements. If

expenses are undertaken before a bursary is awarded, students should ensure that they have the means to pay for those expenses.

- In exceptional circumstances SEA reserves the right to award bursaries over £100. If a bursary is obtained from SEA in advance of the activity, and the activity does not go ahead, any commensurate amount of money must be returned back to SEA. Students should contact us on the details below if this applies.

Travel Expenses

- Bursaries are available to cover reasonable travel expenses for all unpaid employability activity. This includes unpaid work experience opportunities, interviews and assessment centres. Bursaries can be used to cover costs for petrol or public transport. It is expected to use the cheapest available option, which includes walking short distances, where possible.
- Some employers offer expenses to candidates who are invited to interview and assessment centre, this possibility should be explored fully, before applying for to SEA Employment Zone's Employability Bursary programme.

Subsistence

- Bursaries can cover a reasonable sum for subsistence.
- Subsistence includes meals and any other necessary costs of travelling, e.g. parking charges, tolls, or congestion charges.
- £5 per day is considered a reasonable sum for meals, SEA would only usually expect Lunch to be claimed for. However, sums over £5 will be considered, where this is reasonable, e.g. undertaking an unpaid placement in London.

How to Apply

To apply for an Employability Bursary the online form must be completed, which can be found here: [Employability Bursary Application Form](#)

Please ensure that as much information as possible is provided - the most common reason for applications being rejected is because insufficient information was provided.

It is recommended that the bursary application form is completed in advance of any employability related activity. When this is not possible, the claim should be made as soon as the student is able, and made within 2 months of the completion of the employability activity.

Students should note that they are not required to submit receipts in their application but should retain receipts for all purchases. The University may undertake random checks on applications throughout the year to ensure the veracity of applications.

If you have any questions or concerns, or would like to discuss the Employability Bursary in more detail please contact SEA's [Employment Zone](#) Team on 01792 513134 or email:

EmploymentZone@swansea.ac.uk