



WCSM Education Trust Bursaries 2017

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 **by 5pm on Friday 6 October 2017**. 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 within one week of receipt. 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 is incorrect or contact details are not kept up to date.
4. 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.
5. 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.
6. 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.
7. Applications will be scored by a lead assessor from among the Trustee Board and then reviewed by a second Trustee. All Trustees are Liverymen of the Worshipful Company of Spectacle Makers.
8. In assessing the applications, no account will be taken of an applicant's age, gender, sexual orientation, disability, pregnancy, race, religion or marital status or the location of the institution at which they will be studying.



9. 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. A large number of applications is expected. The Trustees cannot provide feedback on individual applications.
10. The Secretary to the Trustees will confirm awards by email no later than Wednesday 8 November 2017. Applicants who have not received a communication from the Trustees by this time should assume that their application has not been successful.
11. 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 and those who are awarded bursaries should expect to receive funds by mid-November.
12. The Bursary must be spent in direct support of the applicant's education within the specified training programme. The Trustees may at any time request evidence (eg receipts) to satisfy themselves that the Bursary has been used properly. The Trustees reserve the right to seek to reclaim amounts granted if the conditions of the grant are not met or if the student does not complete their first year of training.
13. It will be a condition of every award that the recipient 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.
14. 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 the student will be able to discuss the progress of their training and their optical career ambitions with experienced professionals.

August 2017