Santander Work Experience Bursaries

Santander Work Experience Bursaries are available to support students wishing to undertake work experience opportunities to assist with their future career development.

Who is eligible?

Plymouth University undergraduate students in Years 1 or 2. These bursaries are to assist with early career planning.

The bursaries are supported by Santander Universities in order to give students a chance to gain an insight into the career area which interests them and is related to their area of study.

Each bursary is £300 per week and work experience must be completed by the 31st August 2017.

Placements must be in the UK and with a SME (small or medium sized business with less than 250 employees, which have an annual turnover of fifty million pound or less). They must be registered and based in the UK.

We have 65 bursaries of £600 each for work experience of two weeks. The bursaries are limited to 12 bursaries per Faculty and will be allocated on a first-come-first-served basis, which meet the criteria and at the discretion of the Careers & Employability Service.

What other criteria is there?

- The work experience must be relevant to the student’s study programme and long term career aspiration
- The student must not have any previous work experience within this area
- The bursary can only be accessed once by a student whilst at the University
- The work experience must be unpaid
- Applicants must source their own work experience
- The work experience must be for two consecutive weeks (based on a 35 hour week) with the same provider
- The work experience must be completed by the 31st August 2017
- A reflective case study must be completed and submitted
- The work experience cannot be a mandatory course module/requirement
• By accepting the funding, participants may be contacted by Santander UK plc to discuss their experience and may be asked to participate in events relating to this programme

**How does it work?**
The student approaches an organisation for a work experience for two weeks. There may be an option for additional weeks, however, this would need to be match funded by the employer and up to a maximum of 10 weeks (contact the Careers & Employability Service for further details). The student notifies the Careers & Employability Service and is sent an application form or directed to the website to download the application form. The student completes and returns the application form as soon as possible to see if they qualify for the bursary.

Once approved further documents will be sent to the student and the work experience provider to complete.

**What is required from the student?**
• Application form including details of what they aim to get from the work experience
• Completion of on-line Health & Safety training prior to work experience
• Completion of an induction check-list during their first week
• Following the work experience, a reflective case study detailing what was achieved and learnt, and how it has enhanced their career development. These case studies will be published on the Careers & Employability Service website
• Attendance to a celebratory event with other candidates and employers
• All correspondence to be via Plymouth University student email account

**Payment**
The first payment of £300 will be authorised at the end of the first week and the second payment of £300 authorised once the reflective case study is satisfactorily completed and submitted. Please note that payment will be made in line with the University’s payroll system which is made at the end of the month.

**Questions**
If you have any questions please e-mail Andrea Kemp or Charlotte Paul via santanderweb@plymouth.ac.uk. Please allow up to 3-4 working days for a response to your email. Alternatively, if you would like to discuss this with Andrea or Charlotte, then drop in to the Careers & Employability Hub on any Friday in May or June from 1pm to 3pm for an informal chat.