



WCSM Education Trust Bursary Scheme 2017

Guidance Notes

1. The Trustees regret that they are unable to help everyone. The Trustees expect to award no more than 25 bursaries. Last year, there were more than 240 applications. The bursary application form is therefore very important as it provides the key information on which the Trustees will make their decisions. Please read the application form, the Statement of Process and this guidance carefully.
2. All applications must be word processed and submitted electronically in Word or PDF format by email to clerk@spectaclemakers.com **by 5pm on Friday 6 October 2017**. An application sent in any other format will not be considered by the Trustees if it cannot be read easily by our systems.
3. Failure to complete the 2017 application form fully, within the stated word limits, will also invalidate your application. Please use the menu options "Review" and then "Word count" to help you record the word count where indicated in the application form.
4. Your application should be written in plain English and be free from spelling and grammatical errors.

Section A – Personal Details

- 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 (1998). Your data will be held for the purposes of administering the Bursary scheme, checking on progress and informing bursary applicants about the work of The Worshipful Company of Spectacle Makers (WCSM) and its associated charities.
- A.2. By signing the application form and submitting it to the WCSM, you agree to your data being stored and shared with 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 validity of the information provided in your application.
- A.4. A bursary will not be awarded to any person until confirmation has been obtained that they have taken up a place at the UK institution named on the application form, have enrolled or registered as required and they are participating in optical training.



- A.5. For students studying at universities and colleges, applications must be stamped on behalf of the relevant department.
- A.6. For students enrolled on online or block release courses with approved UK training institutions, where tutors and students do not meet in person (eg Optical Assistant and Optical Technician courses), application forms must be accompanied by an email from the appropriate training provider and your employer, confirming your enrolment as a first year student on the relevant course.
- A.7. Applications will be rejected if they do not carry the accreditation appropriate to the institution named on the application form.

Section B – Application Details

- B.1. You should indicate your motivation and outline any particular experience that led to you applying for your programme of study.
- B.2. Bursary awards will be made at the discretion of the Trustees, up to a maximum amount of £1,000. A detailed and costed list of expected expenditure should be provided, accompanied by a rationale to support the request for bursary funds. Applicants are expected to demonstrate that they have made cost effective choices that maximise the benefit to their study.
- B.3. Working in different branches of the optical sector is varied and will continually challenge you. Resilience is therefore very important. The Trustees will be interested in any personal challenge you have faced, no matter where and when it has occurred, and how you responded to the challenge. It is acknowledged that age and life experience are likely to have an effect on the number and type of personal challenges different people may face and this will be taken into account.
- B.4. Branches of optical professions offer many different opportunities for personal and career development. This is your opportunity to indicate how, at this point in time, you see your career developing after qualification.

Confirmations and ongoing communication

Please make sure you sign your application form.

Bursary awards can only be paid into a UK bank account held in the name of the award winner so you are asked to confirm that you do hold such an account. Please do not give any further details now. Details will be requested only if your application is successful.

WCSM Liverymen and Freemen work in different roles within the optical sector 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.