



**Northumbria
University**
NEWCASTLE

Employability Learning Fund (ELF)

Terms and Conditions



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Student Eligibility:

All UK/EU Newcastle or London campus registered undergraduate students, who fall within the following Widening Participation (WP) student groups can apply for funding:

- Black Asian or Minority Ethnic Student
- Care Leaver
- Commuter Student
- Estranged Student
- First Generation
- Gypsy Roma and Travelling Communities
- LGBTQ+
- Low Participation Neighbourhood
- Mature Student
- Student with a Disability or Specific Learning Difficulty
- Student with a Household Income of Less than £25,000
- Student with a Military Background
- Student with Caring Responsibilities
- Student with Refugee Status
- Student Seeking Asylum

Click [here](#) for a description and evidence of each student group.

As the funding is part of Northumbria University's Access & Participation Plan (APP) which is a UK Office for Students (OfS) initiative, we are only able to accept applications from Home and EU undergraduate students.

Timescales:

You must apply at least 3 full weeks before the activity funding is being requested to support, where possible. This is to allow time for reviewing your application for funding and, where appropriate, agreeing any risk assessments that may be required. Where a claim is submitted in less than the required notice period, we will do our best to process these, however, a successful outcome cannot be guaranteed.

Eligible Costs We May Fund:

Costs incurred in furtherance of any employability related activity linked to your studies or future careers plans.

Eligible costs must be related to activities **in the UK** and may include, for example, any of the following:

- Standard class within 100 miles
- Standard class travel within 200 miles
- Standard class travel within 300 miles
- Transport Costs
- Subsistence without overnight stay
- Subsistence including overnight stay



- Accommodation
- Professional clothing costs for interviews
- Essential uniform and tools
- DBS Certificate
- Applications to recover lost documents
- Course/conference attendance fees
- Software packages for online recruitment
- Online training and development opportunities

The maximum amount per claim you can apply for is £500. The amount approved will be based on need/cost/benefits. Only reasonable requests will be approved for funding. This will include following value for money principles. The activity will need to have a demonstrable short and longer-term education and employability impact of the funded activity. Depending upon the amount of funding requested and/or available to the University we may provide only part of the money requested.

Priority may be given to funds towards direct employability opportunity such as attending interviews and assessment centres, work shadowing/short-term unpaid work experience that is not a part of your course etc.

Ineligible Activities and Costs:

The following are examples of ineligible activities and costs:

- Any costs associated with travel and accommodation outside of the UK
- If you can claim the money back through other means (e.g., NHS)
- Awards cannot be made retrospectively
- Any travel which involves fundraising for another cause
- We are unlikely to support activities directly related to the development of your own enterprise and/or self-employment
- Any activity which is outside the described remit of the Fund or determined by the University

Risk Assessment:

For activities which are not University related, depending upon what you are requesting funding to support we may ask for a risk assessment to be completed and be agreed by the University. Where a risk assessment is requested, funding will not be awarded if either the risk assessment is not returned prior to the activity and/or not agreed by the University.

If your request is related to a formal placement opportunity linked to your course, we are unlikely to ask for a risk assessment to be completed.



Practical Considerations:

The number of awards the Fund can make is limited so your application will be competitive. When applying please consider that the assessors are looking for:

- A clear link between the work experience opportunity and longer-term career plans.
- An indication the award is needed to take full advantage of the opportunity. For example, that it is located outside of the city where your campus is located or your hometown.
- Where the experience is unpaid this should be in line with what might reasonably be expected of the organisation or industry involved.
- You must travel by the most direct and best value route. Where a choice of what you purchase is available, you should choose the best value practicable option.
- You may apply for funding to support an opportunity identified by you but not yet secured provided you make this clear in your application. If you subsequently fail to secure that opportunity (or fail to inform us within a reasonable timescale) the University will withdraw our offer of funding.

Payment and Submission of Evidence:

Payment for claims relating to clothing or non-travel/accommodation expenses will be in arrears (i.e. after you have paid the costs), once evidence has been submitted and approved. Student travel related expenditure not purchased via this method will likely not be paid by the fund(s), unless agreed in advance by the University.

Evidence of the costs you have paid will need to be provided and agreed by the University prior to authorisation of payment to you.