

QUALIFICATIONS KITTY FORM

Funding Scheme for Specialist Training

This fund is to support students looking to undertake essential training that will enable their FXU Activity Group to operate safely or at a higher level. In exchange for the funding individuals will 'pay it back' in volunteer hours.

A year's funding has been secured from the Annual Fund and this is to support the Qualifications Kitty funding scheme. This has been set up as a result of student feedback and the desire to take student extra-curricular activities to the next level, which previously had not been possible due to limited funding.



Who can apply?

Applications are open to all students from University of Exeter Cornwall Campuses and Falmouth University. You must be able to demonstrate how the training will positively impact the student population or wider community. The fund is aimed at students who can demonstrate their ability to 'pay it back' in volunteer hours within that academic year or beyond. This fund is predominately aimed at (but not limited to) committee members of FXU Activity Groups, who are committed to that group for the year.

What can I apply for?

The Qualifications Kitty Funding Scheme can be accessed to support specialist training that will enhance the safety and/or performance of a FXU Activity Group that is NOT currently on offer through FXU.

Courses may include, but are not limited to; Health & Safety (above basic level); Safeguarding Level 2; Accessibility; Coaching Courses; Officiating courses and Media Training. Students can request up to £500 to fully or part-fund the training requested. The panel may consider a greater contribution in special circumstances.

If a group of students is required to undertake any essential training (e.g. basic safeguarding), please email the activitiesteam@fxu.org.uk so alternative arrangements can be made.

What cannot be applied for?

FXU run some general training sessions that are open to all students, such as MiDAS Minibus and Basic First Aid, which cannot be supported by this fund.

How do I apply?

Complete the application form and return it to FXU.

Application deadlines:

Summer Term – Friday 15th June 2018

Autumn Term – Friday 26th October 2018

Spring Term – Applications for any remaining funds can be submitted throughout the term, however any training must be completed by December 2019

We understand that proposals and bids for funding are not something that everyone has experience with but it is a brilliant skill to gain. To help you make the most of this opportunity we are more than happy to assist anyone that has difficulty in filling out the application form or would just like some general guidance on how to do so. Please send your completed application to activitiesteam@fxu.org.uk for consideration.

How do I 'pay it back?'

If your application is successful, you will be expected to agree to our funding terms and conditions. In exchange for the funding you will be requested to 'pay it back' through volunteer hours as agreed by yourself and the Assessment Panel. The number of hours will reflect the amount allocated. Volunteer hours may be performed in your role as a committee member.

If you require assistance email activitiesteam@fxu.org.uk or pop into the FXU Office at Penryn or Falmouth.

How will the application be assessed?

The Assessment Panel consists of:

- FXU President Student Experience
- FXU Activities Director
- FXU Activities Management Team

The Assessment Panel will consider the following criteria when assessing your application:

- The training must be undertaken before December 2018
- Funding will be allocated based on each application and the benefit of the training to the FXU Activity Group.
- You must demonstrate how the training will benefit the others, e.g. the student body, the community, the performance of the community project/FXU Activity Group.

The assessment panel will consider:

- How essential the training is to the activity in question
- Beneficial impact on FXU Activity Group
- Your previous commitment to community project/FXU Activity Group
- Ability to 'pay it back' through volunteer hours

Amount requested

Funding will be offered on the basis that:

- FXU and the Exeter Annual Fund will be acknowledged in all marketing material and may report the activity in the press
- Funds are only used for the purpose stated in the application
- All FXU procedures are followed
- You will provide high quality images which may be used to help promote the scheme.
- You must submit reports detailing achievements and impact of the training course.
- Successful applications will be required to complete an evaluation form, provide monitoring information and contribute to the review of the training programme, to be submitted by December 2018
- Successful applicants will be required to provide impact figures as a result of training qualifications gained by December 2018
- The decision of the panel will be final.

2018/19 Application Form

Name:

Student No:

Year of Study:

Course:

Email:

Phone No:

I am (please tick appropriate)

An FXU Activity Group Committee Member

OR

Other (Please specify)

Training Details

Proposed Course
Provider

Desired Training Course
(Details and Links
attached here)

Dates and Duration of
Course (If known)

Projected Training Fee

Contribution Requested

Please answer the following questions

1. Which FXU Activity
Group would the
training support?

2. Please expand on the
need for this training
and the benefit it will
bring to your FXU Activity
Group.

3. Justification for
contribution requested.

4. Please demonstrate your commitment to, and any previous experience you have with, your FXU Activity Group.

5. FXU will require you to 'pay it back' through volunteering in the relevant field. Based on your previous work with your FXU Activity Group, please estimate how many hours you will be able to volunteer following the training. Please give examples of how these hours will be spent (e.g. training others, overseeing sessions etc.).

6. If you are only able to obtain part of the funding needed to complete your training course, will you still undertake the qualification. If so, how do you plan to fund this?

7. On a personal level, why do you want to do this training course and how do you see it benefitting you in the future?

1. General

1.1 The purpose of the FXU Qualification Kitty is to provide support for students to undertake additional training that will enable their FXU Activity Group to operate safely or at a higher level.

1.2 The FXU Qualifications Kitty is available to undergraduate, postgraduate taught and postgraduate research students from Falmouth University and the University of Exeter Cornwall Campuses.

1.3 Qualifications Kitty is available for:

- FXU Activity Group Committee Members
- Students who can demonstrate the course/training will have a considerable benefit to the student population or wider community.

1.4 FXU will take into consideration your continued commitment to your Activity group, the number of applicants and external funding sources which may be available to you.

1.5 The Scheme is financed by FXU with funds secured through the University Exeter Annual Fund.

1.6 Recipients are awarded by the Assessment Panel which comprises the Societies Manager, Sports Manager, Community Partnerships Manager, President Student Experience and the FXU Activities Director. The Assessment Panel may invite additional members who in their view would bring relevant experience and advice where necessary.

2. Value of Awards and Payment

2.1 The value of the award is determined by the Assessment Panel. Students can request up to £500 to fully or part fund the training. A larger award may be considered in the case of an exceptional application.

2.2 The FXU Qualifications Kitty consists of financial support towards costs incurred to complete a course/training.

2.3 In exchange for the funding you will be required to 'pay it back' through the number of volunteer hours as agreed by yourself and the Assessment Panel. The number of hours will reflect the amount of funding allocated. Volunteer hours may be performed in your role as a committee member. You must record these hours and have them signed by another committee member (or as agreed with the Assessment Panel).

2.4 You are expected to provide receipts or proof of purchase to claim your award no later than Friday 29th March 2019 if graduating summer 2019 or Friday 13th December 2019 if graduating beyond summer 2019. FXU's preferred payment method is BACS.

2.5 The withholding of a payment will occur if a student is deemed to have defaulted on any of the Scheme's regulations. This includes the late or non-completion of the impact report (see particularly Section 3 below).

3. Conditions of Award

3.1 Application deadlines are;

Summer Term – Friday 10th March 2018

Autumn Term – Friday 26th October 2018

Spring Term – Applications for any remaining funds will be received throughout the term.

The Qualifications Kitty will award applicants at a decision making meeting following the deadlines.

3.2 Qualifications Kitty recipients are expected to complete the training/course as detailed in the application form. Should there be any changes, the Assessment Panel must be informed as this could affect the level of award. As a recipient, should you fail to complete the training for the funding awarded to you it is the final decision of the Assessment Panel to determine if you will be required to repay funds to FXU. Recipients are expected to meet all the requirements of the club/organisation or sporting body on which their award is based.

3.3 Qualifications Kitty recipients must fulfil the 'pay it back' requirements. (refer to point 2.3)

3.4 Recipients of the Qualifications Kitty must submit reports detailing achievements and the impact of the training/course. These reports may be used to promote your successes as well as the Qualifications Kitty. Recipients are expected to maintain regular contact with the FXU Activities office between reports. Report deadlines: 14th December 2018 and Friday 17th May 2019.

3.5 You must log your volunteer hours on your V-Team profile, on the FXU website.

3.6 Recipients must provide high quality images which may be used to promote the scheme

3.7 Qualifications Kitty recipients are expected to display a high standard of personal conduct compatible with the interests of the activity and the good name of FXU and the Universities.

3.8 FXU expects to be able to use recipient's details (where appropriate) to promote and develop the scheme in current and future years.

3.9 The number of applications is not restricted, so you may submit multiple applications.

4. Recipient's Code of Conduct

Recipients must have signed the FXU Code of Conduct for Affiliated Activity Groups

4.1 Act in a professional manner at all times and act as an ambassador for FXU and the University at all times.

4.2 Balance academic, voluntary and social commitments appropriately.

4.3 Abide by all the rules that govern your training/course and the relevant facilities in which the training/course is undertaken.

4.4 Abiding by all health and safety requirements of your training/course and ensure that an appropriate level of personal insurance is in place.

5. Termination of Award

5.1 A member of the Assessment Panel may at any time review your signed contract and recommend to either suspend or terminate your FXU Qualifications Kitty Award where the terms and conditions of the Scheme are not being met. The decision to remove an award will rest with the Assessment Panel.

5.2 Where a Qualifications Kitty Award is suspended or terminated, you may be required to make repayments of any part of the award relating to the period after the date of suspension or termination as decided by the committee.

5.3 A Qualifications Kitty award will be terminated if:

- a) The individual ceases to be a student at Falmouth University or University of Exeter Cornwall campuses for any reason (i.e. voluntary or exclusion for academic or disciplinary reasons);
- b) Injury prevents the individual from fulfilling the scheme requirements.
- c) If Qualifications Kitty recipients are found to have lied or been deceptive in anyway. This includes, but is not limited to, their completion of the training/course and their repayment hours.
- d) Any other offence or action which is deemed detrimental to either the Scheme, relevant Activities Group/Volunteer Project of FXU or your University.

5.4 FXU Qualifications Kitty recipients will have the ability to appeal the suspension or termination of an award but only if they put this appeal in writing to the Assessment Panel within two weeks of learning of the removal of the award. The subsequent decision of the Assessment Panel will be final in such an appeal.

**Agreed 'pay it back'
hours and terms**

**Signed by FXU Qualifications
Kitty recipient:**

Date

**Print name
(BLOCK CAPITALS)**

Date

**Signed by FXU Activities
Director:**

Please submit completed application forms to the **FXU Office at the Penryn or Falmouth campus** or e-mail to activitiesteam@fxu.org.uk