

Policy Name	The Brunel Centre of Bedford Bursary
Department	Engineering (Bedford only)
Created by (Job Title)	Deputy Director of Finance
Date Reviewed	May 2022
Date of Next Review	May 2023
Pathway	Connect/Departments/Finance/Finance - Policies
E & D Policy Disclaimer	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

Contents Page

1. Introduction
2. Eligibility criteria
3. Assessment Criteria
4. Awards
5. Payments
6. Appeals
7. Data privacy policy

1. Introduction

- 1.1. This Policy document outlines the terms and conditions of the Brunel Centre of Bedford Bursary.
- 1.2. The Brunel Centre of Bedford Limited was a local Bedford charity. It was founded in 1970 to provide local engineering employers with an apprentice training centre.
- 1.3. Links with Bedford College go back many years and more recently The Brunel Centre of Bedford Limited has supported the College by investing in the development of the Buchanan Centre a new advanced engineering facility based at the Cauldwell Street campus.
- 1.4. Support also extends to the creation of a new engineering bursary set up to support students in achieving engineering qualifications. This is a non-means-tested bursary aimed at students undertaking a range of engineering qualifications at a Bedford campus to continue the aims and objectives of The Brunel Centre of Bedford Ltd.
- 1.5. The Bursary can be used for travel, tools and any other expenses incurred which assists the student to remove any barriers to learning, remain on the programme and successfully complete their course.

2. Eligibility criteria

- 2.1. Eligibility for the Brunel Centre of Bedford Bursary requires that a student
 - 24 years of age or under
 - Be enrolled on an eligible course listed in **Annex A**.
 - Complete an application form via our Online Portal.
- 2.2. The following categories are not eligible for the Brunel Centre of Bedford Bursary:
 - Students 25 years of age or over.
 - Students enrolled on any other course other than those named in **Annex A**.

3. Initial assessment criteria

- 3.1. Completed online applications with all required evidence attached are assessed in chronological order based upon online submission date.
- 3.2. It is our intention that all learners have the opportunity to access this support. In order for us to do this we may ask you about protected characteristics.

- 3.3. Online applications are available to all students until the specific funds closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to bring forward, or extend the closing date of a fund.

4. Awards

- 4.1. Eligible students on a full time course will be paid £250 per academic year, whilst they continue to study on an eligible course. Eligible students on a part time course will have their award paid on a pro-rata basis of £125 per academic year.
- 4.2. Awards for all academic years are awarded based upon a single application submitted during a learner's first academic year on an eligible course at Bedford College.

5. Payments

- 5.1. The award will be made in two installments. Two payments of £125 for full time students and two payments of £62.50 for part time students. Subject to a student achieving at least 95% attendance when an award is due.
- 5.2. We will look at the protected characteristics indicated on the application form if the student achieves less than the 95% attendance required.
- 5.3. Awards will normally be paid into your bank account, and can only be paid into another person's account in exceptional circumstances.
- 5.4. If you do not have a bank account, you will need to open one.
See <https://www.moneyadviceservice.org.uk/en> for information on bank accounts.
- 5.5. If you withdraw from your eligible course within 3 months of payment you may be asked to return all bursary payments made to you in full.

6. Appeals

- 6.1. If a student does not agree with any decision made in relation to judgements on the distribution of support funds then they can appeal in writing to bursaries@bedford.ac.uk
- 6.2. All appeals should be made within 10 working days of the decision being notified and addressed to the Student Bursary Panel at Bedford College.
- 6.3. Appeals will be acknowledged within 3 working days by the Student Finance team and students will receive a response and a decision within 14 days of the appeal.
- 6.4. The outcome of appeals are to be decided by the Head of Student Services and the Deputy Director of Finance, their decision is final.

7. Data privacy policy

- 7.1. The privacy and security of our student's personal information is extremely important to us. Our Student Privacy Notice sets out what we do with the information we collect and what we do to keep it secure. It also explains where and how we collect this information, as well as the student's rights over their personal information.
- 7.2. A full copy of the Data Privacy Policy is available on the college website under Downloads: <https://www.bedford.ac.uk/downloads>; please refer to the policy for more information.
- 7.3. The policy applies to students at The Bedford College Group (registered Bedford College), which includes the brands Bedford College, National College for Motorsport, Shuttleworth College, The Bedford Sixth Form, The Corby Sixth Form, Tresham College and Central Bedfordshire College. It also includes any other brands we add to this group in the future.

Annex A – List of eligible courses

Course Code	Course Name	Start Date
DB001B11P1	Int - Engineering	05/09/2022
DB001N14ME	EAL LEVEL 4 NVQ DIPLOMA IN ENGINEERING MANUFACTURE	
DB003B12P1	Adv - Engineering (BTEC)	05/09/2022
DB003B22P1	Adv - Engineering (BTEC)	06/09/2021
DB005B11L1	UON LEVEL 6 BSc (HONS) ELECTRICAL/ELECTRONIC ENGINEERING TOP UP (FT)	21/09/2022
DB006B11L1	UON LEVEL 6 BSc (HONS) MECHANICAL ENGINEERING TOP UP (FT)	21/09/2022
DB007B11L1	UON LEVEL 6 BSc (HONS) GENERAL ENGINEERING TOP UP (FT)	21/09/2022
DB020B11L1	EAL LEVEL 2 NVQ DIPLOMA IN PERFORMING ENGINEERING OPERATIONS	19/09/2022
DB022B12L1	PEARSON BTEC L3 ADVANCED MANUFACTURING ENGINEERING - MECHANICAL	12/09/2022
DB022B22L1	PEARSON BTEC L3 ADVANCED MANUFACTURING ENGINEERING - MECHANICAL	20/09/2021
DB023B12L1	PEARSON BTEC L3 ADVANCED MANUFACTURING ENGINEERING - ELECTRICAL/ELECTRONIC	12/09/2022
DB023B22L1	PEARSON BTEC L3 ADVANCED MANUFACTURING ENGINEERING - ELECTRICAL/ELECTRONIC	20/09/2021
DB024B11L1	L3 ADVANCED MANUFACTURING ENGINEERING - ELECTRICAL/ELECTRONIC 3 BRIDGING UNITS	21/09/2022
DB027B12L1	UON LEVEL 4 HNC IN MECHANICAL ENGINEERING (PT)	21/09/2022
DB027B22L1	UON LEVEL 4 HNC IN MECHANICAL ENGINEERING (PT)	22/09/2021
DB028B12L1	UON LEVEL 4 HNC IN ELECTRICAL AND ELECTRONIC ENGINEERING (PT)	21/09/2022
DB028B22L1	UON LEVEL 4 HNC IN ELECTRICAL AND ELECTRONIC ENGINEERING (PT)	22/09/2021

DB029B12L1	UON LEVEL 4 HNC IN GENERAL ENGINEERING (PT)	21/09/2022
DB029B22L1	UON LEVEL 4 HNC IN GENERAL ENGINEERING (PT)	22/09/2021

Course Code	Course Name	Start Date
DB033B22L1	UON LEVEL 5 HND IN GENERAL ENGINEERING (PT)	03/02/2022
DB034B22L1	UON LEVEL 5 HND IN MECHANICAL ENGINEERING (PT)	03/02/2022
DB035B12L1	UON LEVEL 6 BSc (HONS) ELECTRICAL/ELECTRONIC ENGINEERING TOP UP (PT)	21/09/2022
DB035B22L1	UON LEVEL 6 BSc (HONS) ELECTRICAL/ELECTRONIC ENGINEERING TOP UP (PT)	22/09/2021
DB036B12L1	UON LEVEL 6 BSc (HONS) MECHANICAL ENGINEERING TOP UP (PT)	21/09/2022
DB036B22L1	UON LEVEL 6 BSc (HONS) MECHANICAL ENGINEERING TOP UP (PT)	22/09/2021
DB037B12L1	UON LEVEL 6 BSc (HONS) GENERAL ENGINEERING TOP UP (PT)	21/09/2022
DB037B22L1	UON LEVEL 6 BSc (HONS) GENERAL ENGINEERING TOP UP (PT)	22/09/2021
DB039B11L1	UON LEVEL 5 HND IN ELECTRICAL AND ELECTRONIC ENGINEERING (FT)	22/09/2022
DB040B11L1	UON LEVEL 5 HND IN MECHANICAL ENGINEERING (FT)	22/09/2022
DB041B11L1	UON LEVEL 5 HND IN GENERAL ENGINEERING (FT)	23/09/2022
DB042B12P1	T Level in Engineering, Manufacturing, Processing and Control - Machining and Toolmaking Technologies (Level 3)	12/09/2022
DB042B22L1	UON BSc (HONS) GENERAL ENGINEERING TOP UP (PT)	22/09/2021
DB043B12P1	T Level in Design and Development for Engineering and Manufacturing - Mechanical Engineering (Level 3)	12/09/2022

DB044B11L1	UON LEVEL 4 HNC IN ELECTRICAL AND ELECTRONIC ENGINEERING (FT)	21/09/2022
DB044B12P1	T Level in Design and Development for Engineering and Manufacturing - Electrical and Electronic Engineering (Level 3)	12/09/2022
DB045B11L1	UON LEVEL 4 HNC IN MECHANICAL ENGINEERING (FT)	21/09/2022
DB049B11L1	UON LEVEL 4 HNC IN GENERAL ENGINEERING (FT)	21/09/2022
DB500BR0P1	Level 2 Engineering Operative (ST0537)	
DB501BR0P1	Level 3 Engineering Fitter (ST0432)	
DB502BR0P1	Level 4 Engineering Manufacturing Technician (ST0841)	
DB502BR0V1	UON L4 HNC IN MECHANICAL ENGINEERING - BEDFORD COLLEGE	
DB502BR0V2	UON L4 HNC IN ELECTRICAL & ELECTRONIC ENGINEERING - BEDFORD COLLEGE	
DB502BR0V4	PEARSON LEVEL 4 HNC GENERAL ENGINEERING	
DB503BR0P1	Level 3 Engineering Technician (ST0457) - Mechatronics Pathway 10	
DB504BR0P1	Level 3 Engineering Technician (ST0457) - Technical Support Pathway 13	
DB505NR0P1	Hi App - Level 4 Manufacturing Engineering (Framework)	
DB505NR0V1	EAL LEVEL 4 NVQ EXTENDED DIPLOMA IN ENGINEERING MANUFACTURE (QCF)	
DB505NR0V2	EDEXCEL LEVEL 4 BTEC HNC DIPLOMA IN MECHANICAL ENGINEERING	
DB505NR0V3	EDEXCEL LEVEL 4 BTEC HNC DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING (QCF)MK356 (HE)	
DB506NR0P1	Int App - Improving Operational Performance (Framework)	
DB511NR0P1	Adv App - Advanced Engineering Manufacture - Btec Route (Framework)	

DB512NR0P1	Adv App - Advanced Engineering Manufacture - VRQ Route (Framework)	
DB513NR0P1	Adv App - Advanced Engineering Manufacture - HNC/HND Route (Framework)	
DB513NR0V1	UoN LEVEL 4 BTEC HNC DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING	
DB513NR0V2	UoN LEVEL 4 BTEC HNC DIPLOMA IN MECHANICAL ENGINEERING	
DB513NR0V5	UoN LEVEL 4 BTEC HNC DIPLOMA IN ELECTRICAL AND ELECTRONIC ENGINEERING	
DB513NR0V6	UoN LEVEL 4 BTEC HNC DIPLOMA IN MECHANICAL ENGINEERING	
DB514BR0P1	Level 3 Engineering Technician (ST0457) - Machinist Pathway 9	
DB515BR0P1	Level 3 Engineering Technician (ST0457) - Product Design Pathway 11	
DB516BR0P1	Level 3 Engineering Technician (ST0457) - Toolmaker and Tool and Die Maintenance Technician Pathway 12	
DB517BR0P1	Level 3 Engineering Metal Fabricator (ST0607)	