



RCN Foundation Worshipful Company of Needlemakers Educational Bursaries

Application Guidance 2018

Please read these notes carefully as they are intended to help you provide the information needed to assess your application properly.

Section 1- Your details

Please provide your contact details and employment history. The Foundation will contact you via email where possible.

Please ensure that you specifically mention how you use needles in your current role.

Section 2 – Brief summary of the activity/course and professional outcomes

Briefly outline the themes or topics of the activity and explain what the learning and professional outcomes will be for you. For example:

The course focuses on management of pain, and includes optional modules in palliative care. Participating will meet my professional goal to further develop my knowledge and skills in patient care for children with life limiting conditions. The course will complement my work experience (10 years in children's nursing) and assist me to move towards specialisation in pain management.

Section 3 - Details of costs of proposed activity

Please give a breakdown of all costs and indicate which you are asking us to fund and which you intend to fund from elsewhere. It is important that you show all costs involved so that we can assess how viable your proposed activity is.

Where costs are based on estimates (e.g. travel) rather than known costs (e.g. course fees) please indicate how you have calculated them in the 'notes' section.

Please note if you apply for over £1,000 your application will be ineligible.

Example budget: Two-year course

		A	B	C
Item	Start date*	Amount you are asking us to fund	Amount you will fund from elsewhere (please state where)	Personal contribution
Theory module	Sep 2015		450 (Nightingale Fund)	450
Clinical practice module	May 2016	900		
Accommodation for residential school 2 days (see note 1)	25 Jul 2016	100		
Prescribed textbook	April 2016			100
Meals for 2 day residential school	25 Jul 2016			60
Prescribed computer software	June 2016		180 (work will pay)	



Subtotal		£1,000	£630	£610
TOTAL COST OF ACTIVITY	(add columns A + B + C)		£2,240	

Notes:

1) Based on £50 per night in Cardiff at university recommended accommodation.

* It is important to include the start date of the activity/item. Where courses/modules are for more than one year please itemise each year separately. You can include activities started prior to the outcome date but these will not be eligible for funding.

Section 4- Courses and Qualifications

Please list all the qualifications you have, starting with the most recent.

Section 5 - Statement by applicant in support of request for funds

NB: If using an abbreviation please explain it in full the first time you use it.

1. What are your professional goals and how will the activity contribute to your career development?

Explain what you propose to do, how it builds on what you have done so far and how it is relevant to your future career. Be as specific as you can.

2. How will the activity enhance your practice including your use of needles?

Please explain how the proposed activity will enhance your practice. Ensure that you specifically mention the use of needles here. The panel want to know how you use needles in your current role and how the proposed activity will enhance this. The training does not have to be specifically about the use of needles however it is important that it will have some effect on your work with needles.

3. How will the activity improve the health and well-being of patients and/or carers?

This section is extremely important. We want to know how your learning activity will improve patient care

Please describe which groups of patients/carers could benefit, how many there are and what the potential benefits will be? How will it improve upon what's already in place? Describe what you will do to ensure that the benefits are realised.

If your learning activity is focused on a country outside of the UK please state how you will bring your learning back to a UK context and how this will improve patient care.

4. How will you share your learning and development with colleagues or other nursing teams?

Outline how you plan to communicate your findings and/or what work-place practices you will develop based on your learning. Please note the panel are particularly interested in hearing about how your activity will have a wider impact. If you plan to present your work at conference or in a journal please make reference to this.

5. How have you demonstrated your commitment to self-development so far in your career?

This could be through formal learning and development activities such as courses and also less formal means such as membership of network groups, contributions to publications or volunteering to research topics to present as part of an education day.

6. What challenges do you foresee in completing this activity and how do you plan to address them (for example time constraints, work-place support, financial)?



Take time to reflect on what the likely challenges may be such as the impact of caring responsibilities on time to study. This will enable us to see that you have thought things through and will put plans in place to tackle them. It will not have a negative impact on your application.

6. How will you evaluate the effectiveness of your learning and development?

Outline how you plan to monitor and evaluate the benefits you described in question 2 of this section

The following information from the application form will also be taken into account:

- Evidence of thorough planning, for example, by how comprehensive your budget is.
- Employer support. Whether or not any financial help is given by them, we would hope to see practical support from your employer (e.g. study leave). Lack of support from an employer will not necessarily be a reason not to fund you but must be addressed in the challenges section of the application (see question 5 above).

Section 6 - Supporting References

- a) If in employment, your manager should be asked to complete and sign the reference section 6a to show how the proposed study will be supported. For those applicants who are not currently working, are self-employed or are seeking funding for a career change, an alternative appropriate professional reference will be acceptable, for example past educational colleagues or a senior professional colleague.
- b) In addition for applications for courses at Post-Graduate level and above, you will need to attach a formal academic reference letter, for example from a past tutor or a senior professional colleague.

NB: Manager and academic references need to be from two different people

- c) Where funding is being requested for staff replacement arrangements, a manager will also need to complete and sign section 6c of the application form.