**Bursary Guide**

To celebrate its Centenary, the Officers Association Scotland is offering a Bursary Award to support currently serving or former officers in expanding their learning in order to enhance their employment opportunities.

This grant is designed to enable self-development, to achieve and progress in that career you desire. It can be used for a specific training programme, Higher or Further Education.

The scheme provides financial support in the form of a single payment per year direct to the learning institution. The length of Bursary support will be assessed at the application stage and then reviewed at the end of each year. Consideration may also be given to study costs such as learning materials and childcare, however this will be on a case by case basis.

**To be eligible to apply for this bursary you must be:**

* Men and women who have at any time held a commission with any branch of the naval, military or air forces of the Crown, and allied nursing services, and who are resident in Scotland.
* Planning to undertake training/education within a Scottish Institution
* Able to demonstrate that this learning will enhance your employment opportunities

**Please note we are unable to make any retrospective payments for course fees and study materials. This also includes self-funded payments or loans that you may have taken out with a college or bank.**

**Please note that if you fail to complete the training and or learning the Officers Association have the right to reclaim the bursary awarded.**

**Process of Application**:

**The Bursary Application form**

The application form is available on the Officers Association Scotland Website. Please complete this application fully and return it to h.mcveigh@oascotland.org.uk The Bursary Scheme is open all year round with reviews held by a Committee every quarter.

The application has six sections

**Section 1 – About you**

In this section, we ask for your personal and military details. We may require you to provide proof of address, which needs to be in Scotland.

Make sure you provide us with the correct email address, as we will use this to contact you regarding your outcome.

**Section 2 – Formal Education**

Please detail any relevant qualifications that you have attained throughout your military and civilian career and any professional memberships

**Section 3 – Employment History**

Please detail any employment experience (Service or civilian) that is pertinent to this application. We have provided four lines but feel free to add more to this if appropriate.

**Section 4 – About your Bursary**

Please tell us about the course that you would like a bursary to help fund. Give us the exact course name and preferred centre in which you would like to study.

Then please provide us with the Course modules, start and end dates as well as the full costs of the course. If unsure about this then please contact your preferred course centre to get a quote.

**Section 5 – Why are you applying for this bursary**

Each person’s circumstance is unique, and numbers alone do not determine need. We would like to learn more about why you are applying for a bursary. Please give well considered answers to these five questions, as they will determine if you meet the criteria.

**Question 1 – What do you want to study, please provide the details of the course.**

Please break down the course that you are choosing to study. We want to know about the different elements of this course, the modules that you will study and the requirements within

**Question 2 – Why have you chosen this course?**

Tell us why you are motivated to study your chosen course, and what you know about it.

You may wish to demonstrate your interest in your chosen field by telling us about any experience or extracurricular activities you have conducted.

**Question 3 – How will undertaking this course benefit you in your future employment?**

What are your ambitions for future employment, and how this learning will contribute to this? If you didn’t undertake this learning what would be the implications for your future career?

**Question 4 – How will this bursary make a difference to you and your studies?**

Applicants need to demonstrate why they need to apply for a bursary. We want to hear about the challenges you may encounter, such as financial restraints, family commitments etc. If you didn’t receive this bursary would you still look to seek further learning/training?

**Question 5 – Any relevant circumstances to be considered?**

This is an opportunity to sell yourself and add in anything that has not already been covered in the previous questions.

This may include things like: - your short/long term goals, your personal qualities. As mentioned, we want to support learners who are committed and able to inspire others to also develop their skills. We want to hear about how your personal attributes make you a good learner and role model for the Officers Association.

**Application Process & Questions**

**What is the application Process?**

Please complete your bursary application as fully and with as much detail as you can. You must return it to h.mcveigh@oascotland.org.uk. We will email you an acknowledgement of receipt

We will evaluate your application and we will inform all applicants on whether or not they have been shortlisted to the interviewing stage, shortly after the application window closes.

Interveiws will be held at the OA Scotland offices in Edinburgh. We ask that you bring with you any supporting documentation that you feel is pertinent to the success of your application.

Our Bursary Committee will then review your application, interview report and any supporting documentation before a decision shall be made. These reviews will take place in June, September, December and March

We will then contact you in following that review to let you know of the outcome. If successful we shall take the necessary steps to get the ball rolling.

If you are unsuccessful in your application, you are welcome to contact us to for feedback

**Giving Back**

The Officers Association Scotland recognises the value to its clients of support and mentoring. We want to support learners who are committed and able to inspire and guide others to develop their skills. We expect the beneficiaries of this award, to become part of our peer network, to support others who wish to embark on their learning journey.