# Application for DIPLOMA bursaries

**Thank you for showing interest in the bursary scheme offered by the Worshipful Company of Distillers (WCD) in association with the Institute of Brewing & Distilling (IBD). You will find the information and requirements to make an application below.**

1. **Background**

Vocational Training and Education (VT&E) has been at the core of Livery[[1]](#footnote-1) activity for centuries. In 2020, the WCD undertook an in-depth review with a broad section of its members. The findings indicated a strong desire for training and career support, especially among younger and aspiring industry members and smaller companies. Significant changes have since been taken in the WCD’s strategy and initiatives to step change the impact of efforts in the future – with a new dynamic 3-year plan. Bursaries and scholarships are part of that investment in the distillers of the future, and the IBD is pleased to be one of several partners involved in the educational training required.

1. **General Criteria for Eligibility of Funding – are you eligible?**

Funds will be allocated with primary emphasis on the individual. It must also be clear that there will be benefits to the industry.

2.1 You must be normally resident in the UK, able to speak English and over the age of 18 years.

2.2 Candidates of any background, religion or belief, race or racial group, sex, sexual orientation, age or disability will be welcome to apply. We take care to make the application procedure open to everyone, especially those with great professional potential and groups who have not sought to apply in the past.

2.3 While leaving discretion to accept exceptional but less formally trained applicants, you must be able to demonstrate educational attainment at a level appropriate to the category of award, course and qualification for which you are applying.

2.4 You must be able to demonstrate a genuine interest in the distilled spirits industry and a desire to build a career within it.

2.5 You must demonstrate a reasonable level of inter-personal skills and an aptitude for learning.

2.6 You must be willing to be identified as an awardee from the Worshipful Company of Distillers.

2.7 Selectors have the discretion to make awards to very gifted applicants who may excel in knowledge and motivation but need support in the enabling skills such as, but not limited to, communicating.

1. **The application process – what you need to do.**

There are two stages. The first requires you to submit the completed application form and associated documents for us to assess. The second (for diploma applicants only) may be a short telephone/video interview depending on the number and quality of applications received.

The following are the documents to be submitted to us:

1. Application form.
2. A curriculum vitae of no more than two pages.
3. A letter of support from your employer or a person of standing[[2]](#footnote-2) acknowledging your choice of educational package and affirming support for your studies and your application for a bursary.
4. **The assessment process – how we assess applications.**
   1. All applications are checked initially to ensure the application is properly prepared.
   2. Your application will be screened to check that, from the submitted information and personal statement, you are applying for the right course level based on your educational progress to date so as to match your ambition with the demands of the course.
   3. Your economic need may be considered and, if so, will be established by reference to the Joseph Rowntree Foundation criteria for the income needed to provide a minimum standard of living <https://www.minimumincome.org.uk/>
   4. From the information provided, whether you are likely to benefit fully from a WCD award.
5. **The awarding process – what happens following assessment.**
   1. There are three outcomes from the awarding process:
6. You will be informed that your award has been successful and of the next steps to be taken to join the qualification scheme that you have applied for.
7. You will be informed that you have been unsuccessful with no recommendation to reapply.
8. You will be informed that you have been unsuccessful with a recommendation to reapply either for the same or a different qualification scheme.
9. **Notes**
   1. Confidentiality

This application form has been provided in connection with your application for a bursary from the Worshipful Company of Distillers (WCD), managed and distributed by the Institute of Brewing & Distilling. All bursary applications are treated in the strictest confidence.

* 1. Data protection and document retention

All information provided in connection with an application for a bursary will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications, and the information provided will not be used for any other purpose. Documents will be retained for up to 12 months following the award after which time they will be deleted or securely destroyed.

* 1. Diversity and Inclusion

Candidates of any background, religion or belief, race or racial group, sex, sexual orientation, age or disability will be welcome to apply. We take care to make the application procedure open to everyone, especially those with great professional potential and groups who have not sought to apply in the past. If successful you will be invited to complete a non-mandatory questionnaire to assist us in monitoring diversity and inclusivity.

* 1. Examples of persons of standing.

The following is an example list of recommended persons of some standing in the community:

Accountant

Airline pilot

Articled clerk of a limited company

Assurance agent of a recognised company

Bank/building society official

Barrister

Chairman/director of limited company

Chiropodist

Commissioner of oaths

Councillor (local or county)

Civil servant (permanent) (excluding those who work for the HMPO)

Dentist

Director/manager/personnel officer of a VAT-registered company

Engineer (with professional qualifications)

Financial services intermediary (for example, a stockbroker or insurance broker)

Fire service official

Funeral director

Insurance agent (full time) of a recognised company

Journalist

Justice of the peace

Legal secretary (for example a fellow or associate member of the Institute of Legal

Secretaries and Personal Assistants)

Licensee of a public house

Local government officer

Manager/personnel officer of a limited company

Member, associate or fellow of a professional body

Member of Parliament

Merchant navy officer

Minister of a recognised religion, including Christian science

Nurse (RGN and RMN)

Officer of the armed services (active or retired)

Optician

Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of

Paralegals)

Person with honours (for example, OBE or MBE)

Pharmacist

Photographer (professional)

Police officer

Post Office official

President/secretary of a recognised organisation

Salvation Army officer

Social worker

Solicitor

Surveyor

Teacher/lecturer

Trade union officer

Travel agent (qualified)

Valuer or auctioneer (fellows and associate members of the incorporated society)

Warrant officers and chief petty officers (excluding those who work for HMPO)

1. **Further information**
   1. Website for the Worshipful Company of Distillers: [www.distillers.org.uk](http://www.distillers.org.uk/)
   2. Website for the Institute of Brewing & Distilling: [www.ibd.org.uk](http://www.ibd.org.uk)

**APPLICATION FORM FOR DIPLOMA IN DISTILLING BURSARY**

**Confidentiality**

This application form has been provided in connection with your application for a bursary from the Worshipful Company of Distillers (WCD), managed and distributed by the Institute of Brewing & Distilling for IBD courses and qualifications. All bursary applications are treated in the strictest confidence.

**Data Protection**

All information provided in connection with an application for a bursary will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only for the purposes of considering applications for bursaries and determining the success of such applications and the information provided will not be used for any other purpose. Documents will be retained for up to 12 months following the award after which time they will be deleted or securely destroyed.

Please make sure that you answer all the questions below as fully as you can before signing the declaration and returning the completed form to the IBD. The IBD may require further information and/or supporting documentation from you before deciding on whether to make an award.

Please complete this form and provide associated documents with reference to the general notes provided with this application.

1. **Applicant details**

|  |  |
| --- | --- |
| Your full name |  |
| Your preferred first name |  |
| Your contact address |  |
|  |
|  |
|  |
| Your email address |  |
| Your contact telephone no. |  |
| Nationality |  |
| Do you have UK residency status (Yes / No) |  |

1. **Education history**

Please enter a summary of your qualifications including any from the IBD.

|  |  |  |
| --- | --- | --- |
| Date from & to | Qualifications | School, College or Institution |
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1. **Employment history**

Please enter a summary of your employment.

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| --- | --- | --- |
| Date from & to | Role | Employer |
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1. **Distilling specific qualifications and experience**

Please summarise previous distilling qualifications and / or experience of distilling.

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1. **Motivation & aspirations**

Please tell us what has motivated you to apply for a bursary and how your career aspirations would be furthered by obtaining the Diploma in Distilling.

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1. **Capacity to complete**

Please tell us of any issues that you foresee with completing three years of part time study for the Diploma. How will you manage the balance of home life, work and study?

Note that the minimum commitment for each yearly module is 120 learner hours of self-study and 18 weeks of 90-minute tutor sessions (either live or recorded), plus a 3-hour examination. There are three modules, and the successful applicant must complete all three modules.

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1. **Support**

What support do you have from others to help you succeed in this qualification?

For example, support could be from family, friends, colleagues, college lecturer/ tutor, an employer or contacts in the industry.

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1. **Financial position**

The Minimum Income Standard for the UK shows how much money people require to purchase goods that members of the public think everyone in the UK should be able to afford. It gives the bursary assessors very basic information on your financial needs and takes less than 5 minutes to complete.

Please check the website <https://www.minimumincome.org.uk/>

Based on the calculation, do you earn more or less than the figure required for a decent standard of living (tick box):

|  |  |
| --- | --- |
| More |  |
| Less |  |
| The same |  |

1. **Other information required with your submission**

Please tick the boxes to indicate that you have enclosed the following information with your application.

|  |  |
| --- | --- |
| This completed application form – signed and dated |  |
| Your curriculum vitae (CV) of no more than 2 pages |  |
| A letter[[3]](#footnote-3) of support from your employer or of a person of standing within your community (see general notes) |  |

1. **Declaration**

I confirm that I have answered all the above questions in full. I understand and agree that the bursary may be withdrawn if:

* I have provided incomplete or false information,
* I fail to report any material change in my circumstances in full immediately
* I fail to produce documentary evidence supporting any of the information disclosed when required to do so

I understand and agree that I shall be required to repay all or part of the bursary if:

* I engage in serious misconduct and/or
* I do not complete and sit the examination of the relevant training course

Signed by applicant[[4]](#footnote-4): ................................................................................................................

Print name: .................................................................................. Date: ..............................

**Next steps**

1. **Check you have completed this form.**
2. **Check you have all other attachments.**
3. **Email your completed form and all attachments to** [**IBDawards@ibd.org.uk**](mailto:IBDawards@ibd.org.uk) **OR post to IBD Awards, 44a Curlew Street, London, SE1 2ND, UK.**

1. There are 110 livery companies, comprising London's ancient and modern trade associations and guilds, almost all of which are styled the 'Worshipful Company of...' their respective craft, trade or profession. These livery companies play a significant part in the life of the City of London by providing charitable-giving and networking opportunities. The WCD is one such livery company. [↑](#footnote-ref-1)
2. Examples of “persons of standing” are given in the notes [↑](#footnote-ref-2)
3. You may enclose an email as your letter of support [↑](#footnote-ref-3)
4. Return of this application from your own email account will be regarded as confirmation of signing [↑](#footnote-ref-4)