

## Bursary allocation process for Re-Gen Academy

When you apply for a bursary (funding) for a CIWM development activity through Re-Gen Academy your application will be considered against the following criteria and through the following process. This process and criteria have been agreed between CIWM and Re-Gen and the criteria is applied by Re-Gen in-line with this process. Any queries regarding the bursary allocation process should be directed to [ginny.hunter@ciwm.co.uk](mailto:ginny.hunter@ciwm.co.uk) at CIWM or to [jaymoosaye@regenwaste.com](mailto:jaymoosaye@regenwaste.com) at Re-Gen.

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Please read this document before you apply for a place, it contains important information about the booking conditions and the criteria.

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### What is a bursary and what can it be used for?

A bursary provides funding for individuals who meet the specific criteria below to access learning and development activities including CIWM membership.

Bursaries may be awarded for the following activities

- Attendance at a CIWM scheduled/public course (where attendees may be funded through Re-Gen)
- Online learning
- Membership of CIWM at Affiliate grade

A full list of the activities that the bursary can be used for are listed on the CIWM website at [ciwm.co.uk/regenacademy](http://ciwm.co.uk/regenacademy). Applicants will need to specify what learning activity they want to use their bursary for when they apply.

*The bursary can only be used for the specified learning activity and has no alternative cash or transferable value.*

### Who can apply for a bursary?

Applications for bursaries can be made by individuals who meet the following criteria:

- working in a local authority in the UK including borough councils, county councils and district councils
- employed in a role that is primarily linked to waste and resource management
- has written support from their manager to undertake the learning and development activity that the bursary will be used for
- has the availability and is able to fully complete the learning and development activity that they apply for.

If applying for a Bursary for membership of CIWM at Affiliate grade then in addition to the above the applicant must not already be a member of CIWM.

*In all cases all applications will go via Re-Gen Waste Ltd (Re-Gen) for approval and in applying for a bursary applicants agree that their personal data will be shared with Re-Gen for the purpose of approving the bursary.*

### I meet the criteria, how do I apply?

You will need to complete the bursary application form ([which is available here](#)) in full and submit to [jaymoosaye@regenwaste.com](mailto:jaymoosaye@regenwaste.com). Once they have reviewed your application against this criteria they will contact you to confirm if you've been allocated a place.

### How are bursaries allocated?

When you submit your bursary application Re-Gen will first check that you meet the criteria above.

As part of the work to set-up the academy CIWM and Re-Gen have researched the training needs of local authorities across regions.

Applications are considered on a first come first served basis so if you have applied for a particularly popular activity where all places have been allocated Re-Gen may offer you a place on an alternative activity if one exists.

Re-Gen wish to ensure fair access to the Re-Gen Academy for all regions of the UK and will monitor the uptake and allocations so that all regions have an equal opportunity to benefit from the available funding.

*The decision to allocate bursaries will always be made by Re-Gen in line with this policy.*

### I've been allocated a place what happens next?

Congratulations! If you're attending a face to face event CIWM will be in touch no later than two weeks prior to the learning activity with your joining details. If you're undertaking an online activity CIWM will be in touch within 1 week to confirm your access details.

### I've not been allocated a place what happens now?

If you're not allocated a place this may be due to any of the factors shown in 'how are bursaries allocated' above. If you still wish to undertake the learning activity contact CIWM on 01604 620426 or email [training@ciwm.co.uk](mailto:training@ciwm.co.uk) and we can talk you through how to fund the activity yourself and book directly with CIWM. There is no appeal process for the allocation of bursaries but CIWM and Re-Gen are keen to get feedback on Re-Gen Academy and this process from applicants so if you wish to provide feedback please contact Ginny or Jay as detailed above.

### What happens if I can't attend/complete the learning and development activity?

Re-Gen and CIWM want to ensure that as many people as possible can benefit from the bursary places, as a result you should only apply for a bursary if you are sure that you can complete the learning and development activity.

If you can't complete the activity we may allow you to send a colleague in your place as an alternate. Your colleague will need to meet the criteria and be approved by Re-Gen so you must contact Re-Gen with your colleague's details asap once you realise you cannot complete the learning activity yourself.

If you cannot send an approved alternate candidate then you will be charged for the place in-line with the booking conditions shown on the bursary application form. By completing and returning the form you commit to the cancellation terms shown including the cancellation fee. If you are subsequently unable to complete the learning and development, and cannot send an approved alternate, you will be required to reimburse Re-Gen for the cancellation fee.