

THE HOSPITAL CATERERS ASSOCIATION Ltd.

# Wilma Wilkie Training & Development Bursary



[www.hospitalcaterers.org](http://www.hospitalcaterers.org)

# Wilma Wilkie Training & Development Bursary

## Criteria & Application Process

The Wilma Wilkie Training & Development Bursary exists to assist members in their *self-development* and where appropriate acquire skills that may further develop and benefit their organisation. In order for the HCA to evaluate individual awards and also to assist in the promotion of the Wilma Wilkie Training & Development Bursary, recipients must agree to submit a written article to be shared with HCA membership for promotion within the HCA Journal.

The following is the minimum requirement for consideration;

1. Only Full Members on completion of one year's full membership are eligible to apply for consideration of a development bursary. Members applying for Bursary must evidence their branch activity within the submission e.g. number of meetings attended, member of committee – any evidence / application must be discussed at branch and countersigned by a branch officer, membership fees must be current at time of application.
2. The scheme runs from 1st November – 31st October each year, determined by the National Finance Director.
3. Where a member is successful in an application, a period of 3 years must lapse before re-applying and priority will be given to Members who have not had a successful application granted previously. A member who has defaulted on membership fees will not be considered
4. Application forms must be forwarded to the Branch for consideration with any relevant supporting documentation, forms completed in full and signed by a Branch Director. In respect of a Branch Director applying for an Award, the application form will need to be countersigned by the Branch Chair to ensure the application has been previously discussed at branch level. Failure to do so will result in any such application being rescinded. The application will then be forwarded to the National Vice Chair Director at [natvicechair@hospitalcaterers.org](mailto:natvicechair@hospitalcaterers.org) will confirm eligibility before bringing to the Executive Committee.
5. The Executive Committee will consider all applications and recommend to the Board the value of each award based on the merit of each application, it may be an Award is only partially made. This may be agreed by electronic communication or board meeting. Application for Award does not mean automatic acceptance.
6. The Board's decision is final in all matters.
7. The total value of all awards will not exceed £5,300 in any one year; this sum is subject to review by the Association's board on a yearly basis.
8. Prior to application, members should seek funding through Trusts or branches in the first instance and will be required to evidence this
9. All applications should be made in writing following the criteria laid out in advance of any attendance to courses – funding will not be considered retrospectively

**Approved Board meeting November 2023**

## Wilma Wilkie Training & Development Bursary

Potential -Bursary (Examples)	Guidance for Allowance per application	Method of Financing
<b>Forum / Conference Attendance Allowance, e.g.</b> HCA, BDA, NACC, LACA, HeFMA	£600 up to a maximum	Paid direct to Conference organisers' by National Finance Director, funding request will normally be based on maximum 2 nights' accommodation. Funding does not include travel costs.
<b>Work Placement</b> To include travel and accommodation	£500 maximum	Travel & /Accommodation will <del>only</del> be reimbursed by National Finance Director on production of receipt
<b>Attendance at Study Days or Training Event</b>	£250 maximum	Travel/Accommodation will be reimbursed by National Finance Director on production of receipts
<b>Attend a Facilities/Catering management course</b> relevant to their role.	Up to £800	Payment either directly to awarding body or will be reimbursed by Finance Director on production of receipts. Member should apply for funding in advance of any course
<b>Certified qualification</b> relevant to applicant's post e.g. Hygiene Qualification, Management Qualification, Advanced HACCP, Training/Development Course, Allergen Qualification, Foundation Degree	Up to £1000	Payment either directly to awarding body or will be reimbursed by National Finance Director on production of receipts Member should apply for funding in advance of any course

### Awarding Process

1. As each application is received, the National vice Chair will check validity prior to circulation to members of the Executive Committee. Applications must have been discussed at Branch meeting and signed by relative branch officer
2. Executive committee will review all applications prior to recommendation to Board.
3. The National vice Chair has a casting vote in the event of any dispute.
4. Once the yearly funding has been exhausted no further funds will be made available, and the funds will not be rolled over to the next financial year.
5. The National vice Chair will report the status of the funds available, and the awards made to the Executive Committee and Board.
6. The Hospital Caterers Association will not reimburse members for training already funded.
7. The Hospital Caterers Association will not be liable for any costs incurred by individuals who book courses prior to funding being granted.

## Wilma Wilkie Application for Training & Development Bursary

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	Applicant		
Name			
Present position			
Employer			
Address for correspondence			
Bursary being sought			
Funding requested		Date funding required	
HCA Membership number		Branch	
BRANCH			
Branch Director Name		Signature	
Approved at branch/committee mtg		Date of mtg	

**Explanation of Professional Development/Award that will be achieved, to include supporting information: - minimum of 250 words**