

College Group Policy

Mervyn Cooke Award

Manager Responsible: Chief Operating Officer

Version Number: 1.0

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Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input type="checkbox"/>	External:	<input type="checkbox"/>

AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
1.0	27 Feb 2026	Initial Publication

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

Mervyn Cooke Award – Bursary Administration Guidelines

1. Purpose of the Award

The **Mervyn Cooke Award** is an annual bursary fund established from a financial legacy gifted to the College. The bursary aims to provide financial support to engineering and electrical students who demonstrate a strong commitment to their studies but may require financial assistance to help them continue and succeed on their study programme.

This policy outlines the procedure and process for awarding the bursaries.

A total of **£10,000 per academic year** is available and covers tuition support, study materials, and living allowances where applicable.

2. Eligibility Criteria

To be considered for the Mervyn Cooke Award, students must meet *all* of the following criteria:

2.1 Course Requirements

- Must be enrolled on a **full-time or part-time Engineering or Electrical programme** at the College (Levels 1–5 eligible).
- Must not be in receipt of full sponsorships or external scholarships.
- Part-Time Students: Eligible on a pro-rata basis according to study load.

2.2 Attendance & academic progress Criteria

- Students must maintain a **minimum attendance rate of 90%**, measured over the term prior to application or review period.
- Attendance includes:
 - Timetabled lessons
 - Tutorials/Life Skills
 - Work-based learning/placement sessions (where applicable)

Allowances may be made for authorised absences supported by evidence (medical notes, welfare-related appointments, etc.).

2.3 Progress Requirements

- Students must demonstrate **satisfactory academic progress**, evidenced through:
 - Tutor progress reports
 - Meeting assignment deadlines

- Engagement in practical/workshop activities
- Positive behaviour and conduct

2.4 Financial Need

- Students must provide a brief explanation of their financial circumstances and how the bursary would support continuation of their course.
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3. Award Amounts

The **£10,000 annual fund** may be distributed as follows:

3.1 Standard Award

- **£500–£1,000 per student**
- Typical allocation: **£750**
- Intended for equipment, travel costs, living expenses, or other study-related needs.

3.2 Exceptional Circumstances Award

- Up to **£1,500**
- For students experiencing significant financial hardship or barriers to continuing their studies.

3.3 Total Annual Limit

- Total awards distributed must not exceed **£10,000** per academic year.
 - A recommended maximum of **10–15 students** per year, depending on award levels.
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4. Application Process

4.1 Application Submission

- Students complete a brief **Mervyn Cooke Award Application Form**, available from the Learner Safeguarding and Wellbeing Team.
- Required information:
 - Personal and course details
 - Attendance and progress confirmation (to be verified internally)
 - Explanation of financial need
 - Intended use of bursary

4.2 Deadlines

- Applications accepted twice per term, or as needed depending on the fund balance.

4.3 Evidence Required

- Application Form outlining circumstances and financial need
- Bank statements (optional, only if hardship needs confirming)

- Tutor progress review (generated internally)
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5. Assessment and Decision-Making

5.1 Assessment Panel

A small panel will review applications:

- Head of Department - Building Services and Renewable Energy
- Head of Department - Construction, Engineering and Retrofit
- Learner Financial Support Lead or Head of Learner Safeguarding and Wellbeing
- Bursary Administrator
- Finance Team representative

5.2 Decision Criteria

Decisions should consider:

- Attendance and progress compliance
- Strength of financial need
- Remaining availability in the annual fund

5.3 Notification

- Students will be notified in writing of the outcome within **10 working days**.
 - Unsuccessful applicants should receive guidance on alternative support options.
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6. Administration and Distribution of Funds

6.1 Payment Method

Payments may be made:

- Directly to the student
- As reimbursements (with receipts)
- As purchases on behalf of the student (e.g., equipment)

6.2 Staged Payments

Where appropriate:

- Payments can be issued in **two or three instalments**
- Continued eligibility requires ongoing attendance and progress checks

6.3 Monitoring

- Attendance monitored half-termly
 - Tutors provide brief progress updates halfway through the award period
 - Non-compliance may result in:
 - Suspension of further payments
 - Requirement to attend a support meeting
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7. Reporting and Record Keeping

The Learner Safeguarding and Wellbeing Team must maintain:

- A running total of annual funds awarded
 - Evidence of attendance and progress checks
 - Copies of application forms and decision records
 - A short end-of-year report summarising:
 - Number of students supported
 - Total funds distributed
 - Observations or recommendations for improvements
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8. Review of the Award

The guidelines should be reviewed **annually** by the Chief Operating Officer, Head of Learner Safeguarding and Wellbeing and the relevant Heads of Department to ensure:

- Fair distribution
 - Alignment with student need
 - Compliance with financial regulations
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Appendix 1: Student Guide:

1. Who Can Apply?

- You must be enrolled in an Engineering or Electrical program (full-time or part-time).
- You need to demonstrate financial need (household income documents may be required).
- You must keep up good attendance (90%+) and academic progress.
- Part-time students can apply, but bursary amounts are pro-rated depending on study load.

2. How to Apply

1. Check announcements at the start of term for deadline dates (website, noticeboards, support, and well-being team).
2. Complete all sections of the bursary form online (here)
3. Attach documents:
 - a. Supporting documents (income statements, pay slips, tax returns).
4. Submit before the deadline.
5. You will receive confirmation that your application has been received.

3. What Happens Next

- Your application is screened for eligibility.
- A panel reviews financial need and academic progress.
- You will be notified of the decision within 2 weeks after the deadline.

4. If You are Awarded

- You will get an award letter explaining the amount, duration, and conditions.
- Payments are made by bank transfer or as a tuition fee reduction.
- Payments may be lump sum or monthly/quarterly instalments.
- You must keep up with attendance and grades to continue receiving support.

5. Monitoring

- Your progress and attendance are checked half termly.
- You may need to provide updated financial information for each award period.
- The bursary can be withdrawn if conditions are not met.

6. Appeals

- If your application is unsuccessful, you can appeal within 14 days to the Head of Learner Safeguarding and Wellbeing.
- Appeals must be in writing with supporting evidence.
- The committee's appeal decision is final.

7. Extra Support

- The Learner Financial Support Team can help with other funding options.
- Career Services can offer advice on part-time work.
- Learner Safeguarding and Wellbeing Team can offer mentoring and counselling support.

Equality Impact Assessment (EIA)

Name and Job Title of staff member completing the assessment	Deborah Hurst – Chief Operating Officer
Name of the policy, practice, or service being assessed	Mervyn Cooke Award
What are the main objectives or aims of the policy, practice, or service?	To set out a clear, transparent, and fair method of distributing awards to students arising from a legacy gift
On whom could this policy, practice, or service impact?	Engineering and Electrical Students
Date EIA Assessment completed	27 th February 2026

Consider the following questions in terms of on whom the policy, practice, or service could potentially have an impact. Detail the impact assessment in Table below, areas you have considered mitigations to reduce any potential negative impact and review period.

Could the policy, practice, or service:

- a. Prevent the promotion of equality of opportunity or good relations between different groups of people?
No - the policy applies uniformly to all Engineering and Electrical students (no other students are in scope as per the instructions from the legacy)
- b. Create barriers to allocation of pay fairly & equitably or new staff obtaining employment because of a protected characteristic?
No – it sets out a transparent and equal payment method based on published criteria that all students can potentially meet
- c. Affect the usage of the strategy in practice?
No – the policy accessible to all engineering and Electrical
- d. Result in someone with a protected characteristic being disproportionately advantaged or disadvantaged?
None identified – the policy provides a consistent approach to the distribution of funds.
- e. Make it more or less likely that someone with a protected characteristic will be at risk of harassment or victimisation?
No – it does not involve personal interactions or behavioural expectations.

Characteristic	Potential Impact	Evidence to demonstrate this impact or state " <i>None Identified</i> "	Mitigations to reduce potential negative Impact	Who is responsible to review / oversight?
Marriage / Civil Partnership	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer /SLT
Pregnant Worker or Maternity	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer / HR
Race / Ethnicity	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer
Religion / Belief	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer
Sex	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer
Sexual Orientation	None Identified	<ul style="list-style-type: none"> No elements pose disadvantage 	<ul style="list-style-type: none"> Not required 	Chief Operating Officer

Any Other Areas of Consideration
None identified

Generic Controls

The College has generic controls in place to support fair and consistent application of the policy, including

- Weekly SLT risk discussions
- Six – weekly Risk Register overview
- Audit Committee oversight of risk management and internal controls
- Corporation oversight of risk appetite and governance
- Policies and procedures accessible to all staff
- Staff training and communication to ensure awareness of risk responsibilities