****

**ENTERPRISE PLACEMENT YEAR (EPY) 2024/25 APPLICATION FORM**

Applicants must be a current student of the University of Huddersfield wishing to start a business, social enterprise, or commence self-employment / freelancing activity during their placement year.

**APPLICATION PROCESS**

* Discuss Enterprise Placement Year with both your Course Tutor and School’s Placement Officer.
* Speaking with the Enterprise Team about your proposal beforehand is recommended (but not essential).
* Come along to one of our information sessions (check the EPY Information Sheet and our [website](https://students.hud.ac.uk/opportunities/enterprise/workshops/) for dates and details).
* **Submit your completed application form** **to your School’s Placement Office no later than Friday 7 June 2024. Applications received after this date will be rejected.**
* Selected applicants will be invited to an interview with the Enterprise Team.

*\*\*\*\**

# PART ONE: ABOUT YOU

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST NAME:** |  | **SURNAME:** |  |

|  |  |
| --- | --- |
| **ADDRESS & POST CODE:** |  |
|  |
|  |
| **PREFERRED EMAIL:***please write clearly* |  |
|  |
| **CONTACT TEL NO:** |  |
|  |
| **STUDENT NUMBER:** |  |

|  |  |
| --- | --- |
| **ACADEMIC SCHOOL:** |  |
|  |
| **COURSE:** |  |
|  |
| **Please give the name of an academic tutor who we can contact to obtain a reference and endorse your application for EPY.** |
| **TUTOR NAME:** |  |

***Please note that we are unable to progress your application without a satisfactory reference.***

# PART TWO: ABOUT YOUR BUSINESS IDEA

|  |  |
| --- | --- |
| **YOUR BUSINESS NAME:***if known at this stage* |  |

|  |
| --- |
| **Tell us about your business idea, freelance opportunity, enterprising venture - what is the product or service you plan to offer?** (100 words)**Who will your customers be? Who are you going to sell to?** (100 words)**How big is the potential market? Is it growing?** (100 words)**How will you sell your product/service? List 3 activities that you will carry out during EPY** (100 words)**Who are the existing competitors in the market? Name 3 and what they sell** (100 words)**What stage is your business currently at?** * **I have an idea **
* **I’m developing my product or service /working on a prototype **
* **I’m ready to trade **
* **I’m already trading **

**If your business is already trading, please enter your trading date below and tell us if you are registered with HMRC or incorporated at Companies House?** **Trading Date:** **Registered with HMRC:** Yes / No (delete as appropriate)**Incorporated at Companies House:** Yes / No (delete as appropriate)**Why have you chosen to apply for EPY?** (150 words)**What would you like to experience and achieve during EPY?** (150 words)**EPY is an unpaid placement and financial help from SFE is significantly reduced for placement years. Please tell us how you plan to fund your EPY:*** **Part-time work:** Yes / No (delete as appropriate)
* **Loan(s):** Yes / No (delete as appropriate)
* **Other:** (please state)
 |

**If you wish, you may add further documentation to support your application**

**PART THREE: THE AGREEMENT**

|  |  |
| --- | --- |
| I confirm that I have discussed EPY with my tutor AND Placement Officer | ****Yes ****No |
| I am a UK citizen / Home student | ****Yes ****No |
| I am an EU student with pre-settled or settled status under the EU Settlement Scheme  | ****Yes ****No |
| I am in international student on a Tier 4 Student Visa and agree that if I am offered a place on EPY, I will not trade  | ****Yes ****No |
| I confirm that I will spend at least 21 hours a week working on my business, and will spend at least one day in the Enterprise Hub or affiliated spaces across the University  | ****Yes ****No |
| I consent to the University keeping the information submitted on its databases. *Please tick this box to agree* | **** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** |  |

If the application is approved:

The **Student** agrees to

* If offered a place on EPY, be present every day for the duration of Welcome Programme, starting in September 2024 (dates to be confirmed)
* Be **based in the Enterprise Hub** at the 3M BIC and work for at least **21 hours a week** on your business, and work **at least one full day per week – Wednesday - in person** in the Enterprise Hub or affiliated spaces across the University
* **Not** exceed 16 hours a week in any part-time employment
* Attend all **compulsory** presentations and events including Enterprise Workshops, Enterprise Hours, Pitch Club, Business Boot Camps, EPY Group Meetings
* Participate in competitions and initiatives when directed by the Enterprise Team and engage fully with all other external opportunities as and when presented
* Submit all required written assessments by the associated deadlines: Business Model Canvas, Reflective Report, Portfolio work
* Compile a monthly reflective report of their experiences and work undertaken via LoopMe
* Present a ‘pitch’ for their business and their EPY experience to a panel
* Act as an ‘enterprise champion’, helping the promotion of the EPY to others
* Conduct business activities that are not contrary to University policy, public policy or morality, or contravene any Law of the United Kingdom, or otherwise may be considered to bring the University into disrepute

The **Enterprise Team** agrees to

* Conduct regular Group Meetings for the EPY group
* Organise useful events and presentations on business related subjects
* Provide hot-desk and office facilities in the Enterprise Hub
* Provide useful information on business and self-employment
* Provide information to the School on attendance and interaction
* Provide input and support into the written assessment for the Student’s Business Model Canvas, Reflective Report, Portfolio work
* Allocate an experienced Business Advisor to the student and allow one-to-one access for regular advice, providing guidance and support tailored to the student’s business

The **School** agrees to

* Provide standard Placement Tutor support to the Student

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Description: L:\Enterprise\Marketing\Logos\hudd_uni_marque_RGB_withoutH1.jpg  | PART FOUR: EQUAL OPPORTUNITIESPlease help us monitor and assess our practices to ensure all applicants are given equal opportunity to join the Alternative Placement Year scheme by completing the form below.  |

This information will be kept separately from your application and be held purely for statistical use in connection with monitoring.

|  |
| --- |
| *(Please check or complete the boxes as appropriate)* |

 |  |  |  |  |
| ⮚ | **Gender:** | ⮚  | **Marital Status:** |
|  | [ ]  Female | [ ] Male | [ ]  Single | [ ]  Married | [ ]  Other |
|  |  |
| ⮚ | **Date of Birth:** |  | ⮚ | **Nationality:** |  |
|  |  |
| ⮚ | **Ethnic Origin:** |
|  | [ ]  Black or Black British - Caribbean |  | [ ]  Asian or Asian British - Indian |  | [ ]  Mixed - White and Black Caribbean |  | [ ]  White - British |
| [ ]  Black or Black British - African | [ ]  Asian or Asian British - Pakistani | [ ]  Mixed - White and Black African | [ ]  White - Irish |
| [ ]  Other Black background | [ ]  Asian or Asian British - Bangladeshi | [ ]  Mixed - White and Asian | [ ]  Other White background |
|  | [ ]  Chinese or other Ethnic Background - Chinese | [ ]  Other mixed background |  |
| [ ]  Other Asian background | [ ]  Other Ethnic background |  |
| ⮚ | **Disability:** |
|  | Definition – The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities. |
|  | Do you have a disability? | [ ]  Yes | [ ]  No |
|  | If Yes, what is the nature of your disability: |  |
|  |       | DISABLE |
| ⮚ | **Religion:** |
|  |  | [ ]  Christian  | [ ]  Muslim | [ ]  Jewish |
|  | [ ]  Buddhist | [ ]  Hindu | [ ]  Sikh |
|  | [ ]  Other | [ ]  None |  |
| lock | For the purposes of current data protection legislation, I agree that the information may be recorded and processed by the University of Huddersfield in order to produce statistics to support the monitoring of its Equal Opportunities and Diversity Policy.  |
|  | **Signature** | **Date**   |
| Many thanks for your co-operation in providing this information. |

# Part FIVE: APPLICATION REVIEW

|  |
| --- |
| **PLACEMENT OFFICE USE ONLY** |

|  |  |
| --- | --- |
| **Reviewed by:** |  |
|  |
| **EMAIL ADDRESS:** |  |
|  |

|  |  |
| --- | --- |
| **Recommend for EPY:** Yes 🞎 | No 🞎 |

**Notes:**

|  |
| --- |
|  |

***I confirm that the student has discussed their application with both their Course Tutor and Placement Office***

**School Signature: Date:**

|  |
| --- |
| **ENTERPRISE tEAM USE ONLY** |

**Invite to Interview? Yes** 🞎 **No** 🞎

**Comments following interview:**

|  |
| --- |
|  |

**Reference Received:**

**final Decision:**

|  |  |  |
| --- | --- | --- |
| Accept onto EPY 🞎 | Decline 🞎 |  Place on reserve list 🞎 |
|  |  |  |

**Enterprise Signature: Date:**