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Scholarships Application Guidance 2024

This document explains how to apply for a HIT Scotland scholarship. Please read this before applying!

What is a HIT Scotland scholarship?

A HIT Scotland scholarship is a learning experience for your career in Scottish hospitality - designed to give you new skills or knowledge, to experience best practice, or refresh your way of thinking. The content of each scholarship varies depending on your personal development objectives, and the scholarship you have applied for.


This could be a skills course created especially for our HIT Scotland group, or a place on a training course to suit your needs. Or you could spend a few days learning from the best in the industry, speaking to experts in their field, researching ideas to take back to your own workplace. Scholarships are fully funded opportunities, HIT pay for the experience, travel, accommodation and food. HIT decide what they will offer to you based on your application.

How does this differ from the Tourism and Hospitality Talent Development Programme (THTDP)?

In 2020 when Covid hit, we were unable to do our usual in-person scholarships, so our HIT scholarship programme was put on hold. HIT Scotland, in conjunction with Scottish Tourism Alliance, were invited to create and manage a government funded online training programme specifically in supervisory, management and leadership people management skills, which we did in 2021 and 2022 for thousands of people. The funding stream, application process and the number of places available for THTDP was different to our normal HIT Scotland scholarship programme. As you will see from the information here, we ask for different things on our scholarship application form, there is a short interview process for those shortlisted, and the number of places is much smaller - applying does not guarantee you a place.

Who can apply?

HIT Scotland's scholarship programme is open to anyone working in or studying towards a career in the Scottish hospitality industry. It is open to all ages (must be over 16, some opportunities are over 18), all levels and job roles, and the scholarship you apply for must be relevant to your career. If you move from Scotland, or leave the hospitality industry, you will forfeit your scholarship.

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If you have previously received a scholarship, we ask that you leave two years before applying again, to give you time to put the learning into practice at work, before your next learning experience. Eg if you received a scholarship (this includes the THTDP) in 2022 or 2023, you cannot apply for 2024. We have so many people applying that we can't give a scholarship to everyone, so this allows us to spread the scholarships around more people.

You must have the approval of a senior manager to apply, so the General Manager, Operations Manager, HR Manager level. This is to ensure that you are applying for something they feel is suitable for you, and that the business are willing to give you the time to take part in this scholarship.

How long is a scholarship, and when does it take place?

Scholarships are usually a couple of days to a week long. Some scholarships are set dates, and some can be organised to suit your diary. Scholarships will take place over the year after recipients are announced, so at some point between February 2024 and February 2025. Some scholarships include an overnight stay, which HIT organise and pay for. Some require you to travel each day, and HIT will organise accommodation for those outwith a suitable daily travelling distance. Information about this is noted with the scholarship detail on the website.

How many scholarships do you award?

There is not a set number of scholarships that are awarded each year, it depends on the quality and suitability of the applicants. Some scholarships do have a limited number of places, this will be mentioned in the scholarship description on the website.

Not everyone that applies will receive a scholarship. We get hundreds of applications, and only around a fifth of those generally win a scholarship, so it's in your best interest to take time over your application, give us plenty of information to answer the "tell us" question, and ensure you apply for something suitable to you.

We may not offer places on all the scholarships on the list.

How do I choose which scholarship to apply for?

You can only apply for one scholarship. Scholarships are broken into 3 categories to help you find the right one - business empowerment, operational empowerment, and inspirational empowerment.

Please read the scholarship descriptions on the website to find out if this suits you and your development needs, and that you meet the criteria for applying for that particular scholarship. If you don't meet the criteria for the scholarship you have applied for, you won't be offered another scholarship.





**KEEP IT
REAL**



**FORWARD
THINKING**



**HEART
& SOUL**

What's the application process?

- Applications are taken once a year, from September to November.
- Read the scholarship descriptions, find one that best meets your needs.
- Check that you meet the criteria given.
- Check that a senior manager is happy for you to apply for this scholarship.
- Complete the application form at the website.
- Submit it!
- Early December the HIT Scholarship Panel decides who to interview.
- Mid December you will receive an email inviting you to interview, or explaining that you have not been successful.
- You attend a short 15 minute interview in January to discuss your development needs - an interview does not guarantee you will receive a scholarship.
- Early February you will receive an email confirming if you have received a scholarship or not.
- Scholarship winners are announced and celebrated at the Talent Conference in February.

The Application Form

This lets us check that you meet the basic requirements for the scholarship, and lets you tell us what you do, and why you deserve to get a scholarship. You need to sell yourself and show your passion for your job and the hospitality industry! You also need to have considered how this scholarship will help you in your role, and your business. There are specific things that we want you to tell us for each scholarship, so please make sure you do that.

We ask

- Contact details for yourself - personal email and also business (if you have).
- Contact name and details for the senior manager who has approved your application.
- Why should you receive a scholarship? Give us the information we asked for in the "Tell us" part of the scholarship description.
- What are you looking to learn from the scholarship? (5 bullet points with your objectives)
- Have you had any HIT scholarships before? What and when.
- If you are shortlisted, how and where would you like to do your interview. There is the option of in-person at certain towns/cities, or online (for those further away). *We understand that this depends on the exact date offered, but this helps us to plan.*



You have one chance at completing the application form, so we suggest you write your answers in advance to make sure that you don't forget something important. Then you can copy and paste them onto the form.

The senior manager that has approved your application will be copied into our email correspondence with you, whether you are successful in receiving an interview or not, and then the outcome of that. They should be able to help you prepare.

If you are offered an interview, a week before the interview you will be emailed a reminder along with a copy of your application.

Question answer guidance

- Why should you receive a scholarship?
 - Tell us who you are, what you've done, and why you deserve to receive this scholarship.
 - Give us the information we asked for in the "Tell us" part of the scholarship description. Each one asks for different things. This helps us decide if you are suitable for the scholarship.
- What are you looking to learn from the scholarship? (5 bullet points)
 - Tell us specifics of what learning objectives you have or things you want to get from the scholarship.
- Have you had any HIT scholarships before? What and when.
 - What was the name of the scholarship, and what year was it?

How do you decide who gets an interview?

The HIT Scholarship panel made up of HIT Trustees and the Executive Team read all applications and decide who to take forward to interview. This is based on the suitability of the applicant for that scholarship, the quality of their application, and the passion that they show for the industry.

What happens if I get an interview?

Interviews are conducted during January 2024. This will be either in-person or online. In-person interviews will take place on specific dates, at specific towns/cities. In-person interviews will take place in Aberdeen, Inverness, Glasgow, Gleneagles, Edinburgh, Dundee and St Andrews. Online will be via Zoom or a whatsapp video call - we want to be able to see you! If you asked for an in-person interview and we cannot facilitate that, we may move you to an online interview.

The interview is a relaxed chat with one of the HIT Executive Team (or friend of HIT Scotland who understands the scholarships), where they ask about your job, your ambitions, why you applied for the scholarship, and what you want to learn. It gives them the chance to find out more about you, your passion for the industry, and decide if the scholarship is right for you. It is your opportunity to impress, and to win a place on the scholarship. This will be around 15-20 minutes long.



How do you decide who gets a scholarship?

The HIT Scholarship panel looks at all interviewees and decides who they feel would best benefit from a scholarship at this time. This is based on the number of applicants for each scholarship, and their suitability for it. Scholarships are for the benefit of the industry as a whole, so will be awarded to cover a geographical spread of people around Scotland, and from a variety of businesses.

If we do not receive a suitable application for a certain scholarship, we will not award that scholarship. This is at our discretion.

When do I find out if I have won a scholarship?

Interviewees will receive an email early February confirming if they have won a scholarship or not. Winners will be awarded with their scholarship at the Talent Conference in February.

Talent Conference 2024

The scholarships are announced at the end of the day at the HIT Talent Conference. The day runs from 9am to 4pm and is an inspirational day of workshops and talks, to help you grow and develop and to celebrate your scholarship award. This year it takes place at the Voco Grand Central Hotel in Glasgow on Thursday 8th February 2024. The day is a good learning experience in itself, and is open to everyone, not just those who have received a scholarship interview. Because your HIT scholarship is something that should help you be better in your role in some way, businesses often purchase tickets as a training day for staff, so please ask your senior manager if you can attend. Attending the conference is the only way to get a printed version of your scholarship certificate (colleagues can take yours away if you are not there). If you do not attend, you will be emailed a digital version.

Giving Back to HIT Scotland

The HIT Scotland scholarship programme is made possible through industry support and sponsorship of fundraising events and outdoor challenges. Without the industry “giving back” to HIT Scotland, we could not continue to provide scholarships, so we ask if scholars and their businesses are able to support us where they can. We will send round an email to everyone after the scholarships are awarded to ask if you’re able to help. Some ideas of how you and your business can help.

- **Provide a raffle or auction prize for a HIT event.** Prizes are great for us, as they allow us to continue fundraising to provide more scholarships. At our events we do a raffle (everyone donates £20 to enter) and if we have enough prizes we can do a prize per table. Raffle prizes should be over £50 in value to encourage people to enter. Sometimes these and more valuable prizes are used for the silent/secret auction (people put in a bid for the prize, and the highest bid wins), or if it is a highly valuable or unique prize we would use this for the grand auction (where people in the room stick up their hand to bid and the auctioneer gets the best price). If a prize is something your business can offer, we would sort out expiry dates with you to suit one of our events as they run throughout the year.
- **Buying tickets for HIT events.** HIT run fundraising events around Scotland, some are fun lunches, some are black tie dinners, but all showcase the best of the industry and are a great way for you to network, or use as a thank you to staff and suppliers. Look at



the Events calendar on our website to see what events your business may like to attend.

- **Providing discounted or complimentary meeting rooms for HIT.** A number of our scholarships are courses which require us to book meeting rooms with lunch/tea/coffee for one or two days, some with overnight stays. If your business can provide a free meeting room or a good discount on a DDR, and discounted bedrooms for scholars that need to stay overnight, that helps us keep the costs down and provide more scholarships!

What are the dates I need to know?

- Applications open on Thursday 21st September 2023.
- Applications close at midnight Sunday 19th November 2023.
- You will be emailed by Friday 1st December 2023 to let you know if you have been offered an interview, or not been successful.
- Interviews for Scholarships will take place during January 2024 (4th to 31st).
- You will be emailed the day before the Talent Conference to let you know if you have won a scholarship.
- Scholarships will be awarded at the HIT Talent Conference on Thursday 8th February 2024, at the Voco Grand Central Hotel in Glasgow.

Communication

With hundreds of applications, communication will be done by email, so please ensure that you give us the correct email address! Interview emails will be sent as a mail merge, so sometimes this ends up in your junk or spam email folder - please check those folders around the dates above. If you can add alyson@hitscotland.co.uk to your safe senders list on your email, then this should mean any emails arrive in your inbox rather than spam.

Terms and conditions

- Candidates can only apply for one scholarship.
- Candidates must be working in the hospitality industry in Scotland.
- If scholars don't fit the criteria for the scholarship they apply for they won't be offered an alternative.
- Candidates must keep HIT up to date with any changes to contact details or employment.
- If a scholar changes company or role and the scholarship they have won is now not relevant to them, they will forfeit their scholarship and not be given something else. They will be able to apply for something new at the next set of applications.
- If a scholar moves from Scotland or leaves the Industry they will forfeit their scholarship.
- Scholarship content may change from that described.
- As a Scholar of HIT Scotland you are an ambassador of your Organisation, both on and offline. It is your responsibility to conduct yourself in a professional and sensible manner at all times.
- HIT Scotland reserves the right to change a scholarship offered in any way, if circumstances require.



- HIT Scotland organise scholarship experiences on your behalf, but you take part at your own risk and are responsible for your own health and safety.

Scholars are responsible for

- Informing HIT Scotland of changes to their contact details or employment.
- Being fully aware of the nature of the scholarship and your involvement in it and understand and accept all risks attached thereto.
- Complying with all reasonable instructions and requests.
- Informing HIT Scotland of any medical condition (including pregnancy) which might affect their participation in the scholarship.
- Taking note and complying with the Scholarship Provider's health and safety policies.
- Dressing appropriately at all times, and following dress codes where provided.
- Providing their own travel insurance for overseas scholarships.
- Sorting their own inoculations & visas where required.
- Providing receipts for out of pocket travel and food expenses (guidelines will be given).
- Ensuring reasonable steps are taken to maintain complete confidentiality.
- Conducting themselves appropriately in accordance with the applicable laws of the country for which they are responsible for knowing and understanding.

General

- Scholars must be working in the hospitality industry in Scotland to receive their scholarship. If you change job, the scholarship stays with you, as long as you are still working in hospitality in Scotland, and the scholarship is still relevant to your new job.
- When required, accommodation will be provided by HIT Scotland unless otherwise stated.
- HIT Scotland does not accept responsibility for travel arranged if the Scholar makes changes.
- Expenses will be paid on completion and return of the Feedback Form. Feedback Forms must be returned within two weeks of completion of the Scholarship.
- HIT Scotland will not cover the cost of required clothing, personal spending money, or alcohol.
- Scholarships are booked for exact dates. Extensions to planned visits and additional requests are the scholar's own responsibility.
- Unless otherwise agreed, all scholarships must be taken in the year awarded.
- Any scholar found under the influence of drink or drugs will have their scholarship terminated with immediate effect.
- Scholars will be liable for the cost of their scholarship and incurred expenses if they fail to attend without good cause.
- Photographs and / or film footage may be taken during the Scholarship and that any such photographs and / or film footage may be used by HIT Scotland to promote and report on the scholarship.
- HIT Scotland will not be responsible for any loss or damage to personal items or property as a result of the scholarship.
- Scholars should be careful not to post inappropriate or harmful material on social media (both personal or company accounts), or share confidential information, in relation to your scholarship experience.
- Any grievances about your scholarship experience should be sent privately to HIT Scotland in a timely manner, who will then deal with this as appropriate.

Expenses Guidelines

- Up to £20 per day subsistence allowance will be reimbursed on return of the feedback and expenses form and should include photos of itemised receipts.



- HIT Scotland will reimburse you for travelling expenses.
- Where public transport is unavailable to get to your Scholarship, HIT Scotland will cover the cost of petrol but this must be agreed in advance and has a maximum limit of £100.
- Full information on expenses will be provided when your scholarship information is confirmed.

Diversity Policy - HIT Scotland is committed to encouraging equality and diversity and we aim to be truly representative of all sections of society.

Your Data

Privacy Policy - HIT Scotland takes data protection seriously. We will keep any personal data you provide secure, and will only use this for the purposes of considering you for a HIT scholarship, and then fulfilling this if you are successful.

Here are the relevant sections from our Privacy Policy to give you the information about how we deal with information collected and how long it is kept.

How we may use the information collected - and how long we will keep it

We use this information to understand your needs and fulfil your request, and in particular for the following reasons:

- Scholarships - If you apply for a HIT Scotland scholarship, you must do this via our application form on our website. We will use the information provided to consider you for one of our scholarships, and to contact you about this. If you are successful, we will use the information to fulfil your scholarship (this may mean providing some details to the scholarship provider), and your information will be stored indefinitely, as a record that you received a scholarship. We need this information to possibly use for case studies and to be able to contact you for this purpose, and for future research about who applied for what. If you were unsuccessful in your scholarship application, the information will be stored indefinitely as a record that you applied for a scholarship. Legal basis - we have your consent to do this, and it is relevant that we keep a note of who applied for what, and the results.
- Scholarship feedback - After you complete a scholarship we require your feedback on how it was, to allow us to improve scholarships going forward. We will keep all the information indefinitely. We need this for reference for future scholarships and for possible case studies, where we may then need to contact you. Legal basis - legitimate interest as we need this information to help us improve, and as a record of how the scholarship was.
- Scholarship expenses - If you have expenses to claim for your scholarship, we will use the information provided to process your scholarship expense payment. Any personal details submitted to HIT Scotland will be deleted from our system after one month. Our accounts software keeps a record of the bank details to show where the money was paid, and our bank account keeps a record of where payments were made. Legal basis - you have consented to provide this information to allow payment, and it is a legal requirement to keep bank and accounting records.
- Foreign trips - If your scholarship involves a visit to a foreign country, then we will use the information provided by you to process and organise this trip. Passport



information will be held until three months after you return from the trip and then will be deleted. Legal basis - we have your consent to do this.

- Improvements - We may use the information you provide to improve our scholarships, events and our website. Legal basis - it is a legitimate interest to do this to help us improve our service.
- Email archive - general email correspondence will be archived after dealt with, and deleted after 10 years. Emails will be deleted every year in July.

The full HIT Scotland Privacy Policy can be [found here](#)

