

# Checklist for the Going Higher for Student Carers: Recognition Award

## Contact details

Name of university	
Address	
Phone number	
Email address	

## Principle 1 – Identify

Criteria	Description of evidence submitted	Checkbox	Points awarded (for Carers Trust Scotland use only)
1.1 Pre-baseline survey completed			
1.2 Carers Support Working Group established			
1.3 Carers Support Working Group meeting(s) and remit			
1.4 Carer definition established			
1.5 Statement of Intent to Support Carers			
1.6 Widening access/ participation includes carers			
1.7 Contextualised admissions highlights carers			
1.8 Annual enrolment or matriculation identification			

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Criteria	Description of evidence submitted	Checkbox	Points awarded (for Carers Trust Scotland use only)
1.9 Student carer applicants identified			
1.10 Student carers at the university identified			
1.11 Confirming carer status of students			
<b>Total</b>			

## Principle 2 – Support

Criteria	Description of evidence submitted	Checkbox	Points awarded (for Carers Trust Scotland use only)
2.1 Named carers lead			
2.2 Action Plan			
2.3 Student Carers Policy			
2.4 Student Carers Support Policy launched			
2.5 Other relevant policies and strategies			
2.6 Publications and resources			
2.7 Website information			
2.8 Acknowledging carers			
2.9 Referral and signposting			
2.10 Student Association(s') participation			
2.11 Links to carer services			
2.12 Promoting local, national and UK wide carer services			

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Criteria	Description of evidence submitted	Checkbox	Points awarded (for Carers Trust Scotland use only)
2.13 Basic student carer awareness training taken up by university staff			
2.14 Advanced student carer training taken up by university staff			
2.15 Student carer training made mandatory for university staff – teaching and non-teaching			
<b>Total</b>			

### Principle 3 – Report

Criteria	Description of evidence submitted	Checkbox	Points awarded (for Carers Trust Scotland use only)
3.1 Data			
3.2 Key Performance Indicators (KPIs)			
3.3 Outcome Agreement between the university and Scottish Funding Council			
3.4 Going Higher for Student Carers Recognition Award journey			
3.5 Showcasing the Student Carers Action Plan			
3.6 Promoting Student Carers Support Policy			
3.7 Carers Support Working Group Review			
3.8 Post-baseline survey completed			
<b>Total</b>			

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**Name of carers lead:** .....

**Job title:** .....

**Signed:** .....

**Date submitted:** .....

Thank you for completing this form. It should be submitted on a USB stick/CD in electronic format. Each piece of evidence should be labelled with the criteria number, university name and description (for example – 1.1 University of Carers, Pre-baseline survey) and posted to:



**FAO Going Higher for Student Carers Initiative  
Carers Trust Scotland  
Office 64  
Spaces  
Tay House  
300 Bath Street  
Glasgow G2 4JR**



**Your privacy**

We promise to keep your personal details safe. You can change how we contact you at any time by contacting us at [dpo@carers.org](mailto:dpo@carers.org) or 0300 772 9600. To see how we protect and use your personal data read our Privacy Policy at [Carers.org/privacy-policy](http://Carers.org/privacy-policy).

If you have any queries about the application process, please get in touch with Carers Trust Scotland. Call 0300 772 7701 or email [scotland@carers.org](mailto:scotland@carers.org).



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