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

## Contact details

<table>
<thead>
<tr>
<th>Name of university</th>
<th></th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
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</tbody>
</table>

## Principle 1 – Identify

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

Supported and funded by

[Logos of EPYC, Scottish Funding Council, and Co-funded by the Erasmus+ Programme of the European Union]
<table>
<thead>
<tr>
<th>Criteria Description of evidence submitted</th>
<th>Checkbox</th>
<th>Points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.9 Student carer applicants identified</td>
<td></td>
<td></td>
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<tr>
<td>1.10 Student carers at the university identified</td>
<td></td>
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<tr>
<td>1.11 Confirming carer status of students</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Principle 2 – Support**

<table>
<thead>
<tr>
<th>Criteria Description of evidence submitted</th>
<th>Checkbox</th>
<th>Points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Named carers lead</td>
<td></td>
<td></td>
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<tr>
<td>2.2 Action Plan</td>
<td></td>
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<tr>
<td>2.3 Student Carers Policy</td>
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<tr>
<td>2.4 Student Carers Support Policy launched</td>
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<tr>
<td>2.5 Other relevant policies and strategies</td>
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<tr>
<td>2.6 Publications and resources</td>
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<tr>
<td>2.7 Website information</td>
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<tr>
<td>2.8 Acknowledging carers</td>
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<tr>
<td>2.9 Referral and signposting</td>
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<tr>
<td>2.10 Student Association(s’) participation</td>
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<tr>
<td>2.11 Links to carer services</td>
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<tr>
<td>2.12 Promoting local, national and UK wide carer services</td>
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</table>
### Principle 2 – Evidence

<table>
<thead>
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<th>Criteria</th>
<th>Description of evidence submitted</th>
<th>Checkbox</th>
<th>Points awarded</th>
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<tbody>
<tr>
<td>2.13 Basic student carer awareness training taken up by university staff</td>
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<tr>
<td>2.14 Advanced student carer training taken up by university staff</td>
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<tr>
<td>2.15 Student carer training made mandatory for university staff – teaching and non-teaching</td>
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<tr>
<td><strong>Total</strong></td>
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### Principle 3 – Report

<table>
<thead>
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<th>Checkbox</th>
<th>Points awarded</th>
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<tbody>
<tr>
<td>3.1 Data</td>
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<tr>
<td>3.2 Key Performance Indicators (KPIs)</td>
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<td>3.3 Outcome Agreement between the university and Scottish Funding Council</td>
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<tr>
<td>3.4 Going Higher for Student Carers Recognition Award journey</td>
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<tr>
<td>3.5 Showcasing the Student Carers Action Plan</td>
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<tr>
<td>3.6 Promoting Student Carers Support Policy</td>
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<tr>
<td>3.7 Carers Support Working Group Review</td>
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<td>3.8 Post-baseline survey completed</td>
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<td><strong>Total</strong></td>
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</table>
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**  

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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.

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