



University
of Worcester

Student Services

Student name: _____

Student number: _____

Careers & Employability

Worcester Award Log Book 2018-19

OFFICIAL USE ONLY

B S G

Verified by:

Your details

Please fill in your details below:

Name:

.....

Student number:

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Course:

.....

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Institute:

.....

Year of study: 1 2 3 4 Other (e.g. placement)

.....

Email address:

.....

I have already achieved: Bronze Silver

If this log book does not belong to you, please return it to the **firstpoint** desk in the Peirson Study & Guidance Centre, St John's Campus
- the owner will be very appreciative!

I hereby state that the contents in this Worcester Award log book are true and accurate to the best of my knowledge.

Student signature:Date.....

What is the Worcester Award?

- The Worcester Award is an employability award run by the Careers & Employability team, which is based in the Peirson Study & Guidance Centre, St John's Campus.
- It allows you to record extra-curricular activities you engage in during your time at university and encourages you to reflect upon how these activities can help to improve your future employability.
- The Worcester Award is split into 3 levels: Bronze, Silver & Gold. For details of what you need to do for each level, please refer to pages 4-5.

Why do the Worcester Award?

- The Worcester Award will be recorded on your HEAR when you graduate and you will receive an official certificate from the University of Worcester for your achievement too! Here are comments from students who achieved the award in 2017-18:

"The Worcester Award has enabled me to know where I want to go. I now know what to do with my degree."

"I am glad to have had this experience - it was really helpful to have this opportunity to practise and the feedback was clear and concise. Now I know exactly what to improve for future presentations and interviews."

"The Worcester Award gave me opportunities which I would not have considered otherwise, allowing me to develop new skills and recognise existing attributes. Achieving Gold was an incredible achievement where I reflected on the person I had become."

"It means I have the opportunity to enhance my employability skills and gain confidence to showcase these skills to prospective employers, hopefully opening the door to graduate employment."

How to achieve the Worcester Award: **Bronze**, **Silver** or **Gold**

Bronze Award

WORK EXPERIENCE (minimum 40 hours)

Can include paid employment* & mandatory university placements (e.g. school placements).



PERSONAL DEVELOPMENT ACTIVITIES

(minimum 20 hours)

Can include: unpaid employment/ volunteering; clubs & societies; being a course rep; extra courses; etc.

Silver Award

WORK EXPERIENCE (minimum 80 hours)

See above - the hours for Bronze are included in the hours for Silver.



PERSONAL DEVELOPMENT ACTIVITIES

(minimum 40 hours)

See above - the hours for Bronze are included in the hours for Silver.

Gold Award

COMPLETION OF SILVER AWARD REQUIREMENTS



COMPLETION OF A CV OR PERSONAL STATEMENT

This is in relation to a graduate job. Please indicate the job title when you submit the CV/personal statement to worcesteraward@worc.ac.uk Please note: you do not need to apply for the job - this is a mock application.

** If you have any difficulties accessing regular paid work due to issues such as disability or visa requirements, please contact us directly to discuss your situation.*

1 EMPLOYABILITY ACTIVITY



Could be **one** of the following:

- Careers workshop
- Careers appointment
- Employability-based session within your course

Please note: no study skills or well-being workshops.



3 EMPLOYABILITY ACTIVITIES



Could be **two** of the following:

- Careers workshop
- Careers appointment
- Employability-based session within your course

& SILVER AWARD WORKSHOP
(www.worc.ac.uk/workshops for info and to book a place)



5 MINUTE WORCESTER AWARD PRESENTATION & PANEL INTERVIEW



The interview will immediately follow the presentation.

Please note: you will need to hand in your log book at firstpoint by 15 February if you want to achieve the Gold Award.



The Worcester Award: from start to finish

1. **Register online** if you haven't done so already:
www.worc.ac.uk/careers/worcesteraward
2. **Record your activities** on pages **7-8, 11-22** and **24** in your log book.
3. To book on to Careers & Employability workshops, visit:
www.worc.ac.uk/workshops
4. To book a Careers appointment, visit: www.timecenter.com/worcester
5. Once you have completed the requirements for **Bronze** or **Silver**, hand in your log book at **firstpoint** by **Friday 12 April 2019**.
6. If you have completed the requirements for **Silver** and are **aiming for Gold**, hand in your log book at **firstpoint** by **Friday 15 February 2019**.
7. A member of the Careers & Employability team will check your log book and email you to confirm your achievement of the Worcester Award. If you are aiming for **Gold**, you will be emailed regarding your CV/personal statement and presentation & interview.
8. The Worcester Award Celebration Event will be at the **University Arena** on **15 May 2019**. Depending on numbers of achievers and venue capacity, you will be able to attend the event with a guest. You would need a ticket to attend.
9. After the Celebration Event, any certificates that have not been collected will be available from **firstpoint** or can be sent in the post if you email worcesteraward@worc.ac.uk to confirm your address.

For any advice along the way, come to a drop-in session in **firstpoint** (Thursdays, 11:30am-12:30pm), or arrange a separate appointment by emailing worcesteraward@worc.ac.uk

Worcester Award activity summary

Write the title of each activity in the table below. For work experience and personal development activities, also write the number of hours.

WORK EXPERIENCE	PERSONAL DEVELOPMENT ACTIVITIES	EMPLOYABILITY ACTIVITIES
<i>e.g. Sales Assistant - Marks & Spencer - 40 hours</i>	<i>e.g. Scout Leader - 20 hours</i>	<i>e.g. Careers appointment</i>

Worcester Award activity summary

(continued)

WORK EXPERIENCE	PERSONAL DEVELOPMENT ACTIVITIES	EMPLOYABILITY ACTIVITIES

If you have met the requirements for the Silver Award and hand in your log book in at **firstpoint** by 15 February, you can aim for the Gold Award. Please tick the relevant box below:

I intend to achieve the Gold Award.

Yes No

Activity Record - EXAMPLE

Work Experience Personal Development Employability Activity

Title of activity

Summer Club Assistant

Time spent on the activity (*not necessary for employability activities*)

48

hours

30

minutes

What did you do during this activity and what skills did you develop?* (*Describe your role*). See page 25 for examples of skills.

Consider using the **STAR** technique:

Situation - set the scene

Task - what did you need to achieve?

Action - what did **you** do?

Result - What was the outcome of your actions?

I planned daily activities for groups of children aged 5-11, including crafts, sports and music. I planned these on my own and as part of a team. This involved finding my own resources and using existing schemes. I became familiar with policies such as health & safety and I also participated in evaluations to ensure that improvements were made to activities where necessary. This entailed asking the children set questions, collating their answers and sharing information with colleagues at team meeting.

Activity Record - Continued

If you need more space to record activities, please add inserts or collect another log book from firstpoint.

I have become more organised as a result of having to plan for a range of activities, which involved research and setting objectives. I developed my leadership skills by planning and delegating tasks to members of my team. This involved communicating in a clear manner, and I had to constantly adapt the way I conveyed messages verbally and in writing due to working with children of different ages and abilities.

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Signature of person verifying the activity (e.g. manager)

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Email address of person verifying the activity

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If emailing confirmation, add note here: 'See confirmation'

Each activity needs to be verified by a signature from an appropriate contact who can confirm completion of your activity. Alternatively, confirmation emails can be sent/ forwarded to **worcesteraward@worc.ac.uk**

Activity Record

Work Experience Personal Development Employability Activity

Title of activity

.....

Time spent on the activity (*not necessary for employability activities*)

hours

minutes

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Your Top Skills

Select three skills that you have developed most from the activities you have documented in your log book. Please write an example of when you have demonstrated each skill in the table on the next page – an example is given below. This will be useful for when you write future job applications and prepare for interviews – many employers ask 'skills/competency based' questions. For examples of the types of skills that employers are looking for, please refer to page 25.

Please write your top three skills on the next page.

Consider using the **STAR** technique:

Situation - set the scene

Task - what did you need to achieve?

Action - what did **you** do?

Result - What as the outcome of your actions?

EXAMPLE:

Skill	Please provide an example of when you've used this skill during your activities.
Leadership	As a fund-raiser for St. Richard's Hospice, I helped to organise a family picnic event and, on the day of the event, delegated tasks to members of a small team. I needed to know in advance what roles were required and who would be best-placed to fill them, which I did by finding out people's strengths at planning meetings, which I chaired. One volunteer dropped out halfway through the planning process, therefore I shared their responsibilities amongst the team. Many people attended the event, and I ensured that they were able to participate in extra activities and donate hundreds of pounds.

Skill	Please provide an example of when you've used this skill during your activities.

Skills employers are looking for in university graduates

Below are top skills that employers look for in University graduates, taken from Prospects and TargetJobs. Use these for inspiration when you think about what skills you're developing during your Worcester Award activities.

Problem Solving

Negotiation & Persuasion

Communication - Written & Verbal

Leadership

Research Skills

Organisation

Commercial Awareness

Self-Management

Teamwork

Perseverance & Motivation

Ability to Work Under Pressure

Confidence

What happens next?

Once you have completed the requirements for Bronze or Silver, hand in your log book at **firstpoint** by Friday 12 April 2019. If you have completed the requirements for Silver and are aiming for Gold, hand in your log book at **firstpoint** by Friday 15 February 2019. You will receive an email from the Careers & Employability team once your log book has been checked to confirm which level you have achieved - please allow us a week or two for this.

Hopefully you will be able to attend the Worcester Award Celebration Event 2019, which will be held at the University Arena. Here we will celebrate your success and present Worcester Award certificates. See photos of last year's Celebration Event on the next page!

The Worcester Award and your future employability

Congratulations!

By completing the Worcester Award you have shown future employers that you can stand out from other candidates. Keep a copy of this log book to remind yourself of the activities you have completed, which prove you have the skills and experiences employers are looking for.

Make sure that you include the Worcester Award on/in:

- Your CV
- Job applications
- Interviews (using the 'STAR' technique to structure your answers).

Want any advice with career hunting or job applications?
Contact careers: careers@worc.ac.uk / 01905 855166

Worcester Award Celebration Event 2018

The Worcester Award Celebration Event was held at the University of Worcester Arena on 23 May 2018. The event was attended by friends and family as well as students, staff, local employers and the Mayor of Worcester, Councillor Jabba Riaz. Ross Renton, Pro Vice Chancellor Students, presented the Worcester Award certificates. The 2017-18 Worcester Award was kindly sponsored by Worcestershire Advance and Sanctuary Group.



Keep in touch with Careers!

If you need any help with your CV, a job application, guidance on what career path to choose, or anything else career-related, the Careers & Employability team can help. You can use the service after you graduate, so keep in touch - we'll always be here.

For further details about the Award, please visit:
www.worc.ac.uk/careers/worcesteraward



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[@Worc_UniCareers](https://twitter.com/Worc_UniCareers)



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Telephone: 01905 855 534
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Careers & Employability