



University
of Worcester

Student Services

Student name: _____

Student number: _____

Careers & Employability

Worcester Award Log Book 2017-18

OFFICIAL USE ONLY

B S G

Verified by:

Your details

Please fill in your details below:

Name:

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Student number:

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Course:

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Institute:

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

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Email address:

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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 page 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!
- Employers like to see that students get involved with extra-curricular activities whilst at university. The quotes below are from two employers based in the West Midlands who support the Worcester Award:

"By completing the Worcester Award, students can show prospective employers that they have relevant skills gained through extra activities that they have chosen to complete in addition to their degree studies. Over the last year, we have employed two University of Worcester students and recently offered an undergraduate placement for a year to another student."

Nicky Hawkins, Executive Director at Clearview

"The Worcester Award is a fantastic means of creating the link between education, the community and business. I was very impressed by the standard and the scope of work that the students had undertaken – long may it continue."

Adrian Field, Former Head of Worcester BID

The Worcester Award in seven steps

1. **Register** online: www.worc.ac.uk/careers/worcesteraward (if you haven't already!)
2. Start recording your activities on pages 6-7 and 10-21 in your log book until you meet the hours required for the Bronze level and fill in **'Your top skills'** on **page 23**.
3. Decide if you want to go for the Silver and/or Gold levels of the Worcester Award (details opposite) and complete the activities required for each level. Please note that if you are not in your final year, you can aim for a higher level later in your course.
4. To book on to Careers & Employability workshops, visit: www.worc.ac.uk/workshops and to book a careers appointment visit: www.timecenter.com/worcester
5. Once you've completed your Worcester Award activities please hand your log book in to **firstpoint** by **Friday 13th April 2018**. Please note that late log books cannot be accepted unless in exceptional circumstances.
6. A member of the Careers & Employability team will check your log book and will email you to confirm whether you have completed the award. If you are going for the Worcester Award Gold, you will be emailed with a date for your presentation and interview.
7. Attend the Worcester Award Celebration Event 2018 at the University of Worcester Arena and collect your certificate.

For any advice along the way come to a drop in session (in firstpoint), or arrange a separate appointment via: worcesteraward@worc.ac.uk

How to achieve the Worcester Award Bronze, Silver or Gold

Bronze Award

1. Work Experience (40 hours minimum)

Can include: Paid employment (full or part-time) & University placements.

2. Personal Development Activities (20 hours minimum)

Can include: Unpaid employment/volunteering, participation in sports clubs and/or societies, being a StAR, enterprise activities, language courses, extended travel, conferences, etc.

3. Employability Activity (One minimum)

Can include: Careers workshops (www.worc.ac.uk/workshops), careers advisor appointments (www.timecenter.com/worcester) or an employability based session within your course. Please note: no study skills or well-being workshops.

Silver Award

1. Work Experience (80 hours minimum) **includes** the hours for Bronze

2. Personal Development Activities (40 hours minimum) **includes** the hours for Bronze

3. Employability Activities (Two including the one for Bronze) You will need to complete an additional employability activity.

4. 'Worcester Award: Silver' Workshop (90 minutes)

This workshop will help you reflect on the activities you've completed and will help you promote yourself to future employers. To book, please visit: www.worc.ac.uk/workshops

Gold Award

1. Completion of the Worcester Award: Bronze & Silver levels

You will need to complete the Bronze & Silver levels before going for Gold!

2. Completion of CV or Personal Statement for an application form

You will need to indicate the role you are applying for. Email CV/statement to worcesteraward@worc.ac.uk or submit with log book. Verbal feedback will be given.

3. Completion of a presentation and interview

You will give a 5 minute presentation related to your Worcester Award activities then immediately attend a 20 minute interview.

Please note that you will need to hand in your log book to be eligible. The deadline is Friday 13th April 2018.

Summary of activities

Please write the title of each activity you have recorded in the table below & record the total number of hours completed to determine which level of the Worcester Award you have achieved. Good luck!

Work Experience (Bronze = 40 hr minimum) (Silver = 80 hr minimum)	Personal Development Activities (Bronze = 20 hr minimum) (Silver = 40 hr minimum)	Employability Activities (Bronze = 1 activity) (Silver = 2 activities + silver award workshop)
<i>e.g. Part time job at H&M 40 hours</i>	<i>e.g. Sports Coaching course 20 hours</i>	<i>e.g. Careers Advisor appointment</i>

Summary of activities

(continued)

Work Experience	Personal Development Activities	Employability Activities
Total hours (Bronze): /40	Total hours (Bronze): /20	Total attended (Bronze): /1
Total hours (Silver): /80	Total hours (Silver): /40	Total attended (Silver): /3 (Inc. WA Silver workshop)

If you have met the requirements for the Bronze and Silver Awards, you can aim for the Gold Award.

I intend to complete the Gold Award presentation and interview.

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?* (*Describe your role*)

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.

*Please note: one double-page spread for each Worcester Award activity.

Activity record

Work experience Personal Development Employability Activity

Title of activity

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

hours

minutes

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What did you do during this activity?* (*Describe your role*)

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*Please note: one double-page spread for each Worcester Award activity.

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*Please note: one double-page spread for each Worcester Award activity.

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What did you do during this activity?* (*Describe your role*)

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*Please note: one double-page spread for each Worcester Award activity.

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 this 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.

Please write a maximum of 150 words for each skill on the next page.

EXAMPLE:

Skill	Please provide an example of when you've used this skill during your activities.
Leadership	<p>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.</p>

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?

Please hand in your completed Worcester Award log book to **firstpoint** by **Friday 13th April 2018**. 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.

To end the year you will be invited to the Worcester Award Celebration Event 2018, held at the University of Worcester Arena. Here we will celebrate your successes and you will be presented with your certificate. See photos of last year's Celebration Event overleaf!

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 2016-17

The Worcester Award Celebration Event was held at the University of Worcester Arena on 24th May 2017. The ceremony was attended by friends and family as well as students, staff, local employers and the Mayor of Worcester, Councillor Steve Mackay. Ross Renton, Pro Vice Chancellor Students, presented the Worcester Award certificates. Katy Rees from Smile Education and Michelle Evans from Sanctuary Housing also gave speeches. This year's Worcester Award was kindly sponsored by Worcestershire Ambassadors and Sanctuary Housing.





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 for up to 3 years 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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