

Loughborough Employability Award – briefing for Support Services and other on-campus skills providers

The Award

The Loughborough Employability Award has been approved by University Senate and is endorsed by both the Programme Quality team and the Learning and Teaching Committee. The Award has been established to recognise the employability skills gained by students at Loughborough University through their engagement with extra-curricular activities, both on-campus and externally to the university.

The scheme

First, second and penultimate year undergraduate students who are currently studying at Loughborough University are eligible to enrol on the scheme. (It is expected that it will be extended to post-graduate (taught) students at a later date.) Students are expected to take up to two years to complete the scheme, although they can complete at any time up to the final term of their final year. From Autumn 2009 the Award will have 400 places each academic year.

Registration and administration

Students can register for the scheme via the university's virtual learning environment Learn. This process will be managed by the Careers and Employability Centre.

The scheme is run by the Award team in the Careers and Employability Centre; award manager, Yvonne Hamblin, with administrative support from Joss Moffatt and Sally Western, careers assistants.

What can be included in the Award scheme?

Any paid or unpaid work, voluntary activity, sports leadership or organisational activity, courses, workshops, involvement with a professional body, departmental activities and other interests, from which the student gains skills and competencies can be considered for inclusion in the student's application for the Award. A list of example activities will be available for students but the applicant can submit other activities provided that the activity is outside the academic programme and that he/she can demonstrate the personal development achieved through participation in that activity.

Placement year

If a student receives recognition from the University for participation in a placement year (Diploma in Industrial Studies, Diploma in Professional Studies) then the placement year cannot be included as an activity in the student's application for the award. If a student takes a 'year of absence' and undertakes informal work experience, then this can be included.

Recording the achievement

It will be the student's responsibility to complete the 'record of activity' form which records the activity. He/she will be expected to reflect on the

experience and demonstrate how he/she has developed and applied skills from that achievement (a completed example is available for staff information on the web site).

The student will then have to ask the designated representative from the university, Support Services, Students' Union or employer, to endorse the record. There is no need to sign this by hand – it can be emailed back to the student who then submits the form to the award team via Learn.

Criteria for awarding points

The Award is a points based scheme, where each activity or course carries a number of points which are awarded according to commitment, level of responsibility, skills development etc. Many of the activities on campus have previously been agreed with the award manager and a list of points is available on request. If you are not aware of the number of points to be allocated, there is no requirement for you to give a number of points.

An applicant can submit a maximum of 20 points earned through attendance at courses across campus. Students are advised to register their attendance at courses, workshops etc. so that their participation can be easily checked. They are also encouraged to claim for points resulting from a course or workshop in the year in which they attend.

Assessment and application

The Award will be achieved by a student gaining a minimum of 100 points, with points allocated for each activity. Students are advised to take at least two years to complete the Award and will be required to submit their application before the end of their final semester. The application process will comprise of the completion of a CV and of an application form giving examples of their personal development, skills and competencies, through participation in the activities for the Award scheme. The application form is based on an employer's graduate recruitment form.

Right of appeal

Any queries will be referred to the Award team in the Careers and Employability Centre. There will be a 'right of appeal' for any student who queries allocation of points and again this will be dealt with by the Award team with referral as appropriate to the Support Service or on-campus skills provider.

Marketing

A logo is available which can be used against any activities which are included in the Award. Support Services will be able to include this symbol on web sites and printed materials to indicate which activities are eligible for the Award. It is also available from the award manager.

Annual review

The award manager will review the content and points allocation of on-campus activities annually.