



Loughborough Employability Award

This form is to record paid employment, voluntary work, personal interests which offer development and other **completed (or nearly completed) activities** which demonstrate development of employability skills. It should be completed by the student and **endorsed before submission**, where indicated, by a staff member from Loughborough University's Students' Union, Student Services, other university staff or an external supervisor or employer. It is the responsibility of the student to gain endorsement. **Students – please see the list of activities in Learn for a list of contact names who can verify the activity for you.**

The Award team may request verification of this activity from the person endorsing it and will conduct checks at random for external activities.

Full name of student	Student ID number
Jo Soap	XX 12345

Nature of activity (e.g. student representative, type of employment or voluntary activity, workshops attended)

Student Trainer, Loughborough Students' Union. Ran generic training sessions for volunteers.

Please state time period(s) for this activity with dates.(e.g. 3 hours per week from Oct 08 – June 09) or date, e.g. 6th March 2010.

October 2008 – March 2009

What employability skills have you acquired or developed through this activity?

Time management, planning, presentation skills, diversity awareness, interpersonal skills.

Please describe how you have applied these skills (please see guidelines in the Learn module to help you with this)

I volunteered to become a student trainer to help student volunteers gain key skills which would help with their volunteering activities. I received 8 hours training on learning styles, training methods/styles and presentation skills. Once my training was complete I observed a training session with an experience trainer before being allocated my first solo session which was on 'Planning an event'. I was given the pre-written session and had to spend some time familiarising myself with the content, working on timings and my general presentation skills. Although I am naturally an outgoing person, I found the training difficult at first, especially with timings and I had to discipline myself to follow them in order to complete the session.

It was quite daunting standing in front of a group of strangers. Several of them were international students with limited language skills so I had to ensure that I was clear but not patronising. I learned some important lessons – one of which was to be there well in advance to make sure everything was set up properly; this challenged my time management skills.

As I became more confident I was asked to help market the sessions to students and in December I was made 'supervisor' with responsibility for managing the team of 6 student volunteers, allocating them to sessions and making sure they knew what to do and when. I hope to continue this role in the next academic year.

Declaration: I wish to submit this evidence of activity towards my application for the Loughborough Employability Award and understand that this may be verified by the Award team.

Signature of student (printed name acceptable for email)

Jo Soap

TO BE COMPLETED BY PERSON VERIFYING ACTIVITY – not by the student

Name of person endorsing activity
Sally Deller
Job title/position of person endorsing activity
Student Resource Manager
Date
20 th June 2009
Contact email address AND telephone number of person endorsing activity (this may be used to verify the student's activity)
s.d@lboro.ac.uk Tel: 222xxx
Name of Student Support Service, university department/group or employer
Loughborough Students' Union
<p>For university staff only: Please write a brief reference below about the student's participation in the activity. If you are a member of the University's staff and you have previously agreed points with the Award Manager then please also indicate below how many Award points you would allocate to this student for this activity. If you have not previously agreed points, then please just write a brief reference in the space provided Please return the form to the student by email and copy the email with the attached form to: employabilityaward@lboro.ac.uk</p> <p>If you need any advice, then please contact the Award team. Email: employabilityaward@lboro.ac.uk</p>
<p>Excellent progress made. Time management and presentation skills improved. Led to Jo being given more responsibility.</p> <p>Recommend 30 points (If you have not previously agreed points with the award team then you do NOT need to award points, thank you)</p>
<p>For external employers/supervisors/verifiers only: Please write a brief reference below about the student's participation and performance in the activity/period of employment. Please return it to the student by email and copy the email with the attached form to: employabilityaward@lboro.ac.uk</p> <p>If you need any advice, then please contact the Award team. Email: employabilityaward@lboro.ac.uk We may contact you to verify your endorsement.</p>

Thank you for completing the form.
Please return it to the student by email if possible so it can be submitted towards the Loughborough Employability Award.

Example