the Hull Employability Awards

Student Handbook

Reflect | Articulate | Experience
The Hull Employability Awards are a set of awards to complement a degree. They recognise a level of success in developing the skills and attributes characteristic of Hull graduates, standing as an endorsement of excellent employability. These attributes can be gained in any area of university life, from volunteering to part-time work, your course of study to being a member of a sports team or society.

There are four awards: the Civic and Social Responsibility Award, the Global Citizenship Award, the Entrepreneurship Award, and the Leadership Award. Each award recognises a particular area of strength.

The awards are based on the Hull Graduate Profile, which outlines various attributes that the University will provide you with opportunities to develop. You will create an ePortfolio, reflecting on your experiences at University and consequently how you have achieved these attributes.

Each attribute is worth either 1, 3 or 5 points, depending on the depth of reflection, what evidence of the activity or experience is provided and how you apply your skills. To gain a Hull Employability Award you must accumulate a minimum of 100 points with at least 5 points gained in each category. This portfolio is a developmental process and so you are encouraged to add to it over time.
Points By Numbers

There are 38 attributes in total, each one worth a potential 5 points. Points are assigned by accreditors using the following criteria:

1 POINT - DONE IT: describing the activity you have undertaken

3 POINTS - REFLECTED ON IT: description of the activity and an effective piece of reflection on it

5 POINTS - APPLIED IT: description, reflection, and evidence that you have further applied the attribute

Students and staff involved in the Awards scheme, including Pro-Vice Chancellor, Professor Glenn Burgess and University Librarian, Dr Richard Heseltine.
The Awards

Your student journey is unique and there are four awards to reflect that. Choose which award you want to apply for when you are ready to submit your portfolio.
CIVIC AND SOCIAL RESPONSIBILITY

Students who achieve the Civic and Social Responsibility Award will demonstrate active participation in their local communities and society as a whole. These students will be able to demonstrate supporting a positive impact on society at a local or national level.

GLOBAL CITIZENSHIP

Students who achieve the Global Citizenship Award will be able to demonstrate an awareness and recognition of their place within a global community. These students will promote and embody a broad, culturally inclusive view as an active citizen of the world.

ENTREPRENEURSHIP

Students who achieve the Entrepreneurship Award will demonstrate their capacity and willingness to develop, organise and manage projects or ventures. These students will be able to demonstrate innovation and the ability to take risks, but also a high level of problem-solving.

LEADERSHIP

Students who achieve the Leadership Award will demonstrate a significant number of instances where they have organised a group of people to achieve a common goal. These students will have provided guidance, direction and support, and shown evidence of responsibility.
The attributes are divided into seven categories. You need to get at least five points in each of these categories - after that the choice is yours!

Critical and Independent Thinking

The attributes in this category encourage you to be comfortable with developing and defending your ideas.

Attributes:

Defend ideas confidently when constructively challenged by others

Challenge accepted practices or ideas with reasoned arguments

Be able to think critically and analytically to evaluate arguments and propose solutions to challenges

Use initiative to solve problems

Able to collate, manipulate and interpret quantitative and/or qualitative data; and to convey their meaning to others

Put theory into practice

Leadership and Collaboration

The attributes in this category encourage you to both lead and work within a team to demonstrate the responsibilities that come with these roles.

Attributes:

Work effectively as part of a team by contributing to team tasks and taking on a range of the team roles

Contribute ideas and suggestions to group activities

Persuade and negotiate

Explore a range of alternative options to find appropriate solutions to problems

Make plans for own or group activities; identify and mitigate risks

Deal with change and uncertainty
DIGITAL LITERACY & KNOWLEDGE MANAGEMENT

The attributes in this category reflect a sound knowledge of studying and working within a digital world. You are encouraged to develop this knowledge and address any gaps that appear.

Attributes:

Choose and use digital tools and appropriate blends of technology to suit needs

Use both generic and specialist digital tools, data sets and service effectively and efficiently

Locate, access, understand, critically evaluate, manage and use information in multiple formats (including digital and physical) from a wide range of sources

Manage digital identities and public-private boundaries in online social spaces to maintain professional reputation, stay safe and cope with distractions and digital overload

Engage with and collaborate in online information and communications networks

COMMUNICATION

The attributes in this category encourage you to confidently present yourself and your work.

Attributes:

Write effectively for a range of audiences

Communicate orally to a range of audiences

Reflect on the impact of different behaviours and your use of language on groups and situations

Seek, offer and receive advice, support and constructive criticism to/from a range of people (peers, supervisors)

SELF-MANAGEMENT

The attributes in this category encourage you to demonstrate responsibility for yourself and your development.

Attributes:

Manage your time

Effectively manage pressure
**Knowledge of...**

The attributes in this category encourage you to identify how your discipline, and other disciplines, can be used to approach and solve problems through research, scholarship and practice.

**Attributes:**

The connection between your discipline and key global issues

The interdisciplinary issues which affect global, national and local communities

Moral and ethical issues

Innovation, risk and the pursuit of opportunities

Own and other cultures, values and beliefs

Rights and responsibilities of individuals and communities

**Behaviours**

The attributes in this category encourage you to demonstrate experience of putting skills and knowledge into practice in the wider world.

**Attributes:**

Contributing to positive change and development in your communities

(local communities, societies, workplace) through action or research

Reflecting on, articulating and evidencing your achievements using Personal Development Planning tools

Supporting and encouraging the development of others

Participating actively in student democracy and representation

Demonstrating leadership

Developing personal cultural capital

Contributing to the enhancement of intercultural understanding

Developing an international outlook

Developing creative approaches and identifying opportunities to implement them

**Presentations**

**Research**

**Study Groups**

**Essays & Assignments**

**Curricular**

**Case Studies**

**Lectures**

**Dissertation**

**Study Groups**

**Curricular**

**Case Studies**

**Lectures**

**Dissertation**
Example Activities

Almost everything you do whilst at university can count towards your Hull Employability Award, as long as you can link the experience to an attribute and reflect upon it. Sadly this doesn’t include eating an extra-large pizza in record time. What it does mean though is that every time you deliver a presentation as part of your course, or chair a meeting, or organise a training session for your sports team, you are gaining experiences that can go towards your award.

Extra-curricular activities include:

- Part-time job
- Placement
- Student Ambassador
- Councillor of Scrutiny
- Society Executive Member
- Sports Team Executive Member
- Department Rep
- Pass Leader
- HUSSO Volunteer
- GoConnect Volunteer
- Course Rep
- Advice Centre Volunteer
- Extra-curricular
Pebblepad is the eportfolio tool you will use to put together your portfolio for the awards. Once you get the hang of it, Pebblepad is a really good tool to use.
GETTING STARTED

The first thing you need to do when using PebblePad is log in. You can do this by clicking the log in button on the opposite page or visiting www.pebblepad.co.uk and going through the institutional login process.

Your user name is the six-digit number you use when logging on to a university computer, e.g. 123456. Your password is the same as your university password. If offered the choice between PebblePad Classic and Pebble+, always choose Pebble+. If you are experiencing difficulties logging in to PebblePad, contact help@hull.ac.uk.

Once you have logged in you will be in your personal Pebble+ workspace. This is where you will create and edit your portfolio.

USING THE TEMPLATE

We’ve created one easy-to-use template for you. Everything is all in one place, all you need to do is fill it in and add your evidence. To open up the template for the first time, go to your Resource Centre, find the file ‘Hull Employability Awards Portfolio’ and click ‘Use’. Make sure you save your template once you have used it. Your portfolio will now appear in your Asset Store.

To make any changes or to continue working on it, select your portfolio from your Asset Store and click ‘Edit’.

ADDING EVIDENCE

Once you have reflected on an attribute, you might want to add some evidence to further support what you have said. You can add as many pieces of evidence as you want, as long as they are relevant.

Evidence might be a copy of a PowerPoint presentation or an essay, or it might be a photograph or a link to a webpage. You can submit anything you want as evidence - if you’re unsure, just ask!

To add evidence, go to the attribute you are evidencing and click the ‘rosette’ under the ‘Evidence’ section. You can then browse for evidence already within PebblePad, or you can upload new files.

SUBMITTING YOUR PORTFOLIO

Every time you save your portfolio it is automatically submitted and updated on the Awards ATLAS workspace. This means that to submit your finished portfolio, all you need to do is save your final version and notify the Awards staff.

CLICK HERE FOR VIDEO HELP GUIDES!
Glossary

PebblePad has some unusual terminology, so we’ve put together a brief glossary to help you get to grips with it.

PebblePad

PebblePad is the overarching name for the software that you are using for the Awards. Within that, there are two areas: Pebble+ and ATLAS.

Pebble+

Pebble+ is your personal workspace. No one can access the documents you keep here unless you choose to share them with other people. You can access your Asset Store and Resource Centre from here, as well as your portfolio.

Atlas

ATLAS is a communal workspace; everyone taking part in the Awards will have access to the ATLAS workspace. You can access ATLAS by clicking the ‘globe’ symbol along the top bar of your Pebble+ workspace. ATLAS allows you to access resources and to communicate with others taking part in the Award.

Assets

Assets are essentially items. When you save your portfolio, it will appear in your Asset Store. Any uploaded files will also appear in your Asset Store.

Templates

Templates are blank forms to be filled in. The only template you will be using is the Hull Employability Awards Portfolio template. You cannot edit the template itself, but once you have saved it and it appears in your Asset Store, you will be able to edit any content you have added. Templates are accessed under the ‘For Me’ tab of your Resource Centre.

Asset Store

The Asset Store is where all of your saved items are kept. You can access your Asset Store by clicking on the ‘four boxes’ symbol along the top bar of your Pebble+ workspace.

Resource Centre

The Resource Centre is where your pre-created templates are kept. You can access your Resource Centre by clicking on the ‘star’ symbol along the top bar of your Pebble+ workspace.

‘By Me’ / ‘For Me’

The ‘By Me’ and ‘For Me’ tabs in both your Asset Store and your Resource Centre show the assets or templates created or saved by you, and created for you to use.
Reflective Writing

One of the most important parts of the Hull Employability Awards is developing your ability to write and think reflectively. You might be doing hundreds of different activities and gaining thousands of skills, but if you can’t articulate this to other people it’s not particularly useful. Your portfolio will be a collection of well-articulated, reflective pieces that demonstrate how you have gained a set of skills from the experiences you have had at university.

So, what is reflective writing? Reflective writing (and thinking) is looking at a situation or experience, thinking about what happened and how you will consider this in the future. It is very personal, so don’t be afraid to refer to yourself or write in the first person.

People are often very descriptive when they write. Reflective writing, however, only requires a small amount of description to provide some context.

You may find it unnatural and difficult to write reflectively at first, but once you get the hang of it you can feel very empowered. When you are able to identify how to change and adapt, you become more self-confident and assured.
STRUGGLING TO WRITE REFLECTIVELY?

Thinking about some of the following questions will help you to be more reflective and squeeze the most knowledge you can out of an experience. Remember, reflection isn’t just about focusing on what went well - an unsuccessful experience is equally as valid!

If I had more time, what would I do next?

How did my learning on this task affect my practice?

What was the best thing I did? Why was this the best thing I did? How do I know that this was the best thing I did?

What did I find the greatest challenge in doing this activity?

Why was this a challenge?

What did I learn about myself from this activity?

What new skill did I learn or develop through doing this?

Which were the most difficult parts of the activity and why were they difficult for me?

What can I do to improve my performance when next meeting this particular sort of challenge?

How have I developed my knowledge and skills?

Which were the most straightforward parts of the activity and why did I find these easy?

What have I got out of doing this activity?

What do I plan to do differently in the future?

To what extent do I feel I have met this challenge?

How have my perceptions of the activity changed over time?

Are the lessons I learned useful for other or future activities?

What worked least well for me? Why did this not work well for me?

What would I have done differently?

What have I learned about myself if this activity didn’t work well for me?
Support

There are lots of different ways we can help support you throughout the awards...

This handbook!

The handbook should cover most of the basics, so check here first!

The website

hullawards.hull.ac.uk has loads of information. You can also use the website to:
- book onto workshops
- register
- fill in feedback request forms
- fill in submission forms
- book appointments

Portfolio feedback

If you’d like some feedback on your portfolio, just fill in the feedback request form found on the website.

Email

Help is always an email away! If you have any questions at all, email hullawards@hull.ac.uk

Appointments

If you need extra support you can book a 30 minute appointment. This can be done through the website.

Workshops

Our workshops will help you develop and apply a variety of skills.

Video help guides

We have a number of video help guides - check out our YouTube channel or the website.
The Awards Journey

1. Register Online

The first thing you need to do is register your interest online - just go to hullawards.hull.ac.uk and fill in the quick and easy registration form! You will then receive a confirmation email.

2. Attend an Introductory Session

To be fully registered with the Awards, you need to attend an introductory session. This session will provide you with essential information. Book onto an introductory session using the link provided in the registration confirmation email.

9. Ask for Feedback

Before you submit your portfolio, we recommend you ask for feedback. Fill in a feedback request form and we’ll let you know how you’re doing and if there are any areas that still need some work.

8. Get Support

We’ve got lots of support on offer - don’t be afraid to use it! Whether it be a quick email or a one-to-one appointment, we’re always happy to help so make sure you get in touch if you need help or have a quick question.

10. Submit Your Portfolio

When you feel your portfolio is ready, choose your award and submit your portfolio. All you need to do is save your portfolio and complete a submission form, found on the website, before the next accreditation checkpoint. If you submit your portfolio late, it will be reviewed at the next checkpoint.

11. Interview

You may be asked to attend a short interview. This will give you the opportunity to talk about your portfolio and your experiences.
3. **Become Fully Registered!**

Once you have attended an introductory session you will be registered to the Awards and will have access to all the workshops, support and resources available. You will also be given access to the PebblePad workspace and templates.

4. **Complete a Skills Audit**

Part of your portfolio will include a skills audit. This is the first stage of reflection and will help you to identify strengths, weaknesses and areas to develop. The skills audit is included in the portfolio template.

5. **Develop Skills and Gain Experience!**

This includes anything from your time at the University of Hull (including retrospective activities). If you’re already doing stuff, great! If not, this is a great opportunity to get involved with university life. Need help getting started? Get in touch and we’ll point you in the right direction.

6. **Reflect, Reflect, Reflect**

This is the important bit - reflect on your experiences and build up your e-portfolio. It is much easier to do a little bit at a time and it is a continuous process, so we’d recommend setting aside half an hour a week or so to add to your portfolio.

7. **Attend Workshops**

Want to improve your public speaking? Or CV writing? We’ll be hosting a number of developmental workshops throughout the year in collaboration with the Students’ Union and other departments.

12. **Resubmission**

If your portfolio requires some further work you will be given the opportunity to resubmit it at the next checkpoint.

13. **Receive Your Award!**

Congratulations! You will receive a certificate and the Award will appear on your transcript, but you will also have the confidence to talk about all of your fantastic experiences.