

# UEA AWARD

## UEA AWARD 2018-19 APPROVED ACTIVITY LIST

THE TABLES BELOW GIVE EXAMPLES OF ACTIVITIES WHICH CAN BE UNDERTAKEN AS PART OF UEA AWARD IN THE VARIOUS AWARD CATEGORIES. THIS IS NOT AN EXHAUSTIVE LIST.

AN ONLINE DATABASE WITH A MORE EXTENSIVE LIST OF ACTIVITIES WHICH COUNT TOWARDS THE UEA AWARD IS AVAILABLE FROM: <http://tiny.cc/awardactivitieslist>

Please e-mail [award@uea.ac.uk](mailto:award@uea.ac.uk) if you need advice about whether you can submit a particular activity which is not in this document.



### WORKING WITH 'PROBLEMS'

Course projects, problem-based or enquiry-based learning  
 Solving a problem or addressing an issue of relevance in a workplace or business situation  
 Undertaking academic activities involving technical proficiency  
 Practical activities, fieldwork, doing research with data sources outside of the university  
 Applying theory to real-world scenarios  
 Prototyping  
 Projects involving data collection and analysis  
 Assessment based on real life situations ('authentic assessment')  
 OSCE (MED/ HSC)

### WORKING WITH NUMBERS

Data modelling and mapping  
 Using MS Excel, SPSS, Minitab, STATA or other statistical software  
 Undertaking lab work, lab reports, or practical experiments  
 Measuring/calculating in project work or research  
 Creating/maintaining a database of numbers

### WORKING WITH NEW MEDIA, THE VISUAL AND ICT

Creating a podcast, screencast, or blog  
 Curating an exhibition  
 Producing photos, videos or screen writing, video editing  
 Creating magazines, supplements or visual essays  
 Directing or producing radio or TV, or other practical roles in this context

### WORKING WITH OTHERS

Engaging in structured peer-assisted learning and giving feedback  
 Peer mentoring or peer assisted learning (unpaid, within a module only)  
 Group research project  
 Team project  
 Work-based learning  
 Group lab work  
 Group fieldwork  
 Research involving interaction with people

### WORKING WITH WORDS

Reflective work or reflecting on feedback ('feed forward')  
 Translation of written material or speech from one language to another  
 Presentation to a group  
 Gallery talk  
 Debate (formal discussion around an academic topic, with opposing arguments)  
 Policy briefing or briefing paper  
 Written work, e.g. a business report or journalistic piece with a specific objective or audience

Acting or directing  
 Producing a research poster  
 Technical or scientific drawing  
 Creating multimedia presentations  
 Designing a website or discussion forum for your course

# WORK-RELATED ACTIVITIES

PLEASE NOTE THAT THESE ACTIVITIES CAN BE PAID OR UNPAID, AND DON'T NEED TO BE RELATED TO YOUR DEGREE. FOR A LIST OF POTENTIAL WORK-RELATED POSITIONS YOU COULD APPLY FOR, PLEASE REFER TO MYCAREERCENTRAL: <https://mycareercentral.uea.ac.uk/students/jobs>



## PART-TIME WORK (UK/INTERNATIONAL)

Retail and hospitality work  
Marketing and social media roles  
Personal care support workers  
Administration and customer service  
Leisure and cultural assistants  
Summer camp staff  
Childcare-related  
Translating from one language to another  
Tutoring or teaching, e.g. TEFL

## INTERNSHIPS AND PLACEMENTS

UEA Student internship  
Self secured internship  
Year in industry placement  
ERASMUS placement  
Placement (midwifery, teaching, nursing, etc)

## UEA AWARD WORK-RELATED OPPORTUNITIES

These are opportunities we have developed with employers. Employers will be familiar with the award, and the opportunities will identify the attributes you are likely to develop.

See the 'Jobs' menu on:

<https://mycareercentral.uea.ac.uk/workgroups/uea-award>

## VOLUNTEERING (UK/INTERNATIONAL)

Volunteering is any activity where you give your time for free to a non-profit organisation, helping others, animals or the environment. PLEASE NOTE that these should be non-campus based volunteering roles. Campus volunteering roles should be submitted in Campus and Personal.

Assisting with event organisation  
Charity fund-raising  
Volunteering in the classroom/school  
Befriending or information/listening services  
Environmental volunteering  
Summer camp volunteering  
Regular shifts in shops, offices or care centres  
Vacation placements with charities  
Activities run by a faith group, except worship  
Sports, offering training/organisation for others  
Arts, e.g. raising money for charity  
Organising/helping with a club or society  
Events marshalling/stewarding  
Volunteer carer

Specific example might include:

(Law) Streetlaw, NCLS, Justice Project  
Nightline volunteer  
FoodCycle Norwich volunteer

## OTHER WORK EXPERIENCE

Work experience you have secured through your own contacts  
Freelance work

## ENTERPRISE

Registering as self-employed  
Company registration  
Gaining an enterprise grant (try it)  
Gaining an enterprise grant (do it)  
Apply for a Tier 1 visa (including writing a business plan)  
Running a stall or monthly market



## UEA OR SU PART-TIME WORK

PLEASE NOTE these should be paid roles. If unpaid, then the role should be submitted in Campus and Personal.

Peer Assisted Learning (PAL) scheme  
Student guiding (paid)  
UEA marketing (blogging/photography)  
UEA box office  
SU bar staff or barista  
Careers ambassadors  
Study abroad student ambassadors  
HE activators/National Governing Body Activators (paid)  
Advanced first aiders  
Student shop/bakery assistant

## OTHER WORK-RELATED ACTIVITIES

Law *pro bono* work  
Attending employer open days  
Work shadowing

# CAMPUS AND PERSONAL ACTIVITIES

THESE ARE UNPAID POSITIONS ONLY. PAID POSITIONS, EVEN IF BASED ON CAMPUS, SHOULD BE SUBMITTED IN THE WORK-RELATED CATEGORY. FOR MORE EXAMPLES SEE <http://tiny.cc/Awardactivitiesdatabase>



## STUDENT UNION ROLES

Student officer	Writing for Concrete
Student rep	Student TV/Radio involvement
Union councillor	Enterprise activities
Faculty convenor	Helping to organise society events
Liberation officer	Reduce, reuse, recycle volunteer
Peer support group	BuddySU
LCR ticket reps	Enterprise activities, e.g. running a competition
Ethnic minorities officer	Helping organise society events

## COMPETITIONS

- Academic school competitions
  - Law client interviewing competition
  - NBS Employability Week
- University wide competitions
  - Frank's Bar Tenner Tycoons
  - Owl Sanctuary Talented Ticket Touts
- External competitions
  - Future Leaders Challenge
  - NPower: Energy Challenge
  - Young Enterprise, Varsity Pitch
  - SEOTY
  - Uni Pop Shop
  - Dance competitions
- i-Teams competition

## STUDENT UNION SOCIETY ROLES

President	Women's Rep
Treasurer	Postgraduate Officer
Secretary	Other (defined by society)
Health and Safety Officer	Setting up a new society or UEA group
Equality and Diversity Champion	
Social Secretary	
Co-president/Vice President	
Communication/Publicity Officer	

## QUALIFICATIONS AND TRAINING

- ECDL (European Computer Driving Licence Qualification)
- Sign Language, BSL accredited
- Qualifications from MOOC participations
- Digital voyager course (UEA Library)
- Online language learning (Rosetta Stone)

## STUDENT SUPPORT SERVICES

- Language buddy
- Senior residents
- DOS reps
- Global Voices scheme

## COMMUNITY PROJECTS

- Church projects
- Chaplaincy faith groups
- CarbonCrew

## UEA SPORTS

- Sporting volunteers (organising or running events)
- Academic Sports Activators
- Club committee roles
- Club president
- Team captain

## OTHER SPORTS-RELATED

- Sports coaching
- Sports organising
- Playing in national/international competitions
- Sports ambassador

## UEA AND SCHOOL ACTIVITIES

- Faculty/Course/School Representation
- Peer mentoring/tutoring/outreach
- Student helper (open days)
- Language assistant
- School buddies
- Campus conservation volunteer
- PSY Leminar Series (Organising/Leading)

## PERSONAL

- Building a website
- Writing a blog/photography blog
- Writing for publications
- Caring for a child or relative
- Involvement in politics
- Musician, e.g. band or choir
- Military role

PLEASE NOTE THAT EVENTS RUN BY THE CAREERS SERVICE WILL BE AUTOMATICALLY ADDED TO YOUR UEA AWARD, PROVIDED YOU REGISTER YOUR ATTENDANCE. APPOINTMENTS WITH A CAREERS ADVISER WON'T AUTOMATICALLY APPEAR UNTIL THE SILVER LEVEL OF THE AWARD



## CAREERS GUIDANCE AND MENTORING

Careers guidance

Career mentoring discussions

- Insider insights

- Career mentoring relationships

- Mock interviews

- Enterprise/Start Up

Careers coaching

Business coaching

## CAREERS EVENTS

School-specific careers events, e.g. School employability week, School Specific careers fairs. For a full list of events and workshops, please refer to MyCareerCentral:

<https://mycareercentral.uea.ac.uk/students/events>

Careers Fair, at UEA or elsewhere

Networking event

Mentoring event

PLEASE NOTE UEA Careers service events are automatically added to your Award if you are marked as attended. For events outside of UEA Careers, these need to be written up in the 'Workshop and events attendance form'.

## COURSE RELATED EVENTS AND ACTIVITIES

Lectures with a careers theme

Employers lectures and visits

School-organised career management activities

Mock assessment centres

Creating CVs as part of your course

PLEASE NOTE these should be submitted in the 'Workshop and events attendance form'.

## HOW TO... WORKSHOPS



Develop the key skills and knowledge needed to build a successful career.

Getting started

- How to... make sense of the jobs market

- How to... find paid and voluntary work

Getting noticed

- How to... write a great application

- How to... write a great CV

- How to... get started with LinkedIn

- How to... network

Getting hired

- How to... pass psychometric tests

- How to... ace assessment centres (part 1 & 2)

- How to... give great presentations

Enterprise development workshops are also available

## EMPLOYER & ALUMNI EVENTS

Alumni Careers Events

Working in... workshops

Recruitment events

Skills training

Skills workshops

Market and role insight events

Business and industry conferences

Employer networking events



## CAREER AWARENESS WORKSHOPS

Working for small companies

Finding work experience and internships

Careers using languages and TEFL

How to choose a career

Working with Words

## CAREER PLANNING

Complete a Personal Development Plan (submit in our 'appointments and interactions' form).

## CAREER EXPERIENCES

Attending actual assessment centres

Attending interviews (submit in our 'appointments and interactions' form).