

UEA Award Help Sheet – Bronze

Contents

Introduction	1
Overview of Common Form Elements and Submitting Academic Activities ...	3
Overview of Main Form Differences	9
CV Development Form	10

This quick start guide shows how to access the UEA Award homepage and how to complete the award. If you have any questions about any aspects of the UEA Award then please e-mail Liam or Becky on award@uea.ac.uk. There is also a [more comprehensive help sheet available](#) which explains all the categories in detail.

For the Award, all we ask you to do is submit at least one activity through a form submission in a six month period. There is more guidance on time frames for this on the [UEA Award Support & Updates Site](#), through a list of [FAQs](#). You can also submit retrospective activities (those which happened in the past).

This guide is aimed at those just starting the Bronze Award.

Best wishes,

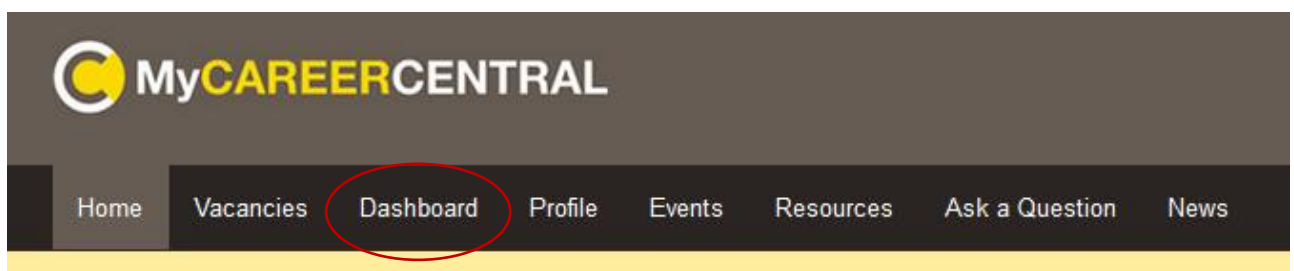
Becky and Liam

Dr Rebecca Ellis PGCHEP, FHEA, PGCE | UEA Award Officer | **Careers Service at CareerCentral**

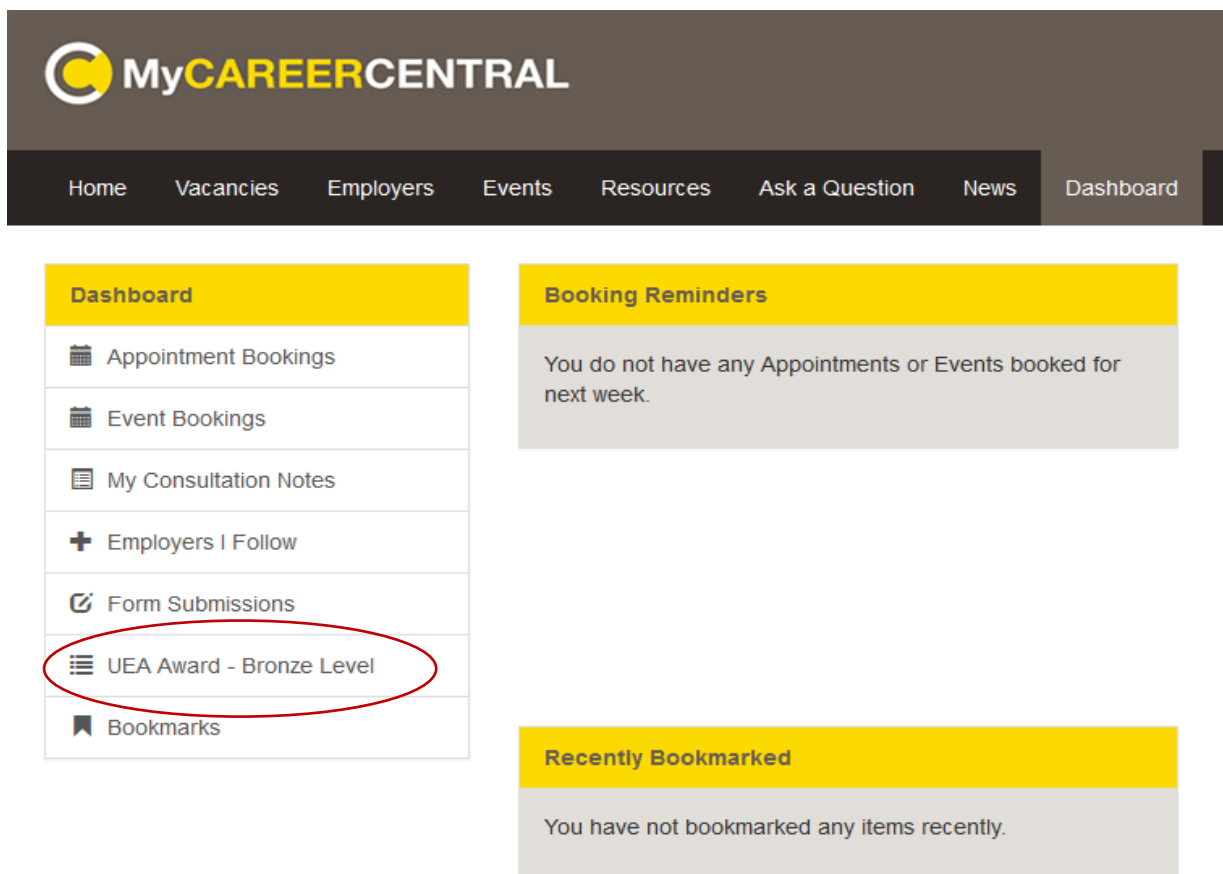
Direct tel +44 (0) 1603 592201

Introduction

1. You can access the UEA Award page from the main MyCareerCentral website. Open an Internet browser and go to <https://mycareercentral.uea.ac.uk/>. You will see the login screen if you are not already logged in. Login with your UEA username and password.
2. You will see the MyCareerCentral homepage. Click on the 'Dashboard' tab (circled):



3. In the 'Dashboard,' click on 'UEA Award' at the left of the screen (circled):



The screenshot shows the MyCareerCentral Dashboard. The navigation bar at the top has 'Dashboard' selected. The left sidebar contains a list of menu items: Appointment Bookings, Event Bookings, My Consultation Notes, Employers I Follow, Form Submissions, UEA Award - Bronze Level (circled in red), and Bookmarks. The main content area has three sections: 'Booking Reminders' (stating no appointments are booked for next week), 'Recently Bookmarked' (stating no items are bookmarked recently), and a 'UEA Award' section (partially visible at the bottom).

4. The Award homepage is then shown. You will see your registration section marked in green, because you will have registered and it has been approved. After you have attended the introduction event and been marked as attended (or you will have been marked as attended after receiving the help sheet), this will also be shown in green. At this point the sections beneath the 'Training' section will open up.



Welcome to the UEA Award

Thank you for being part of the award. We hope you will enjoy doing UEA Award activities, and gain a lot from recording them and exploring what you learned. Below are some key links to look at when you are completing the award:

- Here is an [overview of the requirements](#) needed for each section, as well as more guidance on submitting retrospective activities (those which happened in the past).
- For more support and information, including support documentation, current news and UEA Award Approved jobs, please visit our [UEA Award Support & Updates](#) site.

If you have any questions about the award, please don't hesitate to get in contact with the UEA Award staff on award@uea.ac.uk

Those of you who have already started the Bronze Award can still attend an introductory training session which covers a number of changes to the UEA Award since the pilot. [Here are available times of UEA Award training events and links to book from.](#)

UEA Award Badges Gained

Complete a section of the UEA Award to unlock badges which will appear here.

Registration

Training



Attribute Development

We have created a tool that will allow you to easily see your overall attribute development. [Download the document](#) and use your activity receipts, which you receive after an activity has been approved, to track your progress. This tool helps you to visualise your strengths and next steps.

Academic Activities 0/10

Career Management 0/2

Career Management Progress

Work-related Activities 0/30

Campus and Personal Activities 0/10

CV & Award Certificate

You can then start to record your Award activities for the various categories – Academic, Career Management, Work-related and Campus and Personal **in any order**.

Overview of Common Form Elements and Submitting Academic Activities

5. For the sake of an example, we will look at adding Academic activities first. Many of the sections in the academic form are common to the other forms on the Award homepage, and these areas of commonality will be explored here. You can click on the link circled below to open the Academic activity form:

Academic Activities 0/10

To complete this section, you need to have undertaken a minimum of 10 hours of Academic Activities, these can include:

team projects, presentations, applied research, lab work, using statistical software, translating from one language to another, and many other activities. The emphasis should be on activities that involve wider development beyond core academic skills.

Further information on the kind of activities you can submit is available on the [Approved Academic Activity List](#). Activities can also be formative (not counting towards your grades) as well as those assessed through coursework or exams.

More than one type of activity can be submitted to make up the 10 hours. Activities will be validated through e:Vision where possible and added to your total once approved.

[Submit 'UEA Award Academic Activity Form'](#)

6. You will find examples of the kinds of Academic activities you could submit under 'What type of activity was it?', and that is the same for all four main forms in the Award. You then select from the drop down box the type of activity and fill out the other details. There is also a support document on how to calculate your hours.

Please be aware that this form will time out after 20 minutes of no activity.

We would encourage you to write your submission in a Word document first and then copy and paste into the form, or keep clicking 'save draft' at the bottom of the form to make sure your work is saved safely.

How much do I have to do for each award level?
Refer here for the number of hours and activities at [bronze](#), [silver](#) and [gold](#).

i Use this form to submit your academic activities.

What type of activity was it?

Here are [examples of academic activities](#) you could submit as part of the UEA Award.

*** Is your academic activity summative (counts towards your grades) or formative (does not count towards your grades)?**
Please identify whether your academic activity is summative or formative. This is very important for how we confirm or validate your academic activities.

▼

*** Academic activities**
Please select the type of academic activity you want to record

▼

*** Date activity completed**
dd-mm-yy

▼

*** Module code**
You can log into e:Vision to retrieve your module code.
e.g. LAW-50168-2014/5

▼

*** Number of hours**
You can submit a minimum of 4 hours and a maximum of 10

▼

If you're unsure how to work out your hours, please look at our [document on how to calculate your hours](#).

*** Total hours - note them here**
Please write down the total hours you have spent doing the above activity. In the silver and gold award levels, you can opt to use these in the 'wild card' section.

▼

‘Total hours’ are different from the ‘Number of hours’ section of the form. The ‘Number of hours’ have a maximum you can submit in the form, which are noted above the box itself. There is a maximum number here because of the hours and activities requirements of each Award level. Your ‘Total hours’ are all the time you spent on that particular activity.

Further common elements of every main form include a ‘What did you do?’ and ‘What attributes did you develop?’ section. The ‘Write down how you would describe it on a CV’ section is common to all of the main forms except for the Career Management section. The red circled areas in the screenshot below show further support documentation.

What did you do?

Please list the main tasks or responsibilities you have undertaken in your academic activity in 100-300 words (minimum 670 characters). You can use bullet points if you wish but please write in full sentences. Please add enough context so we can understand what you are doing. Here are some [approval criteria](#) so you know what to write for this section.

*** Academic activities description**

You can copy and paste from Word.

What attributes did you develop?

This section allows you to document your attribute development. You will receive an 'activity approved e-mail' once this form has been submitted, which you can collate to see your overall progress in your [attribute development map](#). If you are uncertain about identifying UEA Award attributes an overview is [available as a PDF](#).

*** Attribute selection**

Please select up to 5 attributes to record; this will open further selections for each attribute. You need to record a minimum of 2.

- Communication
- Team working and leadership
- Self-management & Professionalism
- Problem solving
- Digital literacy & IT
- Applied numeracy & technical proficiency
- Career management
- Commercial awareness
- Innovation and enterprise
- Citizenship and stewardship

Write down how you would describe it on a CV

Write a short statement (min 40 words or 250 characters) that can be used in a CV or application, summarising your experience and skills gained overall from this activity. Please [look at this guidance](#) and you will be much more likely to be successful in your submission. You can use the acronym CARL to frame your statement: C=Context, A=action (what you did), R=Results, L=Learning.

*** CV Statement**

You can copy and paste from Word.

If you need any support completing this form then please e-mail award@uea.ac.uk

7. When filling out the main text sections, you can copy and paste from Word using the shortcut keys ('Ctrl + C' for copy and 'Ctrl + V' for paste). Alternatively, you can just type straight into the box. However, if you copy and paste from Word you will

be able to save a local copy, spell check your entry and also do a character count before you paste into the box.


8. In the attributes section, you need to select the attributes you used and developed in your activity, using what you wrote in the ‘What did you do?’ section as a prompt. When you tick one of the first list of ten attributes, the details of that attribute will be revealed underneath for you to select (toggling). The minimum number of attributes to tick are shown in the instructions. Support documentation is also available in the link at the top to give you an overview of all the attributes, attribute details and examples.

What attributes did you develop?

This section allows you to document your attribute development. You will receive an 'activity approved e-mail' once this form has been submitted, which you can collate to see your overall progress in your [attribute development map](#). If you are uncertain about identifying UEA Award attributes an overview is [available as a PDF](#).

*** Attribute selection**
Please select up to 5 attributes to record; this will open further selections for each attribute. You need to record a minimum of 2.

- Communication
- Team working and leadership
- Self-management & Professionalism
- Problem solving
- Digital literacy & IT
- Applied numeracy & technical proficiency
- Career management
- Commercial awareness
- Innovation and enterprise
- Citizenship and stewardship



*** Communication attribute detail**
Minimum of 1 selection

- Effective speaking and presentations, appropriate for specific audiences and contexts
- Writing coherently and persuasively, appropriate for specific audiences and context
- Seeking clarification when unclear
- Sensitivity to others
- Assertiveness and negotiation
- Tactfulness and diplomacy
- Showing the confidence to network effectively and for specific purposes
- Using social media effectively to build networks of contacts

9. In the CV section, you can click on the link to access some support documentation on how to write up the CV section and use of the CARL (Context Action Result Learning) framework. You are much more likely to be successful if you look at the guidance.

Write down how you would describe it on a CV

Write a short statement (min 40 words or 250 characters) that can be used in a CV or application, summarising your experience and skills gained overall from this activity. Please [look at this guidance](#) and you will be much more likely to be successful in your submission.

* CV Statement

As part of one of my university modules, I had to work as part of a team to devise a poster based on coughs. The team was separated to allow each person to research a specific part of coughs; this allowed for a lot more research to be done in a smaller amount of time. As a group we then went through each other's research to highlight any concerns regarding missing information or extraneous information. We devised the design and layout of the poster as a group to ensure that all members of the team were involved in the final appearance of the poster. This ensured that all team members were happy to present the poster at the final event. Our good team working paid off when we achieved a first class grade for our poster. I intend to use a similar group working method in the future where we delegate tasks effectively and make decisions as a team.

10. You can save the forms as a draft if you wish to revise them later on - click on the 'Save draft' button.

Write down how you would describe it on a CV

Write a short statement (min 40 words or 250 characters) that can be used in a CV or application, summarising your experience and skills gained overall from this activity. Please [look at this guidance](#) and you will be much more likely to be successful in your submission.

* CV Statement

You can copy and paste from Word.

If you need any support completing this form then please e-mail award@uea.ac.uk

[Save draft](#) [Submit](#)

11. When you are happy with the content of your form, you can click the 'Submit' button to submit it for approval.

Write down how you would describe it on a CV

Write a short statement (min 40 words or 250 characters) that can be used in a CV or application, summarising your experience and skills gained overall from this activity. Please [look at this guidance](#) and you will be much more likely to be successful in your submission.

*** CV Statement**

You can copy and paste from Word.

If you need any support completing this form then please e-mail award@uea.ac.uk

Save draft

Submit

12. After this, you will see a 'success screen' like the one below to show the form has been submitted. Your submission will then be held in a queue for approval. At this time, you will be unable to edit it.

'UEA Award Academic Activity Form' submitted!

Thank you very much for submitting your academic activities form. Your form will be reviewed by a member of staff and you will receive notification of your progress.

- Please be aware that if you have only recently completed a summative activity (which counts towards your grades), we will need to wait for your module marks to be entered on e:Vision. If your activity has already been marked, you can expect your form to be looked at within five working days, and the UEA Award staff will contact you with any queries in that time.
- If your activity is formative (doesn't count towards your grades), then we need to wait for your lecturer/ tutor to respond to our request for confirmation of what you did.

Please keep adding your other activities. You can get back to the UEA Award homepage [here via the dashboard](#).

Best wishes,

Becky

Dr Rebecca Ellis PGCHEP, FHEA, PGCE | Skills Award Officer | Careers Service at CareerCentral Direct tel +44 (0) 1603 592201

- [Review submission in printer-friendly format](#)
- [New submission](#)
- [Continue](#)

13. When your submission has been approved, you will receive an e-mail like the one below. This is a receipt of the information you entered for your CV statement as well as areas you have developed attributes in. Please save these e-mails as you will be using the CV statements to help you write a CV at the end of the award. You can also update your 'Attribute Development Map' with this information.

Subject: UEA Award: Congratulations your work-related activity has been approved

Dear Liam,

The form 'UEA Award Work-related Activity Form' was submitted 27-Oct-2015 9:53 AM to the UEA Award on UEA MyCareerCentral.

The activity that you entered into your form as 'UEA Skills Award Assistant' has now been approved and added to your UEA Award account. Please continue to submit further activities to progress through the award.

You can use and adapt the following statement on your CV:

UEA Award Assistant October 2015 – Ongoing As an Assistant on the UEA Award during its inaugural year of operation, I have been required to undertake a number of tasks and responsibilities, including: • Daily administration of the award, processing various student submissions at the different stages of the award's life cycle, becoming adept with the various online administrative systems of the award, ensuring the smooth processing of the award at all times • Providing support to the UEA Award Officer and IT Systems Officer, including proof-reading, user testing and data provision, directly helping to improve the quality and functioning of the award. • Assisting in the marketing and promotion of the award via a number of different events and mediums, including large recruitment fairs, resulting in over 400 students registering their interest in the award before its launch in October 2015. • Providing excellent customer service to the UEA Award's entrants, primarily through answering their queries via email or on a face-to-face basis, providing an approachable image of the award.

In undertaking the activity you have developed attributes in the following areas:

- Communication
- Team-working and leadership
- Self-management & Professionalism
- Digital literacy & IT
- Innovation and enterprise

The list below shows the details of the attributes you have developed. The detailed attributes are listed in the order of the main attributes and separated by a paragraph or paragraphs:

- Effective speaking and presentations, appropriate for specific audiences and contexts
- Seeking clarification when unclear
- Sensitivity to others

14. When your activity is approved you will see a green bar in that section of the Award homepage. The fraction at the side of the bar shows you how far you are towards completing your activity.

Academic Activities 14/10

To complete this section, you need to have undertaken a minimum of 10 hours of Academic Activities, these can include:

team projects, presentations, applied research, lab work, using statistical software, translating from one language to another, and many other activities. The emphasis should be on activities that involve wider development beyond core academic skills.

Further information on the kind of activities you can submit is available on the [Approved Academic Activity List](#). Activities can also be formative (not counting towards your grades) as well as those assessed through coursework or exams.

More than one type of activity can be submitted to make up the 10 hours. Activities will be validated through e:Vision where possible and added to your total once approved.

UEA Award Academic Activity Form Submitted: Today, 02:19 PM Number of hours: 4	✔ Approved
UEA Award Academic Activity Form Submitted: Last Friday, 11:15 AM Number of hours: 10	✔ Approved

Overview of Main Form Differences

15. Both the Work-related and Campus and Personal forms may ask you to confirm details of your activity. The confirming details of your activity section asks you for details of a manager, supervisor or referee who can confirm the details of what you've submitted. How we confirm details of your activity depends on whether it is a current activity (you are still doing it), or whether it is completed and finished (a retrospective activity). You note this in the drop down box on the form.

*** Is this a current activity?**

A current activity is one continuing into the future. If you answer 'no' here, it is an activity you have already completed and finished.

If it is a current activity, you select 'Yes' in the drop down box:

*** Is this a current activity?**

A current activity is one continuing into the future. If you answer 'no' here, it is an activity you have already completed and finished.

UEA Award Current Activities Confirmation of Details Form

For those students who are currently doing a work-related activity, we ask that you obtain written confirmation from a manager or supervisor that we can then check. There are two options below to help you with this process which you can choose from:

1) After you have completed this Work-related Activity form, you will automatically receive an e-mail to your UEA inbox with a number of details completed, including the dates of your activity and a description of what you did, plus your employer details. You can then e-mail this to your manager or supervisor, who is then asked to send it back to us via e-mail. If you do not receive it, please contact award@uea.ac.uk

2) If your manager/ supervisor does not have e-mail, you can print this same e-mail for them to complete and sign. Your manager/ supervisor will return it to you in a sealed envelope. Make sure the envelope is marked with your name and 'UEA Award.' Please return it to the reception of CareerCentral (next to Waterstones) on campus. If you are unable to return it to CareerCentral, please get in contact via award@uea.ac.uk

This then toggles to reveal some text. This tells you what happens next. If you have selected that this is a current activity, then you will automatically receive an e-mail with the dates and details of your activity filled in. This is the e-mail used to confirm details of your activity. You then follow the instructions on the e-mail, and forward it to your manager, supervisor or referee. They then send back confirmation direct to us via e-mail. The instructions on the form also gives an alternative if your manager/ supervisor does not have e-mail.

If this is not a current activity (retrospective activity), then you choose 'No' in the drop down box, and we do the rest in terms of contacting your manager, supervisor or referee.

*** Is this a current activity?**
A current activity is one continuing into the future. If you answer 'no' here, it is an activity you have already completed and finished.

You do not need to take any further action. The UEA Award staff will use the details you have given to confirm your activity. They may contact you if they are unable to get in contact with your manager/ supervisor.

CV Development Form

16. When you have completed the required number of activities and hours for the award, the CV Development section changes from being 'greyed out' to opening up, as shown below:

CV & Award Certificate

↓

CV & Award Certificate

To complete this section, you need to submit a CV using the form below. After submitting the CV, you can receive feedback from a careers adviser.

More support

Our [resources](#) section contains many useful documents on writing a CV.

We also have [events](#) which you can attend on creating a CV. Alternatively you can [book](#) a 'Quick Query' by coming into CareerCentral on The Street, telephoning for an appointment or e-mailing. Please phone 01603 593452 or e-mail career.central@uea.ac.uk

[Submit 'UEA Award CV upload form'](#)

17. The form itself asks you to upload a CV using the 'Browse' button to find the relevant document on your computer, as well as pointing you towards further resources to help you write a CV. All CVs submitted at Bronze are reviewed by one of our careers advisers. You can choose how to receive the feedback they give on your CV in this form, either by email, over the phone, or in a face-to-face appointment.

Submit your CV for feedback

Congratulations for registering the required amount of experience to complete your award level.

You now need to submit a CV based on the activities you have completed as part of the UEA Award. You can use the CV snippets you produced for each activity to help you form your CV. You will have received these as e-mail receipts after you submitted them, and you will also find them stored if go to the UEA Award homepage [via the dashboard](#).

Upload your CV

*** Give more details on the context of your CV**
 Please could you provide us with more details on the purpose or audience of your CV in the box below? You may have written a general CV for upload which you intend to adapt for particular jobs, or you may have written your CV with applying for a particular job or types of jobs in mind.

e.g. My CV was written for applying for pharmacy jobs in a hospital setting.

*** Upload your individual CV**
 The CV file should be in Microsoft Word or PDF format.

Upload file

More support

Our [resources](#) section contains many useful documents on writing a CV.

We also have [events](#) which you can attend on creating a CV. Alternatively you can [book](#) a 'Quick Query' by coming into CareerCentral on The Street, telephoning for an appointment or e-mailing. Please phone 01603 593452 or e-mail career.central@uea.ac.uk

CV Feedback

18. The final part of the form asks you to confirm some details for your certificate:

Confirm Details for your Certificate

*** Please type your name below in the way you would like it printed on your certificate**

e.g. James Marcus Smith

*** How would you like to receive your certificate?**

If the above three options are not suitable for you, then please e-mail award@uea.ac.uk and UEA Award staff will get back to you.

When your CV has been approved you will see that the CV Development section will look like this:

CV Development

Here you can submit a CV to receive feedback from a careers adviser, using the link to the form below. Skills Award Pilot registrants will be able to do this in May 2015. We'll be in contact with you about this. If you need CV feedback sooner, please see the contact details below.

More support

Our **resources** section contains many useful documents on writing a CV.

We also have **events** which you can attend on creating a CV. Alternatively you can **book** a 'Quick Query' by coming into CareerCentral on The Street, telephoning for an appointment or e-mailing. Please phone 01603 593452 or e-mail career.central@uea.ac.uk

Submit 'Skills Award CV upload form'

Skills Award CV upload form
Submitted: 8 January 2015, 01:03 PM

✓ Approved

19. You will then receive the 'Congratulations' message. We will be in contact with you about your certificate and also about how your certificate will be given or delivered. This will be shown at the bottom of the Award homepage:

Congratulations - you have achieved the UEA Award Bronze

You will automatically be switched over to the Silver Award. To see this, you will need to go back to your dashboard:

