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Get in touch

www.kent.ac.uk/employabilitypoints

Employability Points

@EmPoints
Welcome to the University of Kent Employability Points Scheme!

The Employability Points (EP) Scheme rewards students with points for undertaking extra-curricular activities, which lead to prizes including internships, work experience, vouchers, training and much more.

Since the scheme’s inception in 2010, student and company participation has rapidly increased, with 110 companies and over 3,700 students involved in 2013-14.

To find out how you can benefit from the scheme, visit: www.kent.ac.uk/employabilitypoints
WHAT’S INVOLVED

On average 83 graduates are competing for each graduate opportunity, it is increasingly important for you to stand out from the crowd.

Through undertaking extra-curricular activities, your CV will shine above others and if you earn sufficient points, you will gain the opportunity to apply for exclusive opportunities and placements.

This will provide you with the experience and skills you need to accommodate your academic achievements.

**How does it work?**

- Collect points for all the extra-curricular activities you undertake at university.
- Spend these points on rewards designed to boost your employability skills.
- Towards the end of each academic year, we release a pack that details all the available rewards for that year and you can select up to 3 you would like to be considered for.
- You may be interviewed for the opportunity and if successful, the placement will start in the summer.

**How do I get involved?**

Employability Points are logged on MyFolio.

1. Simply, log-in (with your university username) into MyFolio and log your points.
2. At the end of year apply for the rewards
3. Complete the feedback questionnaire.

A tutorial for logging points can be found via the website.

**TIP**

Keep an eye out on social media and the website for newly announced sponsors and rewards!
THE PROGRESSION OF THE EMPLOYABILITY POINTS SCHEME

Here are a few highlights from the scheme so far:

In 2012, the government’s Department for Business, Innovation and Skills (BIS) used Employability Points as a case study for best practice in industry-university collaborations.

Also in 2012, the scheme was shortlisted from 40 other universities for the award of ‘Outstanding Support for Students’ from the Times Higher Education Awards.

Engagement in the Employability Points scheme

Since the Employability Points Scheme’s inception in 2010, the scheme has rapidly grown, increasing in both students and participating companies.

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students:</td>
<td>987</td>
<td>1939</td>
<td>2408</td>
<td>3713</td>
</tr>
<tr>
<td>Number of businesses involved:</td>
<td>31</td>
<td>89</td>
<td>111</td>
<td>110</td>
</tr>
<tr>
<td>Number of prizes:</td>
<td>70</td>
<td>284</td>
<td>374</td>
<td>410</td>
</tr>
</tbody>
</table>

Testimonials

“It gives you confidence, it boosts your CV, and it enables you to talk more about what you have done and what you have achieved during your time at university”

Second year Kent Law School student
The latest Employability Points Rewards Evening, sponsored by Santander Universities, took place on Monday 2nd June 2014 at the University of Kent. Sponsors and supporters from around the country came to celebrate the achievements of students.

University Vice-Chancellor Professor Dame Julia Goodfellow said: ‘The Employability Points Scheme recognises the commitment of our many students who are determined to stand out to prospective employers, and often take the lead in developing new initiatives that will give them the edge.

‘This event highlights the benefits of collaboration between local and national employers and our students and is a testament to the high value employers place on University of Kent graduates.’
Lilford Framing & Art Gallery is one of the leading galleries in the South East. In June 2014, as an EP sponsor, the gallery allowed students Adrian Brayley, Neelam Saredia and Diamantina Stavriano to display their artwork for purchase. An opening night was held where sponsors, students and staff admired and purchased the artwork.
Students are allocated employability points based on two principles; level of engagement and relevance and responsibility. This way we can judge how much effort they have put in and how much it has contributed to their employability skills.

Please see some examples of the activities the students can be awarded for and the range of points available.

A full classification can be found via the website.

<table>
<thead>
<tr>
<th>Type of activity - Examples</th>
<th>Points value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Normal</td>
</tr>
<tr>
<td><strong>Events</strong></td>
<td></td>
</tr>
<tr>
<td>Contribute to/present at conference</td>
<td>20</td>
</tr>
<tr>
<td>Organise University event</td>
<td>20</td>
</tr>
<tr>
<td><strong>Work Experience</strong></td>
<td></td>
</tr>
<tr>
<td>Part time work (on-going for more than 1 month)</td>
<td>30</td>
</tr>
<tr>
<td>Assessment centre</td>
<td>10</td>
</tr>
<tr>
<td>Interview/presentation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Mentoring and Achievements</strong></td>
<td></td>
</tr>
<tr>
<td>Student Mentoring</td>
<td>30</td>
</tr>
<tr>
<td>University prize (Chancellor’s Prize, Entrepreneur of the Year)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Volunteering</strong></td>
<td></td>
</tr>
<tr>
<td>Volunteering</td>
<td>20</td>
</tr>
<tr>
<td><strong>Languages and International Opportunities</strong></td>
<td></td>
</tr>
<tr>
<td>Study, work or volunteer abroad (not as part of degree)</td>
<td>50</td>
</tr>
<tr>
<td>Completion of a World language module</td>
<td>45</td>
</tr>
<tr>
<td>Completion of a Language Express course</td>
<td>30</td>
</tr>
<tr>
<td><strong>Training and workshops</strong></td>
<td></td>
</tr>
<tr>
<td>Accredited course (1st Aid, Health/Hygiene, ECDL)</td>
<td>15</td>
</tr>
<tr>
<td>Kent Union Stand Out training</td>
<td>10</td>
</tr>
<tr>
<td>Skills Workshops</td>
<td>10</td>
</tr>
</tbody>
</table>

**TIP**
Remember whatever you do outside of your studies, it is worth considering whether you are getting Employability Points! If you are unsure whether you are earning these points, contact us via employabilitypoints@kent.ac.uk
## OPPORTUNITIES EXPLAINED

<table>
<thead>
<tr>
<th>Award</th>
<th>Overview</th>
<th>Employability Points required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>Temporary full-time work placement within a company. These are held over the summer vacation and will take between 4 weeks and 3 months.</td>
<td>200</td>
</tr>
<tr>
<td>Project Placement</td>
<td>Work to be undertaken for a particular project, which may have a flexible start/end date. It may require certain expertise.</td>
<td>175</td>
</tr>
<tr>
<td>Work Experience</td>
<td>Unpaid placement for 2 weeks. Students are expected to undertake work but must be under supervision of a mentor or team leader at all times.</td>
<td>150</td>
</tr>
<tr>
<td>Training</td>
<td>A one-day training programme allowing students to develop experience and skills in a certain sector.</td>
<td>125</td>
</tr>
<tr>
<td>Work Shadowing</td>
<td>A placement allowing students to ‘buddy’ an existing employee(s) within a company. This can be between 2-10 days in duration or can be ad hoc days over a set period. The student is expected to handle any travel costs, although assistance is much appreciated.</td>
<td>100</td>
</tr>
<tr>
<td>Skills Development Workshops</td>
<td>A half-day training workshop/talk, where a company will focus on particular skills (e.g., customer service, hospitality, etc)</td>
<td>75</td>
</tr>
<tr>
<td>Mock Assessment Centres</td>
<td>An opportunity to provide students with an insight into an assessment centre and the skills required to succeed.</td>
<td>75</td>
</tr>
<tr>
<td>Company Experience</td>
<td>This can be a tour of a site or the opportunity for students to attend events/open days.</td>
<td>75</td>
</tr>
<tr>
<td>Employability Sessions</td>
<td>One-to-one sessions with industry professionals, providing CV feedback and interview tips, or help them gain an appreciation of their sector or role.</td>
<td>50</td>
</tr>
<tr>
<td>Vouchers</td>
<td>Many students are unable to attend placements or workshops and as a result, the scheme offers vouchers to reward them for their efforts.</td>
<td>50</td>
</tr>
<tr>
<td>Sponsored prizes</td>
<td>The Employability Points scheme has highest points prizes, where the highest scoring student from the relevant category receives a particular prize.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
WHAT CAN I DO TO GET MY POINTS?

There are literally hundreds of ways for you to get points.

At the University of Kent, we have provided you with a diverse range of things to get involved with to improve your skill-set as well as to meet new people and have some fun outside of your course. Here are just some of the things you might want to try:

**Your students’ union** offers plenty of opportunities to develop your skills, meet new people and have fun outside your course.

**Stand out training** – all sessions are free, last about an hour and cover topics such as leadership skills, communication and even British Sign Language!

**Volunteering** – opportunities on and off campus. You can log any volunteering hours towards the Kent Student Certificate in Volunteering (KSCV).

**Part-time work** – Kent Union directly employs nearly 400 student staff. Additional and off-campus roles can also be found through Jobshop: www.kentunion.co.uk/employability

Greenwich student have access to the same opportunities and services at www.gkunions.co.uk

Remember you get points for engaging with all these activities!

**The Careers and Employability Service** can offer you a variety of advice and support to help you develop your skills and experience. Pop in to their drop-in clinics Mon-Fri 2-3pm (term-time) or book an appointment by emailing medwaycareers@kent.ac.uk to speak to an advisor on anything from how to dress for an interview to CV checks, how to start your research, and what to expect at an assessment centre. Find out more on the website or social media above.
For 2013-2014, the Employability Points Scheme offered a total of 410 opportunities to students. Here are a few examples of sponsorship and full information can be found via our website.

**Coca-Cola Enterprises Ltd. is the world’s third largest independent Coca-Cola bottler.**

In 2013-14 they took on three University of Kent interns; Matthew Kramer, Naomi Goldthorpe and Ramesh Aishwarya. Matthew gained a position in the Talent Acquisition department, Naomi within the HR department and Ramesh in their IT department.

**Santander Universities Global Division was born in 1997 with the aim to support higher education as a means to contribute to the development and prosperity of society. Today, over 1,020 universities in 17 countries are members of the Santander Universities network.**

In 2013-14, Santander allowed eight students to spend ten days undertaking a work shadowing placement. A number of students also gained experience of a mock assessment centre.

**Royal Engineers Museum is Kent’s large military museum.**

For 2013-14, the Royal Engineers Museum took on three work experience students, one gained two weeks working in the archives and assisting with research, another assisted with the development of the museum’s social media and the third helped to develop customer-service strategies. As well as this, the Royal Engineers Museum offered four students the opportunity to attend an employability session.

“This delightful workplace experience at Santander has definitely given me a higher knowledge of the banking industry and the real life experience of workplace skills and communication.”

Third year Kent Business School student
STUDENT CASE STUDIES

Jennifer Laishley

Studied: BA in History
Prize: Internship at Coca-Cola

Jennifer undertook a range of activities for the EP scheme, including involvement with Keynes College Committee, part-time employment in retail and the KSCV Gold Award for volunteering and planning for the student Summer Ball.

Jennifer was rewarded with a three-month internship with the Human Resources department at Coca-Cola Enterprises. Studying a humanities degree, Jennifer credits the EP scheme for bridging the gap between university and corporate business. Following the completion of the internship, Jennifer was offered an extension to work on a project which led to a full-time position. Jennifer is therefore continuing to progress her career with Coca-Cola Enterprises and is delighted the EP Programme continues to benefit the other students from the University of Kent.

Henry Chow

Studied: Business Administration
Prize: Highest EP achievement

Henry was rewarded with the highest EP achievement for his contribution as the student representative of the Kent Business School, leader of the social enterprise student organisation ENACTUS (formerly SIFE) and for taking part in numerous other extracurricular activities. These responsibilities, together with the motivation to gain EP points, helped him develop his business acumen, particularly in the area of business strategy.

Today, as a direct result of his achievements, Henry works as a management consultant at Deloitte Consulting Limited in Hong Kong – an impressive company employing tens of thousands of dedicated professionals in independent firms throughout the world who collaborate to provide audit, consulting, financial advisory, risk management, and tax services to esteemed clients.
# DEADLINES

The following dates are our sponsor deadlines, to give you an idea of the timings of each activity:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 22nd September 2014</td>
<td>Student registration opens</td>
</tr>
<tr>
<td>Monday 23rd March 2015</td>
<td>Reward pack distributed</td>
</tr>
<tr>
<td>Monday 30th March 2015</td>
<td>Sign-ups close/points freeze</td>
</tr>
<tr>
<td>Wednesday 1st April 2015</td>
<td>Reward applications open</td>
</tr>
<tr>
<td>Monday 13th April 2015</td>
<td>Student applications for offers close</td>
</tr>
<tr>
<td>Monday 11th May – Friday 22nd May 2015</td>
<td>Interviews for placements</td>
</tr>
<tr>
<td>June 2015</td>
<td>Reward Ceremony (details TBC)</td>
</tr>
<tr>
<td>Monday 8th June – Friday 18th September 2015</td>
<td>Offers completed</td>
</tr>
</tbody>
</table>

*(Please note dates are subject to change)*
FAQS

Will I get paid?
If you have been successful in obtaining a work-based reward, depending on the offer you will be paid accordingly:

Internship — a three-month internship will be paid at the national minimum hourly wage.

Project Placement — you may be paid a fee for the completion of a project, not by the hour. The duration of and the fee for the projects vary, and will be stated in the reward pack.

Work Experience — work experience placements for up-to 3 weeks are unpaid. You may receive travel expenses within reason and this will be stated in the reward pack.

Work Shadowing — these placements are for a short duration and are unpaid.

Will my points roll over if I don’t use them?
If you are not in your final year of study, you can roll your points over to the next year if you do not have enough to apply for the reward you want.

What if I don’t turn up to my placement?
If you accept a reward placement but fail to turn up or complete the placement we reserve the right to deduct up to double the points value from your points total. Please let us know in plenty of time if you are unable to make the placement so we can offer it to other students.

How do I apply for a reward?
Once the reward pack has been released in March 2015, you can select the rewards you are interested in. You must have the minimum required amount of points for the rewards you apply for. We may ask you to come in for a brief interview if we have received multiple applications and invites will be issued in April 2015. Interview experience is invaluable, so we will provide feedback for all interviews held.

For your information
All rewards and any specific criteria will be outlined in the Reward Pack, due to be issued in March 2015. Please note that all companies withhold the right to withdraw and amend any offer at any point.
Employability Points Scheme

Get involved
Get rewarded

www.kent.ac.uk/employabilitypoints