University of Kent

Presents

EMPLOYABILITY POINTS SCHEME

STUDENT PACK 2016/17

Get involved
Get rewarded
The Employability Points Team

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Employability Points
Employability Points
The Employability Points Scheme
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You can find the EP team at the Canterbury Innovation Centre, just down the hill from the main bus stop on University.
FOREWORD

The Employability Points Scheme

By Professor Dame Julia Goodfellow, Vice-Chancellor

The University of Kent’s Employability Points Scheme rewards the commitment of our many students who want to demonstrate their practical experience to future employers.

I would like to record my thanks to the sponsors, students and members of staff across the University who continue to make the scheme so successful, particularly to our strategic partners Santander Universities, Medway Council and Canterbury City Council for their continued support of the Scheme.

Employability Points represents just one of the ways in which the University works to enhance the employability of our students, both graduate and post-graduate. We have a wide breadth of student opportunities across all our campuses.

Our employability strategy includes the acquisition of discipline-specific and transferable skills through the curriculum; support for Personal Development Planning; high quality careers guidance; vocationally relevant curricula; opportunities for volunteering and placement experience overseas; and support for Innovation and Enterprise initiatives and activities.

In a wider context, the University provides other preparation for the world of work. Opportunities include study at our Paris and Brussels campuses as part of the Summer School Scholarships programme; an ever increasing portfolio of workshops and events with graduate employers; and working in partnership with Kent Union to support and recognise the contribution made by students to volunteering and student societies.

Our alumni range from senior business people, academics, writers and diplomats. I hope that whatever your future aspirations and wherever life may take you, our graduates and those students rewarded via the Employability Points Scheme are able to support the aspirations of future University of Kent students.

Professor Dame Julia Goodfellow
Vice-Chancellor, University of Kent
WHAT IS THE EMPLOYABILITY POINTS SCHEME?

The Employability Points (EP) Scheme rewards students for undertaking extra-curricular activities whilst you complete your studies at the University of Kent!

If you are a student undertaking extra-curricular activities, such as volunteering, working part-time, attending events, participating in societies and much more, you can claim Employability Points. Towards the end of the academic year, you can cash-in your points for the chance to apply for Rewards! All rewards are offered by businesses and include:

✓ Paid internships
✓ Paid project placements
✓ Work experience and work shadowing placements
✓ Training sessions, company experiences and skills development sessions
✓ Vouchers and iPads

In 2015-16, over 6,700 students engaged with the EP Scheme, with 130 businesses sponsoring the scheme and 617 rewards being offered.

Ultimately, the EP Scheme actively rewards students who are going the extra mile to ensure they stand-out to employers.

With that in mind,

Get involved and get rewarded!
WHY GET INVOLVED WITH THE EMPLOYABILITY POINTS SCHEME?

On average, it is reported that over 80 graduates are competing for each graduate job vacancy. What will you do to ensure you stand out from the crowd?

The Employability Points Scheme provides you with work-ready skills (through earning points) and relevant work experience (through EP rewards), which is increasingly essential to ensure graduate employment.

Here are some examples of what current and previous students have to say:

‘The Scheme is excellent as it allows you to feel good about yourself – you work really hard and you get rewarded. The goal is to be recognised and the EP Scheme does this – it recognises everyone.’

Darios Quadri, Politics and International Relations

‘The EP Scheme is the most important thing I have done at University outside of my studies by far. The experience I have gained from volunteering and the rewards is so valuable and have helped me feel more prepared.’

Daniel Smith, Business

‘The skills that you develop, and the awards that you can achieve could give your graduate job applications the edge that you need to succeed!’

Mollie Ferguson, Law

‘The Employability Points Scheme helped me to unleash the entrepreneurial drive within me. As a student not doing a business related degree, it encouraged me to think beyond what was given to me through academia.’

Andre Lewis, Social Studies
HOW DOES THE EMPLOYABILITY POINTS SCHEME WORK?

The EP Scheme works on a simple premise:

1. You undertake extra-curricular activities whilst studying at the University of Kent.
2. You log your activities on MyFolio and are allocated ‘Employability Points’.
3. For 2016-17, all activities must be logged on MyFolio by 5 pm on 20th March 2017.
4. After the deadline, you will have the chance to redeem your points for the opportunity to apply for exclusive EP rewards.
5. If successful, you complete your rewards over the summer period.

1. How to claim your Employability Points?

Logging activities and claiming Employability Points is a very simple process, achieved through the following steps:

1. Firstly, you must be undertaking extra-curricular activities. This could be anything ranging from attending optional workshops, working part-time, volunteering, and much more. (See pages 8-9 for more information)
2. To log an activity, you must access the University of Kent’s MyFolio system (this is done with your University of Kent log-in and password).
3. Once signed-in, you must navigate to the ‘Employability Points Dashboard’ and select the option to add an activity.
4. Once activities have been logged, the EP team will allocate Employability Points. This usually takes up to 48 hours.
5. The deadline to log activities for 2016-17 is 5pm on 20th March 2017.

2. How to use your points to gain rewards?

If you qualify, you will gain the chance to redeem your Employability Points on exclusive rewards:

1. In late March 2017, if you qualify, you will receive a copy of the 2017 EP Rewards Pack, outlining all EP rewards available.
2. Shortly after this, you will receive an application form and you can select which rewards you wish to apply for.
3. The EP team will shortlist applicants and you may be invited to attend an interview in May 2017.
4. All EP rewards are confirmed by the end of May and you can start undertaking your rewards after the examination period in early June.

/EP TIP
EP rewards are announced throughout the academic year! Check social media and the EP website for frequent updates.
SPONSORING ORGANISATIONS 2015 - 2016

Here is an overview of organisations and businesses who offered rewards to students registered on the EP Scheme; ranging from internships and work experience to training, vouchers and much more.
WHAT CAN I DO TO GET EMPLOYABILITY 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 activities to get involved with to improve your skill-set as well as to meet new people and have some fun outside of your course.

Your Student’s Union (Kent Union or GK Unions) offers plenty of opportunities to earn points! For instance, you can attend Employability Skills training sessions, which cover topics such as leadership skills, communication and even British Sign Language. You can undertake volunteering on or off campus and log volunteering hours towards the Kent Student Certificate in Volunteering (KSCV). Kent Union employs nearly 400 student staff and part-time employment (on and off campus) is advertised by the Jobshop. You can also join student societies, sports teams and media groups!

The Careers and Employability Service offer a range of services, including drop-in clinics Mon-Fri (term-time), Career Guidance interviews, workshops and company talks and the annual Employability Festival; a 4-week event of workshops, talks and a careers fair.

Whilst at the University of Kent you can also earn points by undertaking Study Plus modules, the Academic Peer Mentoring Scheme, the Student Ambassador Scheme, The Global Skills Award and much more.

Remember you can claim points for activities undertaken off campus, such as part-time work, volunteering and attending interviews.

/EP TIP
When logging activities for points (via MyFolio), please provide as much information as possible.
Through completing extra-curricular activities, you can claim Employability Points. The EP Team awards points for hundreds of different activities and a full listing can be found on the website.

All points are manually allocated, allowing each activity to be assessed on the relevance to your employability and the overall level of commitment demonstrated.

<table>
<thead>
<tr>
<th>Type of activity</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>Attend a networking event</td>
<td>10</td>
</tr>
<tr>
<td>Attend a careers fair</td>
<td>5</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>15</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>45</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 Employability Skills Training</td>
<td>15</td>
</tr>
<tr>
<td>Skills Workshops</td>
<td>10</td>
</tr>
<tr>
<td><strong>Roles and Responsibilities at University</strong></td>
<td></td>
</tr>
<tr>
<td>Course Rep</td>
<td>25</td>
</tr>
<tr>
<td>Student Ambassador</td>
<td>30</td>
</tr>
<tr>
<td>Committee member of a society</td>
<td>25</td>
</tr>
</tbody>
</table>
Top left to bottom right: work experience with This is Global, work shadowing with Santander Universities, company experience with Shepherd Neame, company experience with Nucleus Arts and an internship with Kent County Council.
## APPLY FOR EP REWARDS

For more information on the types of opportunities available to you, please see below:

<table>
<thead>
<tr>
<th>Opportunity</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 1-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.</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>
</tbody>
</table>
HIGHEST POINTS REWARDS

Each year, the top performing students win highest points prizes, which include campus prizes, faculty prizes and many other categories.

All winning students are presented with their prizes at the annual Employability Points Rewards Evening, which is attended by sponsoring companies, internal stakeholders and participating students.

Here are a few examples of 2015-16 winners:

Joey Chong, Highest Scoring Student from the Canterbury Campus.

Having achieved an astonishing 2,140 points, Joey was the highest scoring EP student in 2015-16.

In recognition of her achievement, Joey was awarded with £200 Amazon voucher, courtesy of Kreston Reeves.

Vladislav Kozub, Highest Scoring Student from the Medway campus.

Vladislav acquired 885 points in his first year at Kent, making him the highest scoring student at the Medway campus.

As a result of this, Medway Council awarded Vladislav with an iPad.

Sergey Ovchinnik, Highest Scoring Student from the Faculty of Sciences.

Sergey earned an impressive 2,090 points and in turn, was the highest scoring student from the Faculty of Sciences.

Canterbury Cathedral awarded Sergey a Kindle Fire for his efforts.
COMPETITIONS

Throughout each academic year, the EP team runs a series of competitions to encourage students to get more involved with extra-curricular activities. Here are some previous winners:

/EP TIP
Competitions are frequently announced via social media.
EMPLOYABILITY POINTS REWARDS EVENTING

The 2016 Employability Points Rewards Evening took place on Tuesday 31st May 2016 at the Royal Dockyard Church at the Historic Dockyard Chatham.

The evening, which welcomed nearly 200 guests, witnessed 16 top performing students being recognised for their achievements through the provision of iPads, Amazon vouchers, Kindle Fires and other prizes all offered by sponsoring companies and organisations.

Guests included the Mayor and Mayoress of Medway Cllr Stuart and Sarah Tranter, Chief Executive of the Dockyard Bill Ferris, Leader of Medway Council Cllr Alan Jarrett and Pro Vice-Chancellor Professor Philippe De Wilde from the University of Kent.

Professor Philippe De Wilde, Pro-Vice Chancellor for Research and Innovation, stated, ‘An impressive evening, highlighting some truly impressive achievements by students. I was glad to see so many supporters from business and the public sector turn up to hand out the prizes. Our students are well supported with the start of their careers. I thoroughly enjoyed the venue as well, and our Medway campus will see more Employability Rewards events in the future.’

The event concluded by a musical performance kindly provided by the talented Jamie Johnson, a finalist of The Voice 2014.

Event Sponsors and supporters:
STUDENT CASE STUDIES

The EP Scheme has benefited thousands of students since its inception in 2010. Here are our latest good news stories

Billy Yu Lok Ng

Studied: Law
Prize: Highest Scoring Student from the Canterbury Campus

During his time at the University of Kent, Billy acquired an astonishing 1,970 points. As Vice-Chair of Kent Law Campaign Student Group, Billy demonstrated considerable dedication towards fundraising for the Kent Law Campaign, including the organisation of the third annual Law Ball, 5km Fun Run and the Canterbury Legal Walk, as well as securing sponsorship for a sky-dive, the Reading half marathon and the Kent Law Campaign charity calendars and season's greeting cards. In recognition of this, Billy was awarded with the Chancellor’s Employability Points Award, part of the Kent Student Awards.

Billy also earned points through his employment as a Student Ambassador, a World Language Rep, Treasurer of the Kent Union Societies Executives and Vice-President of Kent Union Council. Billy utilised his time at Kent to undertake a number of work placements, including a shadowing placement at Canterbury Crown Court, working as a Legal Caseworker for Kent Law Clinic and completing mini pupillages at the Becket Chambers and Six Pump Court Chambers. Since graduating with a 2:1, Billy has undertaken international internships including placements with the Globe-Law Firm in Beijing and Samvads Partners in India.

Billy has now secured a training contract at Carters Solicitors and will be practicing as a trainee solicitor. Once he has completed his training, he will be fully accredited to work as a Police Station Representative.

Andrew Wilson

Studied: Law
Prize: Internship with Kent County Council

Recognising the competitive nature of the graduate employment market, Andrew signed-up to the EP Scheme with the intention of gaining exposure to employers. Andrew engaged with a number of extra-curricular activities, being Treasurer of the Law Society, Fundraising Officer of the Kent Law Campaign Student Group and partaking in training in both Mediation and Negotiation.

In recognition of his extra-curricular achievements, Andrew was awarded with a 3-month internship with Kent County Council, working in the Resilience and Emergencies department. During this internship, Andrew was responsible for overhauling, updating and re-drafting emergency plans for the county, during a challenging time due to the Operation Stack events unfolding. Andrew impressed KCC and was offered further employment as the Resilience and Emergencies Assistant, later being promoted to the role of Resilience Officer.
STUDENT CASE STUDIES CONTINUED

Jayna Rana

**Studied:** Journalism  
**Prizes:** Work experience with This is Global, project placement with Romney Marsh Wools and Highest Scoring Student from the Medway Campus.

Jayna achieved a remarkable 1,405 points during her time at the University of Kent through undertaking a number of extra-curricular initiatives. This included membership of the Medwire magazine, the student television channel KTV, Head of Social Media for the student radio station CSR FM and working as IQ Editor of student newspaper InQuire. Dedicated to volunteering, Jayna achieved the GK Union’s KSCV Platinum Award, whilst also working part-time managing social media for the School of Bioscience. Jayna also had articles published by The Independent, as well as winning a Daily Mail scholarship.

As the highest scoring student from the Medway campus in 2014-15, Jayna was rewarded with a 2-week work experience placement with This is Global, where she gained an insight into the different departments as well as the chance to work in the news department reporting on the opening of Dreamland. Additionally, Jayna undertook an EP reward with Romney Marsh Wools, where she reconsidered their digital marketing strategy, creating and publishing content for their website and social media.

Currently, Jayna is an Asset Management Correspondent at Investment Week, a premier publication for the investment industry. Jayna has been tasked with focusing on fund management, researching and writing weekly articles.

Lucy Owen

**Studied:** Politics and International Relations  
**Prize:** Internship with Kent County Council

As an undergraduate, Lucy acquired an impressive 405 points through engaging with a range of extra-curricular activities. As a result, Lucy was rewarded with a 3-month paid internship in the Broadband and Digital Economy Programme at Kent County Council. During this internship, Lucy was responsible for the deployment of the programme, the creation of a marketing strategy and planning for future projects.

Lucy impressed during her time with KCC and was offered part-time employment whilst completing her postgraduate studies at Kent. Consequently, Lucy has been responsible for organising and implementing KCC’s Women’s Enterprise Kent project.
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>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26 September 2016</td>
<td>Term starts</td>
</tr>
<tr>
<td>Monday 20 March 2017</td>
<td>Deadline to log points</td>
</tr>
<tr>
<td>Week commencing 20 March 2017</td>
<td>Reward application forms issued</td>
</tr>
<tr>
<td>Monday 8 May - Friday 24 May 2017</td>
<td>Interviews for placements</td>
</tr>
<tr>
<td>June 2017</td>
<td>Reward Ceremony (details TBC)</td>
</tr>
<tr>
<td>Monday 12 June - Friday 15 September 2017</td>
<td>Rewards undertaken</td>
</tr>
</tbody>
</table>
Employability Points Scheme

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