EMPLOYABILITY POINTS
STUDENT PACK

Get Involved
Get Rewarded!
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The Employability Points Scheme
By Professor Karen Cox
Vice-Chancellor & President

The global economy needs people who have been educated and also know how to apply their knowledge. Employability is about more than just getting that first job, important though that is. It is the capacity to have numerous jobs, and for individuals to develop successfully in whatever areas they decide to pursue.

The University of Kent is one of the UK’s leading universities. We were awarded gold, the highest rating, in the government’s Teaching Excellence Framework (TEF) and the most recent Research Excellence Framework (REF) ranked us 17th in the UK for our research intensity. We are particularly proud of our commitment to enhancing the employability of all our students, undergraduate and postgraduate, in order to enable them to compete and flourish. We back this commitment with a wide breadth of student opportunities across all our campuses. We have an employability strategy that 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. Our Careers and Employability Service won the Best University Careers/Employability Service award in the National Undergraduate Employability Awards 2017.

Our Employability Points Scheme rewards the commitment of our many students who are determined to stand out to prospective employers. I know the huge value placed on practical hands-on experience with employers and I hope this scheme highlights the benefits of collaboration between local and national employers with our students, and is a testament to the high value employers place on University of Kent graduates.

Employability Points are just a part of the wider preparation that the University can help to provide for the world of work. We continue to enhance opportunities for our students, through 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 Karen Cox, Vice-Chancellor & President
EMPLOYABILITY POINTS SCHEME

• You earn ‘points’ by undertaking co-curricular activities.

• You can redeem your points for the chance to apply for rewards, including internships, work experience and shadowing, training and more.

• Over 8,300 students engaged in 2017-18, with 147 external organisations supporting by providing 808 rewards.
GET REWARDED FOR ENGAGING WITH CO-CURRICULAR ACTIVITIES
HOW DOES THE SCHEME WORK?

GET INVOLVED

Get involved with co-curricular activities, including societies, part-time work, volunteering, attending events and many more!

LOG YOUR ACTIVITIES

Log your activities on MyFolio by 18th March 2019 to receive points. To do so, visit: www.kent.ac.uk/employabilitypoints

APPLY FOR REWARDS

Cash-in your points to apply for rewards!

Rewards include internships, work experience, training and more. All rewards are completed during the summer period and you can apply in late-March.
HOW DO I GET EMPLOYABILITY POINTS?

There are literally hundreds of ways for you to get points! This can include volunteering with Kent Union, gaining a part-time job with the JobShop, attending events with the Careers and Employability Service or joining a society or sports team!

Here are a few ideas to get you started:

You can become a Student Mentor, Student Ambassador and contribute to the Student Blog!

You can join a student society or sports team, become a Student Rep and get involved with the Buddy Scheme!

You can log your volunteering hours on the KSCV Award and receive points as you meet each award threshold.

You can gain part-time and temporary work.

You can attend workshops, employer talks, 1-1 appointments and complete the Careers Award on Moodle.

You can complete Study Plus Courses and a range of language courses.

There is a range of entrepreneurially focused activities, including workshops, business advice sessions and competitions.
POINTS EXPLAINED

Through completing co-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 by the EP team, allowing each activity to be assessed on the relevance to your employability and the 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>Events</td>
<td></td>
</tr>
<tr>
<td>Contribute to/present at conference</td>
<td>25</td>
</tr>
<tr>
<td>Organise University event</td>
<td>20</td>
</tr>
<tr>
<td>Attend a networking event</td>
<td>15</td>
</tr>
<tr>
<td>Attend careers fair</td>
<td>5</td>
</tr>
<tr>
<td>Work Experience</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>Mentoring and Achievements</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>Volunteering</td>
<td></td>
</tr>
<tr>
<td>Volunteering</td>
<td>20</td>
</tr>
<tr>
<td>Languages and International Opportunities</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>Training and Workshops</td>
<td></td>
</tr>
<tr>
<td>Accredited course (First Aid, Health/Hygiene, ECDL)</td>
<td>15</td>
</tr>
<tr>
<td>Kent Union Student Leader training</td>
<td>15</td>
</tr>
<tr>
<td>Skills Workshops</td>
<td>10</td>
</tr>
<tr>
<td>Roles and Responsibilities at University</td>
<td></td>
</tr>
<tr>
<td>Student 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>
REWARDS EXPLAINED

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/Mini Internship</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.</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 helping them gain an appreciation of the 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 a limited number of vouchers to reward them for their efforts.</td>
<td>50</td>
</tr>
</tbody>
</table>
EMPLOYABILITY POINTS REWARDS EVENING

Annually, the Employability Points Scheme hosts a Rewards Evening, where sponsoring organisations present prizes to the highest achieving students participating in the scheme.

On 5th June 2018, this was held at the Royal Dockyard Church in Medway, where 17 organisations presented prizes to the most proactive students registered on the Employability Points Scheme. The event welcomed over 200 guests, including a number of local and national businesses, senior management within the University of Kent and the top performing students.

During the event, it was highlighted that 35 students had earned over 1,000 points and prizes were given to the very top achievers! A particular highlight was the fact that Miguel Santos (School of Arts) was the first student to earn over 3,000 points and in turn, he was awarded with the ‘Highest Scoring Canterbury Student’ prize.

The event was kindly sponsored by Santander Universities, with printing provided by Canterbury City Council, travel by Arriva, videography co-sponsored by KMTV and the event was supported by Medway Council.

Event Sponsors:
DEADLINES

The following dates give you an idea of the timings of each stage:

Monday 24th September 2018
Term starts

Monday 18th March 2019
Deadline to log points

Wednesday 20th March 2019
Students can apply for EP rewards

Tuesday 7th May – Friday 24th May 2019
Interviews for placements

June 2019
Reward Ceremony (details TBC)

Monday 3rd June – Friday 13th September 2019
Rewards undertaken

Printing kindly sponsored by Canterbury City Council
FREQUENTLY ASKED QUESTIONS

What activities qualify for points? You can earn points for undertaking any co-curricular activities whilst you are registered as a student. This can be activities undertaken on campus or off campus at any point of the year.

How do I sign-up? You need to log into MyFolio and log your activities. Your points will appear within 48-72 hours. To do so, visit www.kent.ac.uk/employabilitypoints/signupnow.html

Can I earn points for undertaking a placement year or year abroad? No, these activities are a part of your degree and not co-curricular. You can log points for anything you do extra whilst undertaking these activities – i.e. volunteering abroad or attending training sessions outside of your degree.

Why have points automatically appeared on my profile? If you attend a University of Kent event (e.g. Careers Fair or Study Plus Course) and you have been informed you will receive points, the EP team will automatically upload the points for you. This will only happen if you sign a register and you have been informed in advance.

I would like to add more activities after the deadline, is this possible? Yes, you can log points at any point during the year and if it is post-deadline, they will roll-over to the next academic year.

What is the difference between the EP Scheme and KSCV Award? The EP Scheme and KSCV Awards are alternatively run initiatives; for the EP Scheme you log all co-curricular activities, for KSCV you log your volunteering hours. EP allows you to apply for work opportunities (rewards), whereas the KSCV Scheme provides certificates when you reach set benchmarks. You can claim points for completing the KSCV Award.

Where is the EP team based? We can be found in the Canterbury Innovation Centre. If you would like to meet with the team, please email employabilitypoints@kent.ac.uk or call 01227 823263 in advance.

I have earned 200 points, how do I get my reward? To be rewarded, you must complete an application form, which will be sent to you in late March 2019. The EP team will shortlist candidates in April and hold interviews for rewards in May 2019.

Are rewards guaranteed? No, we cannot guarantee you will get rewarded. We recommend you apply for 3-5 rewards to increase your chances of success. If you are unsuccessful in your initial application, you will be offered an alternative reward (e.g. a company experience or skills session).

If rewards are not guaranteed, why should I apply? All EP rewards are exclusive to the EP Scheme, therefore you will only be competing against other University of Kent students (rather than students nationally or internationally). Additionally, as stated above, if you don’t get your first choice, we will look to offer you an alternative reward.

When are rewards undertaken? All rewards are undertaken during the summer period, normally between June and September. Some rewards may only be available for specific dates and this will be made clear in the application form.

Will I be paid for my reward? All internships are paid at least minimum wage, whereas work experience and shadowing are unpaid. Some unpaid rewards cover travel expenses and details can be found in the application form.

What happens to my points? If you successfully complete a reward, we will redeem the points from your total. If you don’t undertake a reward, your points will roll-over to the next academic year.

Can I use my points after I graduate? No, only current University of Kent students can partake in the scheme. Although, if you have graduated and start a postgraduate degree at Kent, we can transfer your points to your new profile (on request).
Employability Points Scheme

Get involved
Get rewarded

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