

**Route B Application Form**

**Applicant Agreement: By Signing and/or submitting from your Queen’s email account and confirming in the Q1 box below, you are agreeing to both statements:**

**Statement 1:** I confirm that I have undertaken the above activities in person and in full as extra-curricular activities. The account provided reflects my personal experience and I understand and accept that where any plagiarism is detected my application will be rejected.

**Statement 2:** Any personal data included in your DegreePlus Route B application (including sensitive personal data) will be processed in accordance the Data Protection Act (1998) and GDPR requirements. All data is held securely by Careers Employability & Skills and will be treated confidentially.   The information provided will be shared with relevant Careers, Employability & Skills staff and member(s) of the DegreePlus marking panel**.**

Your data/Queen’s email address may be used to contact you individually or as part of a group/batch email with event information updates and further invitations or news.  It may also be used for a range of activities including the promotion of other relevant careers opportunities available, notification of DegreePlus information/outcomes or other careers and employer events in future.

Data will not be disclosed to external organisations, other than those acting as agents for the University on career-related projects. Under the terms of the Data Protection Act 1998 and GDPR requirements you have the right to object to the use of your data for the above purposes. If you wish to exercise this right, please notify us in writing detailing your objections.

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| **Candidate signature:** | **Date:** |

**Question 1 of 4: Your Details, Degree Plus Activity and Evidence**

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| --- | --- | --- | --- | --- | --- |
| Name: | | | Student Number: | | |
| Queen’s Email Address: | | | Application Date: | | |
| *I confirm that these experiences are entirely extra-curricular and not part of my Degree* | YES | NO | *I confirm that I have read and agree to statements 1 and 2 of the Applicant Agreement above?* | YES | NO |

**Question 2 of 4: Which Route B Activities did you undertake?** 2 (min) to 3 (max) required for Route B

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| **Activity** | **Evidence\* Attached** |
| 1. |  |
| 2. |  |
| 3. |  |

*\*See Application checklist on the next page for examples of acceptable evidence.*

**Question 3 of 4 (Word Limit 800 words +/- 10%):**

**With Reference to 2 of your Route B activities, and using the STAR approach, reflect on:**

* **at least 4 of the 12 Degree Plus Skills that you utilised and developed across both activities.**

**Note:** The 12 Degree Plus Skills and the STAR approach to reflecting on developed skills are shown at the end of this application form.

**Question 4 of 4 (Word Limit: 200 Words +/10%):**

***With reference to your experiences to date, please* *reflect on 1 other skill that you plan to develop further to enhance your employability (Word limit: 250 words).***

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| **Application Portfolio Checklist: Please ensure that you include all of the following:**   1. **Completed Application Form** 2. **Evidence for each Route B activity. Evidence will not be returned; examples include:**  * *A signed and dated letter on headed paper or a verifiable email from a person in a position of responsibility indicating duration of period of work/activity (e.g. committee or voluntary work).* * *A reference on headed paper or a verifiable email from employer; or a copy of payslip from a* ***part-time job****. Please note that any sensitive data e.g. National Insurance Number, or monies received is to be blanked out by candidate.* * *Relevant scanned documents, screenshots and/or photographs that show verifiable evidence of activity engagement/completion e.g. for Erasmus*  1. **A CV & Cover Letter**   *Note: Guidance on CVs and a cover letter for Degree Plus has been attached to this form.*  Please note that the CV & cover letter is to be produced for the purposes of Degree Plus accreditation only. Its acceptance is not an indication of its suitability for any specific job or other applications you may make in the future. See [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers) and CV advertised appointments and workshops at [www.qub.ac.uk/myfuture](http://www.qub.ac.uk/myfuture) for further guidance. |
| **Submission Instructions:**   1. Please email your **application,** **CV & cover letter** plus any scanned or photographed **evidence** to [degreeplus@qub.ac.uk](mailto:degreeplus@qub.ac.uk). Application deadlines are shown on [www.qub.ac.uk/degreeplus](http://www.qub.ac.uk/degreeplus) |

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**12 Degree Plus Skills**

**Cognitive/intellectual skills, such as:**

1. Problem solving:Ability to analyse issues, identify barriers and offer/implement potential solutions. This may involve prioritising tasks, coping with complexity, setting achievable goals and taking action. It may also involve innovation at relevant points.
2. Applying subject knowledge and understanding: potentially from the degree pathway.

**Professional attributes/attitudes such as:**

1. Communication skills: the ability to communicate effectively in a range of professional contexts (both orally and in writing).
2. Teamwork: the ability to work with others in a team, to communicate, influence, negotiate, demonstrating adaptability/flexibility, creativity, initiative, leadership and decision-making.
3. Interpersonal skills:includes ability to engage with and motivate others, sensitivity, global and cultural awareness, moral and ethical awareness and the ability to adjust behaviour accordingly.
4. Leadership skills: leading other individuals or groups through a set of complex decisions as part of goal achievement within projects or significant and challenging activities.

**Technical skills such as:**

1. Utilise modern technology:associated with work place or work-related activity.
2. Information technology skills: includes ability to learn, apply and exploit relevant IT programmes.

**Business and organisational skills such as:**

1. Business operational skills/ Commercial awareness: understanding of relevant commercial, marketing, management and/or financial processes/principles. Awareness of differences in organisational cultures and practices.
2. Business communication skills: Written, verbal and/or online.

**Language Skills and Cultural Awareness**

1. Proficiency in foreign languages: developed through courses or overseas experiences.
2. Cultural awareness/intelligence: and the ability to implement this in a variety of multicultural contexts.

**STAR Approach to Evidencing Skills for Employers**

* Describe the significant **s**ituation/challenge that you faced
* Explain how you approached the **T**ask – i.e. what did you have to achieve/do?
* Specify the **A**ctions that you took (and the reasons for your choice of action)
* State the **R**esults (outcomes/impacts) of your actions? – Achievements, benefits, learning points for next time.

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**CAREERS,**

**EMPLOYABILITY & SKILLS**

**CV CHECKLIST SUMMARY**

Before you submit your CV, always double check:

**FORMAT, SPELLING, PUNCTUATION & GRAMMAR**

* First impressions count! Overall, does it look like a well presented professional document?
* Have you included all your correct and up to date contact details?
* Is your name at the top? Do not put “CV” as your title. Employers know it is a CV.
* Does your CV have clear headings so that the employer can easily find the information they want?
* Have you used bullet points and spacing to present your information?
* Have you used a sensible and legible font in an appropriate size (e.g. Arial 11)
* Have you given appropriate space and prominence to your key achievements and experiences?
* Have you checked for correct use of capital letters, spelling, punctuation and grammar?
* Have you included any colour that will not be visible if printed on black and white paper?
* Is the length appropriate i.e. a maximum of two pages?

**CV CONTENT**

* Have you tailored your Personal Profile to reflect the essential and desirable criteria in the job advert?
* Have you included your academic qualifications starting from your most recent and working back? Have you included relevant modules that you studied during your degree?
* Have you included your work and volunteering history and related the job roles to the position that you are applying for?
* Have you included dates including month and year with both qualifications and work history?
* Have you included an Interests and Achievements section and showcased yourself as a well-rounded person who would be a good fit with this company?
* Have you included two references who are not related to you? If you are applying to a placement or graduate job, it would be appropriate for one of these to be a Queen’s University Belfast lecturer or other relevant member of staff.

**WRITING STYLE**

* Bear in mind that Employers will not want to read an essay style description of your life and personal opinions
* Have you used active words? To be effective, a CV should be written in active voice using verbs. “Responsible for”, or noun phrases tied with prepositions, such as “member of” or “involved in” are passive voice. The active voice is more natural, direct and shows measure, for example “Co-ordinated and delivered..” or “Initiated and led…..”
* Have you included measures of your achievements? For example, instead of “Served customers in the shop” try “Provided excellent customer service in a fast paced environment to meet company targets of 40 sales per hour and increased weekly turnover by 15% above target.”

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**CAREERS,**

**EMPLOYABILITY & SKILLS**

**Note on Degree Plus CV & Cover Letter**

*Please note that the CV & cover letter is to be produced for the purposes of Degree plus accreditation only. Its acceptance is not an indication of its suitability for any specific job or other applications you may make in the future.*

*For guidance on producing and tailoring a CV & Cover Letter, you can book into a one-to-one appointment with a Career Consultant or attend CV/application workshop by booking via* [*www.qub.ac.uk/myfuture*](http://www.qub.ac.uk/myfuture)*. Information on CVs and Cover Letters is also provided on* [*www.qub.ac.uk/careers*](http://www.qub.ac.uk/careers)*.*

**Example of a Structure for a Cover Letter to accompany a CV produced for the purpose of Degree Plus Route B.**

**Letter Heading:** Include your address, date and the address of the organisation you are applying to (in this case, the Degree Plus Team at Queen’s University Belfast).

**First paragraph**

* Why you are writing the letter
* State which Degree Plus Route you are applying for
* How you heard about the Award/where you saw it advertised
* Note that you have enclosed your CV for consideration as part of the Award

**Second paragraph**

* Why you want to gain the Award

(Be specific, tailor cover letters to the award – just as it would for a job or course you may apply to)

**Third paragraph**

* Summarise the main skills you gained through your Degree Plus activities (match to the skills associated with the Degree Plus Award)

**Last paragraph**

* Indicate how you are looking forward to receiving a response
* Thank the team/organisation/employer for their time