

Route A Work Experience: Application Form



In order to gain Future Ready Award/ Degree Plus Route A accreditation for your work experience, you must:

1. Have completed 50 hours or more of graduate-relevant, extra-curricular work experience.
2. Complete/submit this application form, with accompanying evidence, to degreeplus@qub.ac.uk (applications must be completed in full and to the appropriate standard for DegreePlus)

Queries and further information: You are encouraged to complete a DegreePlus or Work Experience Award workshop (online or in person - both options are advertised in Myfuture under “Careers Events”). Alternatively, you may contact us directly at degreeplus@qub.ac.uk.

Question 1: Your Details

Name:	Student Number:
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Question 2: Which One of the DegreePlus Work Experiences did you undertake?

Activity	Dates (from-to)	Activity	Dates (from-to)
<i>Self-Organised</i>		<i>3-12 week vacation internship with an employer (self-organised and not part of degree)</i>	
<i>Santander Internship/Santander SME Internship Programme</i>		<i>Queen’s Internship Programme or Development Weeks 3 week internship</i>	
<i>Camp America</i>		<i>Camp America</i>	
<i>BUNAC Internship/Work Experience</i>			

Question 3: Can you confirm that this Work Experience does not form a component of your Degree (assessment, module, project or placement)?

Yes, this experience is entirely extra-curricular and not part of my Degree		No	
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Question 4: What evidence have you attached to this form to confirm the completion of this work experience in full? Note: Your work experience must equate **to 50 hours or more**. Examples of acceptable evidence E.g. Headed/signed email or letter from a supervisor or employer payslip (Information not relevant to this application, such as National Insurance Number and total payments to date may be blanked out).

Question 5: How has your work experience developed your professional attitudes and attributes? Refer to Degreeplus Skills list attached and use the STAR approach to show evidence of how you have developed this area of the DegreePlus Skill set (350-500 words)

Question 6. Tell us about how you developed at least two other DegreePlus Skills sets during your work experience - Refer to Degreeplus Skills list attached and use the STAR approach to show evidence of how you have developed these areas area of the DegreePlus Skill set (350-500 words)

Applicant Agreement

I confirm that I have undertaken the work experience referred to above in person and in full. The information provided reflects my personal experience and I understand and accept that where any plagiarism is detected my application will be rejected.

Do you give your permission for Queen's to use extract quotations from your responses to Q4 or 5 for inclusion in future publicity? **Yes No**

Candidate signature:

Date:

Submission Instructions:

1. Please complete this form in full and include any scanned or photographed **evidence of actually working for the firm/organisation or completion for 50 hours+** (a job offer letter is not evidence of actually working at a company/organisation. Suitable evidence includes payslips or a letter from the employer to confirm **completion**) to degreeplus@gub.ac.uk.
2. Application deadlines are the same as for Degree Plus Route B and are advertised on www.qub.ac.uk/degreeplus (1st April/1st November prior to graduation)
3. Queries will also be answered at: Degree Plus events (including Career Consultant presentations in your course); Careers Information Desk Main Careers Fairs (October and January).

12 Degree Plus Skills



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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:

3. Communication skills: the ability to communicate effectively in a range of professional contexts (both orally and in writing).
4. Teamwork: the ability to work with others in a team, to communicate, influence, negotiate, demonstrating adaptability/flexibility, creativity, initiative, leadership and decision-making.
5. 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.
6. 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:

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

Business and organisational skills such as:

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

Language Skills and Cultural Awareness

11. Proficiency in foreign languages: developed through courses or overseas experiences.
12. 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.

Careers, Employability & Skills also provides one-to-one and group guidance on E.g.:

- Graduate labour market searches;
- Producing and tailoring application forms;
- CV & Cover Letter;
- Preparing for interviews and psychometric/aptitude tests