

## AHSS LOCAL SKILLS DEVELOPMENT AWARD 2023 – 2024

Taking local opportunities to expand your learning outside of the classroom is essential during study. The Faculty of Arts, Humanities and Social Sciences have opened a new round of awards for students undertaking domestic placements, skill development programmes, attending workshops or conferences or completing short courses during their degree. These should be completed in UK/ROI only.

This award is available to current QUB students studying within the Faculty of Arts, Humanities and Social Sciences.

- £250 award to support the undertaking of a skills development activity inside of UK/ ROI
- The activity must add value to your degree, enhance your skills and be relevant to your chosen career
- Application necessary, competitive process, awards are subject to funding availability
- Terms and conditions apply

### Terms & Conditions

1. This award is exclusively for current QUB students studying a degree within the Faculty of Arts, Humanities and Social Sciences
2. The activity must take place inside of the UK/ ROI between 1<sup>st</sup> June 2023 and 31<sup>st</sup> July 2024.
3. The award will be made to activities that directly relate to the development of employability skills. This includes:
  - non-compulsory and compulsory domestic work experience/placements
  - short courses
  - attendance at a student-focused conference
  - relevant voluntary work
4. Valid confirmation of this activity and confirmation of travel arrangement plans and costs will be part of the application process. Academic approval letter must be submitted with your application. This can be accessed on the [Global Mobility website page](#). Submission of proof of costs will be required along with your activity report after activity completion.
5. Applications will only be reviewed/ assessed if supporting documentation is uploaded at time of application. Supporting documentation must be one of the following to confirm your activity booking:
  - Email from organisation offering activity/ Exchange confirmation/ Course acceptance form/ Flight booking form/ Academic approval letter
6. Awards will be allocated on a competitive process, subject to funding availability
7. Students will only be approved for one award per year \*\* consideration for multiple awards will be given on individual request.
8. You must not be in receipt of any other subsidy/bursary for this activity to be eligible. This includes, but is not restricted to, Erasmus/Turing funding and Travel scholarships that are awarded by the University's [Student Scholarships and Awards Group](#). Checks will be made, and applications will be withdrawn if you have been in receipt of any other subsidy/ bursary relating to this activity
9. Applications will be assessed at four points during the academic year. 1st December 2023, 1st March 2024 and 1<sup>st</sup> June 2024.

10. Payment will only be paid to those who have submitted all the requested documentation
11. We are committed to ensuring that all students, regardless of personal circumstances or background should have an equal opportunity to participate in Higher Education, therefore successful applicants who are in receipt of a full maintenance grant/ care Leavers/care experienced students known to the Widening Participation Unit may be eligible for an additional £50 award.
12. Payment of the award will be made via QGIS within 6 weeks of review dates listed in point 9. You will be required to update your bank details on your QGIS landing page by the deadline listed in your confirmation email.
13. You must submit an activity report within four weeks of completion of your activity which will be used on social media, websites and for general marketing purposes of this award in the future. An activity report should be:
  - *Written essay/blog* – approximately 500 words on your activity, detailing the added value to your degree, enhancement of your skills and relevancy to your chosen career. This should include photo content where possible.
  - *Video* – approximately 30-second to 3-minute video on your activity which should include clips/photos from your activity and spoken to camera elements detailing the added value to your degree, enhancement of your skills and relevancy to your chosen career.
14. You shall be responsible for declaring any award received as income to HM Revenue and Customs and to pay income tax and national insurance contributions and other applicable deductions required under applicable law. It is your responsibility to ensure you remain within the law. The University accepts no liability for such matters.
15. Data held by the Faculty of Arts, Humanities and Social Sciences Office will be processed in accordance with the University's Data Protection Policy and your rights under Data Protection Legislation. It will be used to process your application; and to communicate with you prior, during and after the award. You can view the Student Privacy Notice for more information
16. If you provide the University with incorrect or incomplete information, or if you fail to complete the activity, or you do not meet the eligibility criteria for an award, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies the University, may terminate its agreement with you pursuant to these terms with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms
17. The University takes no responsibility for undertaking health and safety or any other risk assessments of placement organisations unrelated to course requirements. Students participating in placement as part of this scheme are expected to undertake their own assessments and familiarise themselves with the relevant organisation's processes to ensure their personal safety and wellbeing.

## Assessment Criteria

Criteria	Scoring Criteria
Type of activity	Work experience – 10 marks Volunteering – 8 Marks Short course/Training/Workshops – 6 Marks Conference – 4 Marks Other – 2 Marks (an employability related activity) 0 Marks if activity if activity is not deemed to be employability related
By taking part in this activity the students can clearly evidence three key objectives they will aim to achieve by participating in this activity	Three objectives clearly defined and excellent evidence– 10 marks Three objectives clearly defined and very good evidence– 8 marks Three objectives defined and good evidence– 6 marks Three objectives and some evidence – 4 marks Basic objectives defined– 2 marks No objectives defined– 0 marks
Will participating in this activity add value to their degree	Excellent evidence– 10 marks Very good evidence– 8 marks Good evidence– 6 marks Some evidence outcomes – 4 marks Basic evidence– 2 marks No evidence– 0 marks
This activity will support the students anticipated career path and will improve their cv which will lead to impressing future employers and make them stand out from their peers?	Excellent evidence of relevancy to anticipated career path, detailing skills and achievements to note on a CV or job application – 10 marks Very good evidence of relevancy to anticipated career path, detailing skills and achievements to note on a CV or job application – 8 marks Good evidence of relevancy to anticipated career path, detailing skills and achievements to note on a CV or job application – 6 marks Some evidence of relevancy to anticipated career path, detailing skills and achievements to note on a CV or job application – 4 marks Basic evidence of relevancy to anticipated career path with little to no evidence of skills and achievements to note on a CV or job application – 2 marks No evidence of relevancy to anticipated career path – 0 marks