Enhance your employability

Develop the mindset and capabilities to be effective in any path you choose

Welcome to the Employability Award program

By participating in this program you’ll have access to a wide range of experiences and reflect on them to help you unlock your potential. The benefits for UQ students participating in and completing this program include:

• receiving a formal Statement of Attainment upon graduation;
• receiving automatic nomination into the UQ Future Leaders Program;
• access to VIP workshops and networking events; and
• becoming more actively engaged at UQ and within the wider community.

Plus you’ll receive regular updates about new events and activities available at UQ and have an opportunity to meet other students from around the world.

Things to consider about the guide

While details of the approved activities are outlined in this guide to help you plan ahead, the list is not exclusive and you are encouraged to find your own unique experiences as well.

Please note:

• access to some activities is limited due to a competitive application process or specific discipline/study-related requirements
• you cannot submit the same supplementary activity type twice (e.g. you can’t add two online courses). Aim for variety and;
• the same experience can’t be used across activity types.

If you have a query about which category you should allocate your extra-curricular activity to, please contact employability@uq.edu.au

Planning your activities

To assist you to know which category to include your activity in, consider the following definitions:

Work Experience
Activities you perform in a work environment which supports the day-to-day running of the organisation to meet their business objectives, which can be paid or unpaid.

Volunteering
An activity that is undertaken for the main purpose of benefiting someone else, such as a church, sporting club, government school, charity, or community organisation, for which you do not receive payment.

Supplementary Activity
An activity that is purely for your own development. Involvement can lead to the development of both personal and professional skills or attributes.

Key Dates

29 April
Award applications due for students graduating in Semester 1

30 Sept
Award applications due for students graduating in Semester 2

Week 12–13
Award interviews conducted (each semester)
# Work Experience

Hit the ground running and get real-world experience, fine tune your skills and engage with industry.

## Activity type

<table>
<thead>
<tr>
<th>Activity name</th>
<th>Further information</th>
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<tbody>
<tr>
<td><strong>General</strong></td>
<td>Employment held during your studies provides an excellent opportunity for you to gain important skills, such as the ability to work well within a team, customer service skills and time management.</td>
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<tr>
<td><strong>Casual Employment</strong></td>
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<td><strong>Part-time Employment</strong></td>
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<td><strong>Full-time Employment</strong></td>
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<td><strong>UQ Internship Programs</strong></td>
<td>An internship is the transition from study to work and is a necessary component in order to develop a student’s skills, making them more advanced and diligent when they finally have the opportunity to be a part of the working world. For the purpose of the Employability Award, internships must be extra-curricular and not for credit. The types of internships available include:</td>
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<tr>
<td><strong>UQ Latin American Embassy Internship</strong></td>
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<td><strong>UQ School of Chemistry and Molecular Biosciences Student Internship</strong></td>
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<td><strong>AIBN Research Internships</strong></td>
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<td><strong>UQ iLab internships</strong></td>
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<tr>
<td><strong>UQ BEL Student Work Experience Program</strong></td>
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<td><strong>External Internship Programs</strong></td>
<td>Visit StudentHub to search a list of internships offered by external providers. Examples of external internships programs include but aren’t limited to:</td>
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<tr>
<td><strong>Disney International Internship</strong></td>
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<td><strong>AIA Private Wealth Management Winter Internship</strong></td>
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<tr>
<td><strong>UQ Ambassador Programs</strong></td>
<td>UQ Ambassador Programs provide an excellent opportunity for current undergraduate students to share their knowledge and experiences with others. Student Ambassadors are essentially the face of UQ and are therefore required to have a working knowledge of their study area, the campuses and the facilities available to students. Types of programs include:</td>
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<td><strong>UQ Critical Thinking Program Ambassador</strong></td>
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<tr>
<td><strong>UQ School Liaison Student Ambassador Program</strong></td>
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<tr>
<td><strong>EAIT Employability Ambassador program</strong></td>
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<tr>
<td><strong>PASS/Tutoring</strong></td>
<td>Selected schools and centres at The University of Queensland have tutoring positions available to undergraduate and postgraduate students who excel in their field of studies.</td>
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<td><strong>UQ Tutor</strong></td>
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<td><strong>UQ Peer Assisted Study Session leader (PASS)</strong></td>
<td>PASS is a student-centred and directed learning model focused on providing formative self- and peer-assessment practice with immediate feedback. The role of the leader is to provide structure to the study session, not to re-lecture or introduce new material. The leader is a ‘model student’ who shows how successful students think about and process the course content.</td>
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Work Experience

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| UQ Student Support  | UQ Student Relations Network Call Crew            | The Student Relations Network (SRN) is a comprehensive network of students who are positively impacting students’ sense of belonging. They are giving students information to help during their orientation and transition to university while also helping each other develop skills for study, promoting health and welfare of students, and establishing neutral welcoming spaces to host UQ student-lead activities.  

*This is a paid position.*
Volunteering
Engage in the community, extend your social awareness, make a difference and enhance your leadership potential.

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<tr>
<td>Community Volunteering</td>
<td>Not-for-profit or Charity Volunteers</td>
<td>UQ strongly encourages students to get involved in international or Australian volunteering work and make a difference. To count towards the Award, organisations must be a charity or not-for-profit that is registered with the Australian Charities and Not-for-profits Commission. To find an opportunity, visit: volunteeringqld.org.au govolunteer.com.au <a href="http://www.volunteer.com.au">www.volunteer.com.au</a></td>
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<tr>
<td>UQ Student Leadership</td>
<td>UQ Volunteering</td>
<td>There are a wide range of leadership opportunities that UQ offers. Getting involved in these leadership opportunities is a great way to enhance your employability skills, network with current UQ student leaders and engage with and foster a positive experience for other students. Examples of programs include:  • social networking  • O-Week welcome crew  • UQ wide events and supportive based programs To explore UQ Volunteering opportunities visit employability.uq.edu.au/volunteering</td>
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<tr>
<td>UQ Mentoring</td>
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<td>UQ offers a number of mentoring programs that provide valuable leadership and guidance through all stages of your time at UQ and beyond. As a UQ Mentor you will support new students in the transition to uni life whilst fostering positive cultural, social and professional connections. To explore the UQ Mentoring opportunities available, visit my.uq.edu.au/mentoring</td>
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<tr>
<td>Other UQ Volunteering</td>
<td>Team UQ Volunteers</td>
<td>Whether it’s supporting your favourite cause, beefing up your CV or having the time of your life with new uni buddies, Team UQ has something for you. Join a new generation of allies, united in a sea of maroon as you get behind UQ as a volunteer and build excitement at a wide range of sporting and community events. Visit uqsport.com.au/competitions/intervarsity-sport/team-uq/</td>
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<td></td>
<td>Faculty/School &amp; Institute Volunteers</td>
<td>There may be specific volunteering programs offered by your Faculty, School and Institute so check their website for more details. Examples of programs include:  • UQ BEL Community Engagement Program  • UQ Asia Pacific Centre for the Responsibility to Protect Volunteer  • UQ-ICTE Conversationalist Program</td>
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### Volunteering

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<td><strong>UQ Colleges Residential Assistant</strong></td>
<td>As a Residential Assistant you will be a role model to other residents by providing pastoral care and general support. In doing so, this role also provides an opportunity to develop your leadership skills. Eligibility: students in UQ Colleges.</td>
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<td><strong>UQU Volunteers</strong></td>
<td>Volunteers make the world go round. Volunteer at our UQU Events to make new friends, up-skill, help out other students and contribute to a better campus and community. To find out more visit <a href="http://uqu.com.au/connecting-u/volunteers">uqu.com.au/connecting-u/volunteers</a></td>
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</table>
| **Other UQ Student Leader roles** | There are various student leader roles offered within UQ. Check with your faculty/school/institute for further opportunities. | Types of Student Leader Programs offered include:  
  - School of Pharmacy Student Leader Program  
  - Women in Engineering Program, Student Leader |
| **UQ Ambassador Programs**   | There are various ambassador programs offered within UQ. Check with your faculty/school/institute for opportunities | UQ Ambassador Programs provide an excellent opportunity for current undergraduate students to share their knowledge and experiences with others. Student Ambassadors are essentially the face of UQ and are therefore required to have a working knowledge of their study area, the campuses and the facilities available to students. Types of programs include:  
  - UQ Critical Thinking Program Ambassador  
  - UQ School Liaison Student Ambassador Program  
  - EAIT Employability Ambassador program |
| **External Ambassador Programs** | Brisbane International Student Ambassador Program | The Brisbane Student Ambassador Program adopts students from all over the world to re-tell their Brisbane story and promote the city internationally. Applications are competitive and students participate in activities around Brisbane and build a social media profile to promote Brisbane to an international audience. |
| **UQ Student Representatives** | There are various student representative roles offered within UQ. To find out more visit the Student-Staff Partnerships: Representation and Voice website. | UQ students contribute to a range of school, faculty, and cultural committees, that help shape direction and enhance opportunities at UQ. Types of student representative opportunities include:  
  - SSP Student Voice Participant  
  - SSP Student Representation role |
| **UQ Student Club or Society** | Students are encouraged to get involved with UQ student clubs and societies, and volunteer their time to help at events and other club activities. Visit [uqu.com.au/volunteers](http://uqu.com.au/volunteers) | An example of the type of roles you can be involved in include:  
  - Club/Society Event Volunteer |
Supplementary
Develop your skills through a range of experiences, from research programs to spending a semester abroad

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| Mentee                               | Includes your involvement as a mentee whether it be internal or external of the UQ community. To be considered a Mentee, you will be engaged in a mentoring program where you are matched to a person who provides you with advice, support and coaching. This may be a reciprocal relationship where you discuss a variety of subjects that help develop your personal and/or professional capabilities. | Examples of mentoring programs include but aren’t limited to:  
  - Central UQ Mentoring Programs  
  - Faculty/School Based mentoring program  
  - External mentoring programs |
| Leadership Programs/Courses          | Includes any Leadership Programs/Courses you have completed whether it be internal or external of the UQ community. | Examples of leadership programs include but aren’t limited to:  
  - National Student Leadership Forum/QLD Servant Leadership Forum  
  - Leadership and Mentoring Program in Science  
  - UQ College Leadership Programs  
  - Veterinary Leadership Experience  
  - Idea Hub LeadHers |
| Conferences                          | Includes any conferences you have attended whether it be internal or external of the UQ community. | Examples of conference involvement include:  
  - Presenting at a conference (including preparation time)  
  - Participating as a delegate  
  - Volunteering at a conference |
| Courses (online)                     | Includes any online courses you have completed whether it be internal or external of the UQ community. Your involvement must be \( \geq \) five (5) hours to be eligible for inclusion as a supplementary activity. | Examples of courses include but aren’t limited to:  
  - ‘Unlocking your Employability’ MOOC by UQx  
  - Create Change: Masterclasses (all three modules must be completed)  
  - Courses via Lynda (www.lynda.com) |
| Courses/Program (delivered face-to-face) | Includes any professional development courses/programs you have completed whether it be internal or external of the UQ community. Your involvement must be \( \geq \) five (5) hours to be eligible for inclusion as a supplementary activity. | Examples of courses/program include but aren’t limited to:  
  - Diamantina Advanced Immunology Course (full course)  
  - BEL Career Success Program  
  - First Aid Course  
  - Diversity/Inclusion course |
| Sports Representative                | Includes either representing UQ within a given sport over a season or during a competition. It also includes volunteering at UQ sporting events. Your involvement can also extend to voluntary roles performed within external sporting clubs. | Examples of sporting involvement include but aren’t limited to:  
  - UQ College Sport Programs  
  - Intervarsity/Elite Sport Competitor  
  - Voluntarily coaching or managing an external sporting team |
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| Global Experiences          | You can travel abroad whilst studying at UQ and can gain a different perspective on your studies, meet new people, and explore new places. | Examples of opportunities available include:  
• Short Term Experiences (employability.uq.edu.au/global-experiences)  
• Student Exchange Program (employability.uq.edu.au/global-experiences)  
• AIM Overseas Oxford English Literature Summer School  
• HASS Globetrotters Grant program  
• Shakespeare Summer School (Europe) |
| Competitions                | Includes your participation as a competitor in a competition whether it be internal or external of the UQ community. | Consider checking with your Faculty or school for opportunities specific to your discipline. Examples of programs include but aren’t limited to:  
• TC Beirne School of Law Mooting Competition  
• UQ 3MT Wildcard Competition  
• Australian University Rocket Competition |
| Research Experiences        | Includes any research experience programs whether it be internal or external of the UQ community. | Examples of programs include but aren’t limited to:  
• Summer/Winter Research Program  
• UQ School of Civil Engineering Icarus program  
• UQ School of Health and Rehabilitation Science Research Incubator Program |
| Entrepreneurship/Innovation Programs | Includes your involvement in and completion of entrepreneurship/innovation programs either internal or external of the UQ community. | Examples of programs include but aren’t limited to:  
• Idea Hub Unlimited  
• Idea Hub LeadHers  
• Idea Hub Social Enterprise  
• Ventures Fast Lane  
• Startup Adventures & Startup Academy  
• iLab Accelerator  
• UQ Idea Hub China Mobility Program  
• UQ iLab & Hype UQ SPIN Accelerator |
| Career enhancement         | Includes your involvement in any other experience that will enhance your employability either internal or external of the UQ community. | Examples of programs include but aren’t limited to:  
• Student-Staff Partnership Projects  
• EAIT Career Kickstarter Program  
• EAIT Careers Steps Program for International Students  
• UQ BEL Management Consultancy Challenge |
| Executive Member of Board or Committee | Includes your involvement as a member of a board/committee whether it be internal or external of the UQ community. | Examples of elected/appointed positions include but aren’t limited to:  
• President/Vice-President  
• Treasurer  
• Secretary  
• Media/Communications  
• Event Coordinator |
| Scholarly works             | Includes your contribution to published scholarly works. | Examples of eligible published works include:  
• Conference paper  
• Conference poster  
• Scholarly journal  
• Industry specific journal  
• Book Chapter, review or edition |
Supporting Events and Services
Access a range of optional supporting events and workshops that will compliment your employability journey*

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<tr>
<td><strong>Student Services Workshops</strong></td>
<td>Student Services offers a range of workshops to support your academic studies and enrich your University experience. These include learning support, practical held and advice, student life, international student support, research and accommodation services.</td>
<td>uq.edu.au/student-services/upcoming-workshops</td>
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<tr>
<td><strong>Careers Service - Employers on Campus</strong></td>
<td>Hear directly from employers about their organisation, recruitment processes and the types of vacancies that they have available. These events are high in demand so make sure you register via StudentHub.</td>
<td>employability.uq.edu.au/industry-connections</td>
</tr>
<tr>
<td><strong>Careers Service - Training and workshops</strong></td>
<td>Get support and advice on how to interpret and present your skills to employers and to help you begin your job search. Workshop topics include resume and cover letters, interview skills and applying for graduate programs.</td>
<td>employability.uq.edu.au/job-searching</td>
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<tr>
<td><strong>UQ Library - Student Services</strong></td>
<td>The UQ Library has a range of online resources and training events including research and references help, software training classes and time management.</td>
<td>web.library.uq.edu.au/library-services/services-students</td>
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<tr>
<td><strong>Business, Economics and Law faculty</strong></td>
<td>The Student Employability Team (SET) is dedicated to assisting students from the BEL Faculty to increase their employability, access opportunities and manage their careers. BEL SET's services are in addition to the services offered by the UQ Student Employability Centre</td>
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<tr>
<td><strong>Engineering, Architecture and Information Technology faculty</strong></td>
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<td>The EAIT Student Employability Team understands that the goal for many students is to find a career that puts all their years of hard work and study to good use. They have put together tailored programs to help you on your career journey.</td>
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<td>Example of programs available include:</td>
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<td></td>
<td>• Employers on Campus</td>
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<td></td>
<td>• EAIT Looking Forward and Employer-Led Series</td>
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For further details, please contact:

**Employability Award**
Student Employability Centre
+61 7 3346 3459
employability@uq.edu.au
employabilityuq.edu.au/award

* These activities are not eligible towards the Award

Please note that the Employability Award Program Information and Activities Guide is subject to change. Last updated 10/12/2019