Employability Award Program
Conditions of participation
The Employability Award program is a structured program that recognises the personal and professional development a student gains from their involvement in activities above and beyond academic studies. There is no obligation to complete the program in its entirety and/or apply for recognition of the Award at graduation. It is therefore important to note, that the real benefits are gained through the process of experiencing and reflecting on the activities that enhance employability.

Eligibility
To be eligible for participation in the Employability Award a student must be enrolled in a UQ undergraduate program (including honours) or postgraduate coursework program only.

There is no GPA requirement.

Registration
Registration for the award is managed online through StudentHub. To register, a student must visit employability.uq.edu.au/award and select ‘Register for the Award’. This will direct them to the relevant StudentHub page.

A student can register at any time during their degree.

Program Requirements
Once registered, to complete the program a student must complete a minimum of;
• 100 hours of work experience
• 100 hours of volunteering and;
• 5 supplementary activities

The student is required to record these extra-curricular activities on StudentHub, where they will also need to submit a reflection using the SEAL reflection process. To keep a record of your reflections for future reference, we suggest taking a screen shot or saving your responses prior to submitting them via StudentHub.

It is also a requirement of the Award program that a student must maintain satisfactory academic progress in accordance with Enrolment and Academic Progression.

Application for Award recognition
If choosing to apply for recognition of the Award, a student must ONLY complete the application in the final semester of their degree (see Key Dates). If you have unusual/exceptional circumstances please talk to Employability Award staff.

A student will only be eligible to apply if they have satisfied all the Program Requirements and their activities have been assessed as suitable.

The application process is as follows;

1. Student creates and submits an Employability Award ePortfolio via my ePortfolio by the due date corresponding with the graduating semester.
2. Applications are assessed and feedback distributed via a rubric in my ePortfolio. If the student is shortlisted, they will receive an email invitation to book an Award interview.
3. Student books an interview time via StudentHub.
4. Student attends an Award interview.

Following the interview, the student will receive feedback via a rubric in my ePortfolio and if successful they will receive an email confirming recognition of the Award at graduation.

Not applying for the Award?
If a student has completed all the program requirements or only a few activities and prefers not to apply for the Award, they can still benefit from the experience gained.

Simply make an appointment with the UQ Careers team careers@uq.edu.au to find out how you can effectively communicate your experiences in future recruitment processes.

Activity requirements
A student can include any relevant activities they have completed during their current program of study. Activities completed before studying at UQ, or when they were in another program from which they have since graduated, cannot be included.

Award activities are organised into categories. The categories and any specific conditions that apply are as follows;

1. Work Experience
Activities performed 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.

2. Volunteering
An activity that is undertaken for the main purpose of

Key Dates

29 April Award Applications due for Semester One graduates
30 September Award Applications due for Semester Two graduates
benefitting someone else, such as a church, sporting club, government school, charity, or community organisation, for which you do not receive payment.

3. Supplementary
An activity that is purely for your own development. Therefore, involvement can lead to the development of both personal and professional skills or attributes. Students must be involved for a minimum of five (5) hours per supplementary activity for it to be eligible.

It is a condition of the Award that an activity can only be counted once in the Supplementary category towards achievement of the Award. For example - if a student completes two language courses at IML, they cannot enter this twice as separate supplementary activities.

Employability Award Activities Guide
The guide is a resource to help students’ plan their activities and ensure they are selecting from categories that meet the program requirements.

A number of different activity suggestions are provided in the guide, however students are also encouraged to source their own activities whether they be internal or external to UQ.

Financial support for activities
A student may be eligible for financial support if they are considering off-campus activities that have a cost attached. This support if offered via the Employability Grant. For more information visit employability.uq.edu.au/financial-support/uq employability-grant

Insurance
A student may need to seek their own insurances for activities held off-campus or overseas. It is their responsibility to ensure they have the correct level of coverage. More information and advice about UQ insurance is available on the website.

Occupational Health and Safety
Before embarking on an extra-curricular activity, it is strongly recommended that students’ familiarise themselves with the information below and then complete the OH&S checklist.

- Training modules available at eLearning@UQ
- UQ’s OH&S Policies, Procedures and Guidelines
- For OH&S inquiries, that are not covered in the training modules, contact the UQ Occupational Health and Safety Division.

For further details, please contact:

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

Declaration
I declare that I have read and understood the terms and conditions outlined in this document, and agree that by registering to participate in the Employability Award program:

1. I will abide by the Employability Award program terms and conditions and all related University policies, particularly the Student Charter: (ppl.app.uq.edu.au/content/3.60.01-student-charter).
2. I certify that the information provided to the UQ Student Employability Centre is true and correct and I will update my expected graduation date in StudentHub should it change.
3. I understand that the University may de-register me from the program or revoke Award allocation if the information I have provided is incorrect or incomplete, and I agree to notify the University of any change to the information I have provided in the StudentHub module.
4. The Employability Award is a non-academic award program and no academic credit will be awarded towards my degree program.
5. If requested, it is my responsibility to provide the UQ Student Employability Centre with additional verification documentation.
6. If I fail to satisfy the terms and conditions, I will not be eligible to receive the Award.
7. The program requirements and activities guide are subject to change at any time at the University's discretion.
8. I may withdraw from the Award program at any time, and will deregister from the program in the StudentHub module.
9. As an Employability Award participant, I agree to share my contact details with the UQ Student Employability Centre in my graduating year to connect with the UQ Alumni community.
10. I agree to receive regular communication from the UQ Student Employability Centre related to the Award program and other activities that enhance my employability.
11. My personal information will not be disclosed to any external third party without my written consent.
12. I am expected to be respectful towards others, to comply with the requirements of the program honestly, and to use appropriate channels for any feedback or grievances. For information about student grievance resolution, refer to the policy at ppl.app.uq.edu.au/content/3.60.02-student-grievance-resolution
13. In cases of alleged misconduct, the matter will be referred to the University’s Disciplinary Board where appropriate. Alleged misconduct may include providing misleading or false information to the University. For information about student integrity and misconduct, refer to the policy at ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct

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