

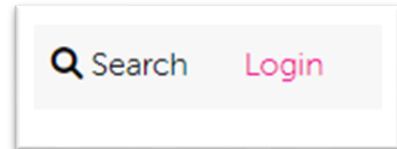
## EDGE Award – Academic Rep

Congratulations on your Rep role! This role will give you a lot of transferrable skills & help you build your C.V but we also want to ensure you get recognised what you do this year.

Follow these steps to log your time as a Rep & get the award added onto your University HEAR towards the EDGE Award and a certificate.

### Step 1: Log into uusu.org

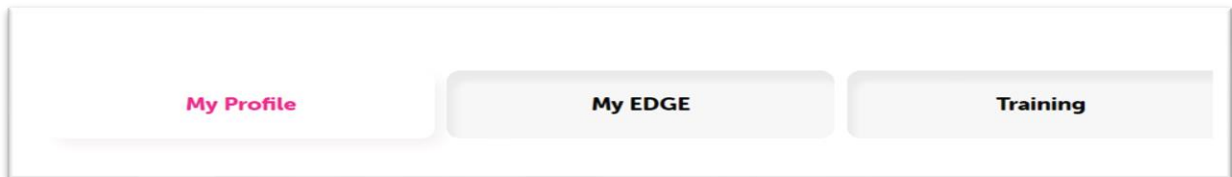
The log in button is in the top right corner of the uusu.org website. Once you click the button you will be prompted to enter your username and password. This will be the same as you use for portal.



### Step 2: Building your Profile.

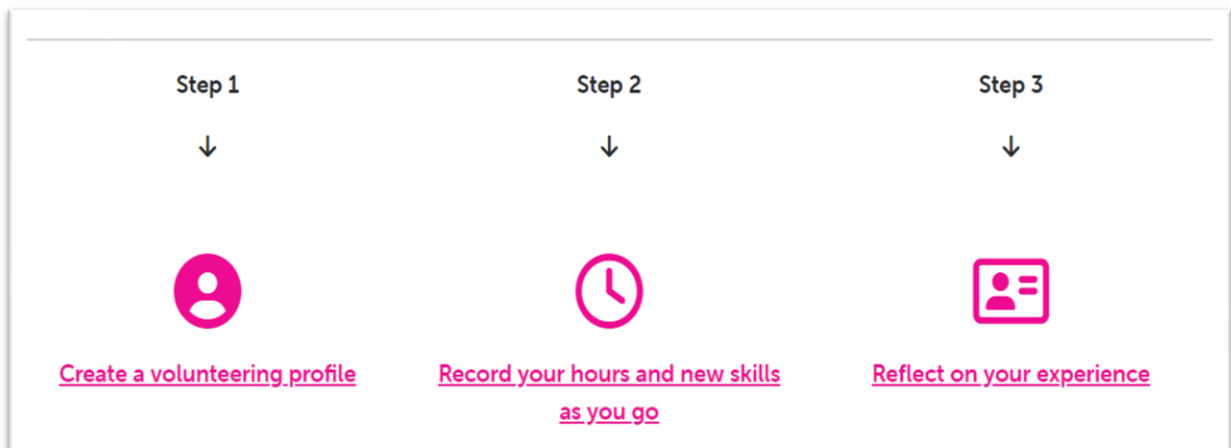
Set up your profile on website [Profile \(uusu.org\)](https://uusu.org/profile)

Select your volunteering profile [Profile \(uusu.org\)](https://uusu.org/profile)



Click on the My Edge tab & select step 2. Record your hours & new skills as you go!

Quick link - [Log \(uusu.org\)](https://uusu.org/log)



### Step 3: Selecting your Rep Role

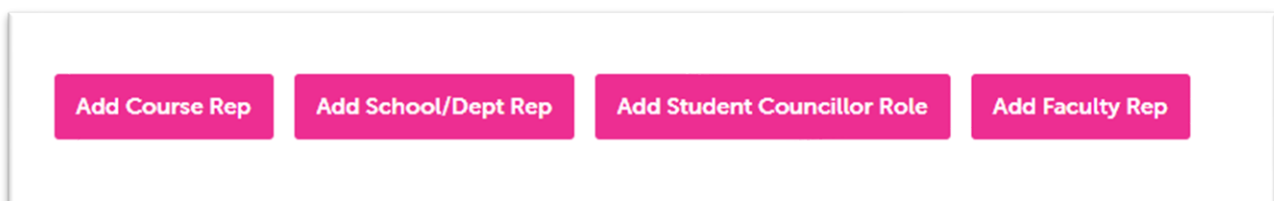
Once your profile is set up, you will see list of all available UUSU activities that you can work towards to get the EDGE.

**Note: Each of the activities UUSU offers under EDGE can be found in this section.**



- **Log Union** – Committee Member (club or society), Student led volunteering or Coaching with UUSU Sports
- **Log Voice** - Course rep, School rep, Faculty rep or Council member
- **Log Non-Union** – external volunteering with charity or organisation, Voluntary Sports Coaching in the community.
- **Log University** – Mind your Mood Ambassador or Mind your Mood Mental Fitness
- **Log Community Team** – This will be one off UUSU led volunteering projects you sign up too.

You will select the 'Log Voice' button. Once you have done this you will see all the Academic Rep roles available to log hours and skills for. Select the ones applicable to you.



The image shows a form with three main sections. The first section is labeled 'Course \*' and has a text input field. The second section is labeled 'Year \*' and has a text input field. The third section is labeled 'Dates \*' and has two date input fields with a right-pointing arrow between them. Below the date fields, it says 'End date is optional'. At the bottom of the form are two buttons: 'Add' and 'Cancel'.

Once you select your rep role from the above, you will be prompted to add your role to your volunteering profile.

For example, if a Course Rep - add your course name & year. (All of the logs will follow this same idea)

## Step 4: Logging your Volunteering Hours & Skills

Once you set up your activity you can then start to log your hours & skills (we recommend you do as you complete the hours to make it easier for you to remember)

### Course Rep

- test / 12 / 28 Feb 2023 - 03 Mar 2023 Edit Delete

Add skill Log hours

For hours add in date you completed the hours, put as much info as possible as to what you did volunteering & record the number of hours volunteered. (Remember to hit add to it adds to your total!)

### What counts as an Activity?

This is anything you do as an Academic Rep within the capacity of your role. It includes training, Student Voice events, SSCCs, communication with your staff and peers, additional opportunities offered through the newsletter. Note this is not an exhaustive list.

**Remember!** You cannot just add in 30 hours and tell us it was representation work - you must break your hours down so that we can see you have met the role objectives & we can be confident the role deserves the EDGE award. Once you hit the required hours you will receive an email reminding you to complete your skills.

For Skills select from skills in the drop-down list & provide a good example as to why you think you gained the skill.

#### Log hours

**Date \***

**Activity description \***

**Hours \***  
 hrs  mins

Add Cancel

#### Add skill

**Category \***

**Skill \***

**Your example \***

### Step 5: Keeping track of your progress.

Your profile page will list all the volunteering you have logged to date [Profile \(uusuu.org\)](https://uusuu.org/profile)

If you scroll down towards bottom of page, you will see **My Award Progress**. Keep scrolling until you see the relevant volunteering role.



### Edge Activity - Course Rep

You have not started the Course Rep.

- You have logged 0/30 hours.
- You need to provide 7 examples of Employability Skills (you've supplied 0 so far).
- Please complete this Reflective Survey

### Step 6: Reflection Survey

Once you have logged your required number of Skills for your award, you will receive an email prompting you to complete your reflection submission. You will be asked a series of questions on your time as a Rep.

- [Please complete this Reflective Survey](#)

Not only is this survey useful for your own personal development – but it will also help us to improve the rep role for the future to ensure we are providing all the necessary resources and support for our volunteers!

### Step 7: Submission & Review

Once you have completed the survey the relevant members of UUSU will check your submission, verify your volunteering & if satisfied, they will get this added to your HEAR. If we have any questions, we will come back to you.