

## EDGE Award

Congratulations on your committee 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 committee member & get the award added onto your University HEAR towards the EDGE Award.

1 of 11

Student

My location is

Belfast Campus

Select you are a Student & your campus location

## I'm interested in

### Categories

All None

- Clubs & Societies
- Community Groups
- Environmental Projects
- Student Voice
- Community Projects
- Cultural Projects
- Events
- Educational Projects
- Animal Welfare Projects

Select Clubs & Societies

However, if you want to be sent our volunteering newsletter with any opportunities you can tell us what you are interested in!

Once your profile is set up, you will see list of all available UUSU activities that you can work towards to get the EDGE. Each activity has 3 sections to complete: hours, employability skills & reflection questions on your time as a committee member

### EDGE Activity - Club/Society Committee Member

➔ You have now logged 30 hours. To gain the EDGE Activity - Club/Society Committee Member you need to complete the following:

- You need to provide 7 examples of Employability Skills (you've supplied 1 so far).
- Please complete the Reflective Learning section

Just click on any of the sections above to start. We advise that you log your hours as you go along throughout the semester rather than trying think back about what you did in semester

2!

# Log Hours and Skills

Get Involved > Volunteering > Log Hours and Skills

- Community Projects log
- Media & Events In Sport Log
- Mind Your Mood Log
- Society/Sports Activity Log
- Student Voice Activity Log
- Volunteering with Charity or Local Organisation Log
- Welcome Team Log

Your committee log is found under Society/Sports Activity log

Select this option

Add Club/Society Committee Members

Committee Role \*

(Please select)

Select your committee role from the drop down

Club/Society \*

Tell us the name of your society/club

Dates \*



→



End date is optional.

Add in the dates of your committee role  
In most cases this will be start of May  
(allows you to record any committee training attended at end of Semester)

Add

Cancel

Select Add

## Adding Hours

- Chair / test karen's / 26 Jan 2020 - ongoing Edit Delete

Add skill Log hours

To add in your hours, select Log hours

**Log hours** Add in your date of activity

**Date \***

**Activity description \***

Tell us what you did during this time (remember that anything you do as a committee counts- training, committee meetings, events, social media updates all count!)

**Hours \***  
 hrs  mins

Add in the hours that this activity took

Add Cancel

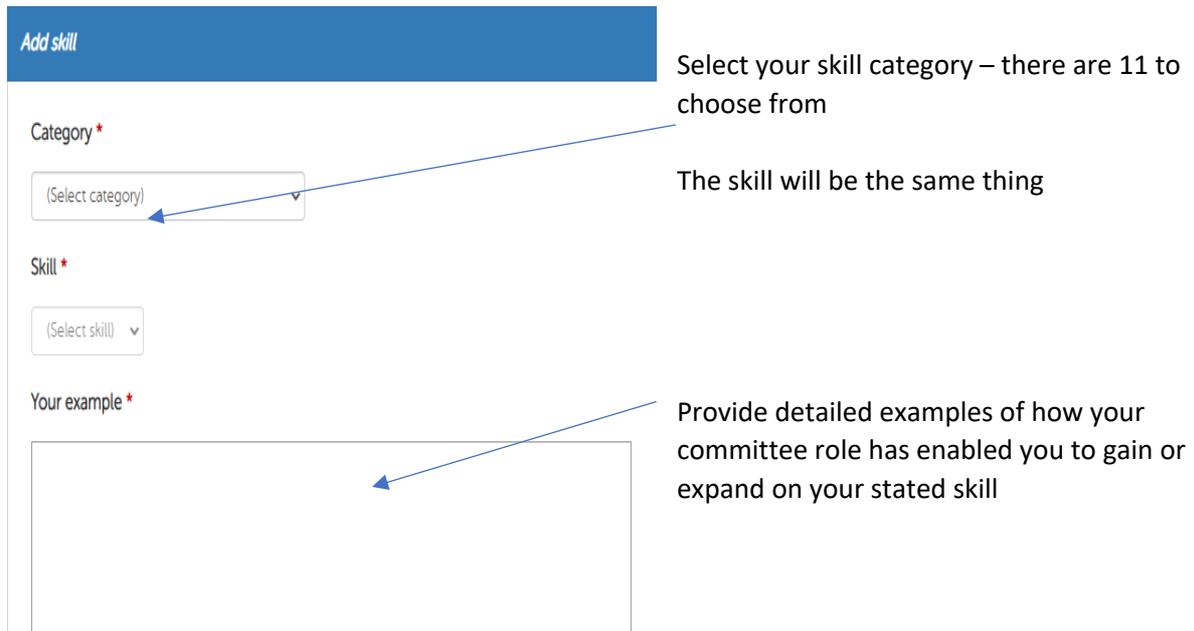
### Remember!

You cannot just add in 30 hours and tell us it was committee 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.

## Add Skills

Select the Add skills box to add in your required number of skills



The screenshot shows a form titled "Add skill" with a blue header. It contains three main sections: "Category \*", "Skill \*", and "Your example \*".

- Category \*:** A dropdown menu with the placeholder text "(Select category)". An annotation with a blue arrow points to this dropdown, stating "Select your skill category – there are 11 to choose from".
- Skill \*:** A dropdown menu with the placeholder text "(Select skill)". An annotation with a blue arrow points to this dropdown, stating "The skill will be the same thing".
- Your example \*:** A large empty text box. An annotation with a blue arrow points to this box, stating "Provide detailed examples of how your committee role has enabled you to gain or expand on your stated skill".

Once you have logged your required number of Skills for your award, you will receive an email prompting you to complete your reflection submission

[Please complete the Reflective Learning section](#)

Click on this text

You will be asked 3 questions on your time as a committee member

## Club/Society Committee Member

This reflection submission should only be completed in the 2nd semester of your time as being a committee member so that you have enough time in the role to reflect back on.

## Reflective Learning

What has been the highlight of your time as a Committee Member? \*

0/1000

Min 150 max 250 words

## Committee info

What club / society did you belong to \*

What was your role in the committee \*

Submit

Cancel

Finally tell us your club/society & your committee role

Click on Submit

UUSU will review your submission when received. We may come back to ask any questions if we need more information but once everything has been approved your Award will be added onto your HEAR.