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**Volunteering Award 3 (To be completed by student)**

# To be completed by student and submitted via the Pathways area of [My Career](https://mycareer.newman.ac.uk). Further instructions can be found in the [Newman Volunteering Award Handbook](https://www.newman.ac.uk/knowledge-base/newman-volunteering-award/).

The Privacy Notice is located in the Newman Volunteering Award Handbook you can also refer to the [Privacy Notice for Students – Careers Service](https://www.newman.ac.uk/privacy-notices/#blueprint_4).

|  |  |
| --- | --- |
| Name of Newman University Student: |  |
| Student Contact details: Address, Email and Telephone Number: |  |

Employability Skills Checklist: tick the skills that you have used/developed during your volunteering:

|  |  |
| --- | --- |
| Self-reliance skills:   * **Self-awareness** * **Willingness to learn** * **Networking** * **Problem solving** | General skills:   * **Flexibility** * **Business acumen** * **IT/computer literacy** * **Numeracy** |
| People skills:   * **Team working** * **Interpersonal skills** * **Leadership** * **Customer orientation** | Other specialist skills not listed: |

|  |
| --- |
| **Reflective Account: Please write a short account of your volunteering experience – what you learnt and how you will use this to help you in the future (approx. 100 words)** |
|  |

Sign:

I confirm that the information provided is accurate: Yes  No

Print:

Date:

Well done on completing your volunteering hours! Please now submit the completed forms by uploading them to the relevant pathways section of My Career before 31st May

Don’t forget to access your [My Career account](https://mycareer.newman.ac.uk/) where you can book guidance appointments, sign up for workshops, events and other awards.

[careers@newman.ac.uk](mailto:careers@newman.ac.uk)