**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/).

You can access the [Privacy Notice – Newman Volunteering Award](https://www.newman.ac.uk/privacy-notices/).

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| Name of Birmingham 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:

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

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| **Reflective Account: Please write a short account of your volunteering experience – what you have learnt and how you will use this to help you in the future (approx. 100 words).** |
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| I confirm that the information provided is accurate: Yes **o** No **o** |

Sign:

Print:

Date:

Once completed please upload this form to the relevant section of My Career – see handbook for further instructions.

 Birmingham Newman University Careers and Employability Service

careers@newman.ac.uk