

Embedding the Leicester Award and Leicester Award Gold into new Undergraduate programmes

Background

The Leicester Award and Leicester Award Gold, developed and refined over several years with input from academics, students and graduate recruiters, together provide a structured pathway that allows students to explore their personal and professional motivations, strengths and development areas while also making progress toward a credential. They provide an opportunity to reflect on and articulate the development of both academic and workplace skills.

Rationale

Through a pilot of embedding the Award in the curriculum in 2018/19, feedback suggested that students have valued the experience and would generally recommend it to others. There were also improved completion rates of the Awards when the associated learning and assessment was embedded within the curriculum. In October 2018, ULT agreed that the Awards should be embedded as accredited components of all Undergraduate programmes. This will contribute evidence towards the University's TEF submissions. The TEF *Employability and Transferable Skills* aspect, the criterion of which is that "*Students acquire knowledge, skills and attributes that are valued by employers and that enhance their personal and/or professional lives*", is becoming more important to the TEF methodology.

How do I embed the Leicester Award/Leicester Award Gold?

The University has already undergone a process of embedding the Leicester Award and Leicester Award Gold into core modules of existing programmes for 2019/20 and 2020/21 respectively. This means that all programmes that were running at that time already have the Awards embedded. When developing a new programme or bringing an old programme out of suspense, here is a step by step guide of how to embed the Awards:

Step 1: Check where the Awards are already embedded in other programmes in your School

If your new programme will be using existing modules, and students on the programme will be taking the core module where the Leicester Award/Leicester Award Gold is embedded for other programmes in your school, no action is required. Directors of Learning and Teaching have a record of the relevant modules.

Step 2: Check for duplication

If your new programme will be drawing on existing modules from more than one existing programme, there may be a risk that students could receive the Leicester Award/Leicester Award Gold twice. You should be able to identify this in Step 1. If you identify that this is the case, please speak to the Career Development Service in the first instance.

Step 3: Embed the Awards into new modules if necessary

This step is only required if students will *not* be taking the core modules where the Awards are already embedded in your School. The guidance below outlines how to identify an appropriate module and how to integrate the Awards into your module specification for the purpose of Programme Approval. In *italics* you will find text that you can drop directly into your modules specifications if appropriate.

Leicester Award

1. Identify an appropriate module

The main focus of the Leicester Award is on developing and reflecting on skills, so it will ideally be embedded into a module which includes an opportunity for students to develop their skills. As a guide, this activity should make up around 10 hours of the module. An example might be an element of group work.

2. Incorporate the following into your module specification

a. ILO

The ILO for the Leicester Award is:

"Reflect on and articulate motivations, strengths and experience of developing one or more transferable skills"

You can choose to insert this directly into your module spec, or use an alternative ILO which is more specific to your discipline as long as it can be mapped across to the ILO above. Please consult the Career Development Service if you are not sure.

b. Assessment

The Career Development Service can work with you to design an appropriate assessment and associated marking criteria. For the purpose of your module spec, we suggest this is included as part of a broader piece of assessment if possible. Where it is a separate piece of assessment, we suggest this is included in your module spec as a 'reflective portfolio'. Typically this might include some reflective questions and a CV or skills audit activity. However the assessment should always be appropriate for the context of the module to truly feel embedded. The assessment should count for **no more than 10% of a 15-credit module or 5% of a 30-credit module**

c. Teaching and learning methods

The Career Development Service can work with you to design and deliver appropriate teaching resources and learning opportunities. For your module spec, you can use the following text:

"The module will provide explicit guidance on how to identify personal motivations, strengths and development areas, how to develop transferable skills, and how to record your skills and experience. This will be delivered through a combination of course materials, appropriately contextualised instruction and experiential learning opportunities (e.g. a group work activity or challenge)."

d. Guided Independent Study

"On-line materials to support reflection and articulation of skills."

e. Student workload

Students are required to reflect on appropriate skill-development activity which is already factored in to your module e.g. group work. Additional time for taught content to support the assessment may also be useful. We estimate that this would be no more than 2 hours, delivered through lectures or workshops in collaboration with CDS.

[Leicester Award Gold](#)

1. Identify an appropriate module

The focus of the Leicester Award Gold is helping students prepare for future applications by relating their skills and experiences to potential opportunities. A module which has an employability focus or which includes an activity related to a professional opportunity (e.g. a placement, an industry-style project) would be the ideal place for it to sit.

2. Incorporate the following into your module specification

a. ILO

The ILO for the Leicester Award Gold is:

"Reflect on and articulate motivations, strengths and skills in relation to a future, work-related learning opportunity"

You can choose to insert this directly into your module spec, or use an alternative ILO which is more specific to your discipline as long as it can be mapped across to the ILO above. Please consult the Career Development Service if you are not sure.

b. Assessment

The Career Development Service can work with you to design an appropriate assessment and associated marking criteria. For the purpose of your module spec, we suggest this is included as part of a broader piece of assessment if possible. Where it is a separate piece of assessment, we suggest this is included in your module spec as a 'professional portfolio'. Typically this might include a tailored application/CV and cover letter/personal statement linked to a work-related learning opportunity for students in the discipline (e.g. placement, project). However the

assessment should always be appropriate for the context of the module to truly feel embedded. The suggested assessment weighting is **10% of a 15-credit module or 5% of a 30-credit module**

c. Teaching and learning methods

The Career Development Service can work with you to design and deliver appropriate teaching resources and learning opportunities. For your module specification, you can use the following text:

“The module will provide explicit guidance on how to relate strengths, transferable skills and motivations to a professional opportunity, and how to produce a tailored application. This will be delivered through a combination of course materials and appropriately contextualised instruction.”

d. Guided Independent Study

“On-line materials to support searching for opportunities and reflecting on and articulating skills.”

e. Student workload

Additional time for taught content to support the assessment may also be needed. We estimate that this would on average 2 hours depending on the nature of the module, delivered through lectures or workshops in collaboration with CDS.

Contact Details for the Career Development Service

You can find contact details for the Career Development Service below. Career Development Service staff can support you in embedding the Leicester Award/Leicester Award Gold in the programme.

<https://uniofleicester.sharepoint.com/sites/staff/student-support-info/employability/SitePages/Resources-for.aspx>