

# How do I claim my SussexPlus certificate?

## Help Sheet 3



### How do I send the Careers & Employability Centre my completed webfolio?

**QUICK CHECK:** Send your webfolio to [sussexplus@sussex.ac.uk](mailto:sussexplus@sussex.ac.uk) and we'll help you with the next steps...

**HELP FROM A CAREERS ADVISER:** Book a one-to-one by calling **01273 678429** or come to our **Webfolio Drop-in Wednesdays** from 1-3pm (3<sup>rd</sup> February – 28<sup>th</sup> April 2010) for help...

- ✓ With any part of your webfolio – both content and technical
- ✓ Filling in the SussexPlus Webfolio Checklist (details below)
- ✓ Signing off your completed webfolio

**ALONE:** Work on your webfolio by yourself then...

- ✓ Fill in the SussexPlus Webfolio Checklist Form and link it to your webfolio
- ✓ Submit your webfolio through the relevant Gateway in PebblePad
- ✓ Confirmation or feedback will be sent to you within 14 days

**Webfolio submission deadlines:** Weekly every Wednesday from 3<sup>rd</sup> February until 28<sup>th</sup> April to claim your SussexPlus 2010 Certificate... **the two best Webfolios EACH WEEK receive a £20 voucher!**

### Where can I get help to make my webfolio a success?

#### **ACADEMIC EXPERIENCE (Page 1 of your SussexPlus Webfolio Share)**

You may find it easier to articulate your skills if you choose a focus for your webfolio like a particular job role, career area, area of study or set of skills you want to develop. Here are two examples:

I am a first year student studying History at the University of Sussex. At the moment, I'm unsure of my plans beyond my degree, but I am interested in a career using my writing skills and working with people. I feel my strengths lie in my interest and commitment to trying to help others and the strong analytical and critical skills I am developing at university. I understand that I need to gain as much practical work experience as possible, therefore I'm applying for work with my student newspaper *The Badger*, and looking for a writing-based internship for the summer in PR or journalism.

I am currently studying Development Studies at the University of Sussex and plan to pursue either a career or further study in International Development in the future. My strengths lie in my interest and commitment to sustainable development and the strong analytical and presentation skills that I am developing on my degree course. I have identified that I need to strengthen my skills in practical development work, so I am applying for work experience at UK charities during term-time and NGOs abroad as a summer placement.

❖ **SKILLCLOUDS:** This new University of Sussex project helps you identify a subject-specific set of skills that you'll develop throughout your degree course. Your Skillcloud (which you'll find through Sussex Direct) can be used to help you with the **Academic Experience** section of your webfolio.

❖ **SUSSEXPLUS PILOT GROUPS** will get help from Careers Advisers and their tutors. Pilot groups for 2009/10 are Law (year 1), Geography (years 1 & 2), Product Design (year 1), BIMM students, the Schools & Colleges Programme, Workshadowing participants and Year Abroad students.

#### **MY WORK EXPERIENCE (Page 2 of SussexPlus Webfolio Share)**

This is where you record the skills you've developed through work experience before and during your time at Sussex. This isn't just about paid work you may have done; it can include volunteering, part-time jobs, vacation placements and work shadowing.

### **MY EXTRA-CURRICULAR EXPERIENCE (Page 3 of SussexPlus Webfolio Share)**

This section gives you the opportunity to 'talk up' your interests and experiences outside of work and study. Don't think too narrowly - use examples that show the depth and breadth of your interests, for example being involved in a USSU society or organising events and activities.

**Project V** has some fantastic volunteering opportunities at [www.ussu.info/projectv](http://www.ussu.info/projectv)

## **What criteria will I have to meet to be successful?**

**Within your SussexPlus Webfolio, you'll need to demonstrate that you can:**

1. **Identify** and **record** evidence of the skills, knowledge and experience you have gathered before or at the University of Sussex in three areas:
  - ✓ Your Academic Experience
  - ✓ Your Work Experience
  - ✓ Your Extra Curricular Experience
2. **Describe** and **illustrate** how your skills, knowledge and experience link to your professional development with particular emphasis on your employability
3. **Provide evidence** of research into options for your future, demonstrated by the focus of your SussexPlus webfolio (e.g. further study, skills you want to develop, a particular job role)
4. Write in suitable English and **present material and evidence clearly**

*We've created a SussexPlus Webfolio Checklist to help you meet these criteria. This is available in your SussexPlus asset store in PebblePad. Just go to Create New Form → SussexPlus Webfolio Checklist.*

### **How much time do I need to spend on Sussex Plus?**

It's up to you how long you spend on your webfolio. As long as you meet the criteria listed above, you'll get your SussexPlus certificate.

### **Where do I send my completed Sussex Plus webfolio?**

From your SussexPlus Asset Store in PebblePad, you can send your completed Webfolio (along with your SussexPlus Webfolio Checklist form) through the Gateway relevant to you in PebblePad. We're around to help you with this, if you need it.

### **How will I know if I have been successful?**

If you complete the above checklist with the help of a Careers Adviser, your webfolio can be verified immediately and we'll confirm this by email within five days. If you submit your webfolio and checklist on your own, then feedback may take up to 14 days.

### **How Does Sussex Plus address equality and diversity?**

The more experience you have in terms of paid work, interests and life responsibilities, the better your webfolio content will be. If you have any concerns such as describing overseas qualifications, a criminal record, coping with a disability, gaps in your CV when you've had to manage family commitments or anything else, just come along to a drop-in session and a Careers Adviser can help you to document this positively in your webfolio.

**For technical help and support, visit the SussexPlus blog: [www.sussexplus.wordpress.com](http://www.sussexplus.wordpress.com)  
Need a SussexPlus account? Register at [www.sussex.ac.uk/sussexplus](http://www.sussex.ac.uk/sussexplus)**