



Bath Education Trust

Award

Foreword

A business is only as good as its employees. This statement has been said many times over the years and continues to be true in the uncertain and challenging business environment that we find ourselves in. What is a good employee? How will a school leaver be identified as the right fit for an organisation? What skills do I need to be successful in my career? These and many others are the questions that the Bath Education Trust Award aims to answer by equipping young people for the career that lies ahead of them. The aim of the Award is to develop enterprise and confidence so that ultimately, whatever career they choose, they have a desire to be the best that they can be. The award itself will help employers identify individuals who, as well as academic achievement, have received practical experience of business and demonstrated a range of valuable life skills.

For those about to enter the Award I wish you every success. The hope of all of us is that in years to come you will look back on this time and recognise the positive contribution that the Award has made to your life.

**Peter France
Chief Executive
Rotork plc**

May 2010

The Bath Education Trust Award

The Bath Education Trust was formed in 2009 by the University of Bath, Hayesfield Girls' School, Beechen Cliff School, City of Bath College and Rotork

Introduction:

In a rapidly changing world of work, it is increasingly important for students to be equipped with a portfolio of skills and experience which will help them to stand out from the crowd. The Bath Education Trust Award has been designed to help and support Bath students who wish to develop these skills. Evidence shows that it is the combination of academic study, work experience and leisure interests, which helps to develop the broad range of skills and competencies that employers seek. The BET Award offers students a framework to help them realise their potential in these areas.

What is the Bath Education Trust Award?

The BET Award is a certificated programme of transferable skills, training and practical learning. It offers a framework to accredit the skills and achievements of students not formally recognised through the current qualification framework. It operates alongside the school programme and enables students to capture and reflect on the benefits they have gained from all aspects of school life which will enhance their future employability.

Why should I get involved?

The Bath Education Trust Award is for students who enjoy their academic study but realise that, in order to be 'rounded' people, they also need to be involved in other activities involving the wider community. It will give students the opportunity to credit these activities and develop their skills and will result in an award which can be presented to future employers or to colleges or universities as evidence of their involvement in extra curricular activities.

Students who participate in the Award will need to be organised and able to make a commitment to complete the activities, but because of the open-ended nature of the Award it should not involve an extra heavy workload. Students can start the Award in Year 10 and do not need to complete it until Year 13 when their schooling comes to an end. However, we expect that many students will make use of the time between completing GCSEs and starting Sixth Form to complete many of the activities.

What do I have to do in order to get started?

- Take a letter home and return the reply slip
- Come to a meeting where you will be able to ask questions
- Start to put together your portfolio

How do I 'do' the BET Award?

Activities

Students are required to undertake, or have undertaken, the following activities:

1. A minimum of 100 hours of community service
2. A period of work based learning
3. Maintain a Healthy Lifestyle portfolio
4. Participate in Enterprise activities
5. Undertake three elective courses

and

Six key Skills

Provide written evidence* of six key skills, reflecting on their level of competency.

The key skills are:

- Teamwork
- Written Communication
- Verbal Communication
- Leadership
- Commercial awareness
- Problem solving

* Students may include photographs or other evidence of activities undertaken.

Accumulating points

Portfolio

Students will be required to complete a portfolio as evidence for the Assessor.

This will be by written reflection on the skills developed for each activity listed above. The piece of writing should be between 400-600 words; word processed and should use the following headings:

- a. An outline of the activity, *for example*:
I have been volunteering at _____ for (length of time)
- b. An outline of the tasks carried out
- c. A reflection on the use of evidence of all key skills in an activity. (You may not have evidence of all key skills in an activity, but you must state why not)
- d. A reflection on how the activity you have carried out could be useful in the world of work.

How do I 'do' the BET Award?

Healthy Lifestyle portfolio

In order to meet this requirement for the BET Award we would like students to investigate their own eating, sleeping and exercise habits.

We suggest that on starting the Award you carry out the following:

1. Maintain a food diary for a week
2. Keep a record of the amount of sleep you have in a week
3. Keep a record of the exercise you take (include things like walking to school) in a week
4. Evaluate your habits taking into account current guidelines for people your age
5. Set yourself 3 targets for improvement over a three month period
6. At the end of the three months, re-evaluate your performance

Useful websites:

<http://www.eatwell.gov.uk/healthydiet/eatwellplate/>,

http://www.bbc.co.uk/health/healthy_living/fitness/,

<http://news.bbc.co.uk/1/hi/magazine/7967968.stm>

Finally, you will need to write an evaluation of the activity for the BET Award portfolio

Log

The portfolio should include a log of the hours spent on community service together with counter-signatures from the person in charge and proof of participation for the elective courses and work experience. (Sign-off sheets)

Completion of Skills Competency Audit

Before starting the BET Award students should reflect on where they are by scoring themselves against the Skills Competency Framework, which will be used in the assessment process when they submit their portfolio.

Before submitting their completed BET Award portfolio students will be asked to complete the Framework again to reflect on the progress made through the activities undertaken.

Skills Competency Framework

The following questionnaire has been designed to help you in completing your action plan. This must be completed prior to starting the Bath Education Trust Award as this helps you analyse your current employment related skills and identify areas that you might consider developing further.

This is to be referred to and must be updated after you have completed the Bath Education Trust Award.

LEVELS	SKILL TO DEVELOP	SKILLS AIMING TO DEVELOP	ACHIEVED ✓
	TEAMWORK		
1	I actively participate in team discussions and decision making		
2	When asked by others to take a role I am happy to do so. I understand that being part of a team requires compromise and am able to give and receive constructive feedback		
3	I volunteer myself for specific roles within the team and ensure that they are carried out to the best of my ability to ensure that the team functions successfully		
4	I actively participate in a team and am happy to take on a variety of roles I actively encourage others to be useful team members. I understand that my behaviour in a team can influence others and take steps to ensure this influence is a positive one.		
WRITTEN COMMUNICATION			
1	I can write in a clear and structured way		
2	I can adapt the style and form of my writing to different audiences and purposes		
3	I can write in a coherent manner, using accurate grammar and well constructed paragraphs		
4	I can plan and produce written work that is fit for the purpose and in a style appropriate to the audience I use specialist vocabulary as necessary in a confident manner		
VERBAL COMMUNICATION			
1	I can hold a conversation in familiar surroundings		
2	I understand how to listen and respond appropriately in conversations with individuals and within groups I am able to phone someone I do not know and request information		
3	I am able to take an active part in the group discussion and put forward my point of view in a clear way. I am able to listen to and take account of other people's points of view		
4	I am able to prepare and present information or an argument to a group of people I am able to respond comfortably to questions		

LEVELS	SKILL TO DEVELOP	SKILLS AIMING TO DEVELOP	ACHIEVED ✓
	LEADERSHIP		
1	I am able to organise myself and my time		
2	I can recognise people's strengths and weaknesses I can set realistic objectives for myself and others in order to achieve a task		
3	I can create a positive working environment I work hard to improve my leadership		
4	I can take risks to achieve goals and inspire other people. I lead by example and build trust and confidence of the people I work with I know how to delegate tasks and allow other people to achieve their goals		
COMMERCIAL AWARENESS			
1	I understand how a business attracts and keeps customers		
2	I am aware of why businesses are concerned with their social responsibility image		
3	I understand the impact the economy and political environment can have on business decisions		
4	Awareness of Globalisation, Competitors – I can research new information and use it to provide practical solutions to issues (Creativity)		
PROBLEM SOLVING			
1	I can identify a problem and a solution		
2	I need help to analyse a problem but am able to plan the way to solve it I can identify a number of different solutions		
3	I can analyse a problem and talk it through, then work through it logically. I can identify the risks involved and choose the most suitable solution		
4	I am very capable of understanding the problem and working out the route through it I can discuss a range of possible solutions to a problem and justify the solution taken. I can evaluate the results and recommend improvements		

Elective Courses

A menu of elective courses will be provided by the University of Bath and Rotork.

Courses will be a mixture of one day activities and regular sessions over a set time and will be offered at different times of the year. They will take place outside of school time.

A menu of courses provided by Rotork

- **Negotiating**

This course will provide an introduction to negotiation within the work place environment. The plan is to setup a negotiation scenario where teams of students will represent both parties in a negotiation.

- **Presentation/Marketing Skills**

This course will examine and develop basic presentation skills to become an effective communicator. This will be achieved by discussion, demonstration and making presentations.

- **Project Management**

This course will look at the components required for a project and the tools for controlling them. This will be achieved by a combination of role play exercises and presentations.

- **Managing Meetings**

This course will demonstrate the importance of communication and meetings in the distribution of information in projects. This will be achieved by a combination of role play exercises and presentations.

- **Finance**

This course will develop an understanding of what a commercial finance department seeks to achieve and why it exists. This will include recognising the issues of financing a business, and an introduction to the language of business finance.

A menu of courses provided by University of Bath

- **Critical thinking**

This course will examine and develop the ability to think both clearly and rationally, developing the skills to determine the credibility of information, assessing and developing arguments and resolution of dilemmas.

- **Essay writing skills**

This course will give an introduction to developing these skills through planning, writing and reviewing.

- **Fundraising-Event Management**

This course gives an insight into the groundwork which needs to be laid down in order to run a successful event

- **Introduction to Volunteering**

Why volunteer?

This course will look at the benefit to you and the opportunities available and give you the opportunity to enhance and improve your communication skills, ie networking.

- **Learn another Language**

This course to be confirmed

Sign off/proof of participation

Name of Student _____

Name of Organisation/Activity/Training: _____

Job title/role: _____

Please ask your supervisor or equivalent to sign and endorse these hours*:

Dates	Times	Hours*

**Hours do not need to be inserted for training sessions.
Dates, times or hours can be grouped.*

Supervisor's name (Block capitals) _____

Supervisor's Job Title: _____

Supervisor's Signature: _____

Contact details (email, address or phone): _____

Date: _____