THE BIG ESSEX AWARD

BRONZE 50 UNITS

SILVER 100 UNITS

GOLD 150 UNITS

EMLOYABILITY AND CAREERS

HANDBOOK AND ACTIVITY BROCHURE 2016/17
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What is the Big Essex Award?

The Big Essex Award is the University of Essex’s Employability Award run by the Employability and Careers Centre. Quite simply, it aims to help identify the skills you have developed over your time at Essex so that you can show future employers why they should hire you.

The award will recognise the extra-curricular and voluntary activities that you complete during your time at the University of Essex, both on and off campus. The University will formally recognise your achievements by displaying the highest level that you achieve on your HEAR (see page 22 for more information on the HEAR).

Bigger and bolder than before - The Big Essex Award is now in its 5th year.

So far over 2000 students have completed the Big Essex Award, so why not join them now?

Why should I get involved?

As the job market becomes more competitive for graduates the Big Essex Award offers something different to add to your CV and helps you stand out from the crowd. Ask yourself, ‘why wouldn’t I want to get involved’?

Not only does the Big Essex Award provide recognition for all your on and off campus extra-curricular activities and work experience during your time at the University, it also aims to help you to identify and evidence the skills you have developed to employers. Our aim is to get you in the best possible position for when you start looking for employment.

“We are delighted to be sponsoring the Big Essex Award. It is a fantastic programme and is exactly what employers are looking for.”

Petra Wilton, Director of Strategy and External Affairs at Chartered Management Institute
Can anyone complete the Big Essex Award?

Yes! Any student who is registered at the University of Essex can sign up to, and complete the Big Essex Award. There is no sign up deadline and you have until 6th May of your graduating year to complete the award. This deadline gives us enough time to approve all your units and include it on your HEAR.

What if I have already completed the Big Essex Award?

Good news! If you have previously completed the Big Essex Award you will automatically have achieved the Bronze level of the redeveloped award! This means that you can start at 50 units and work towards completing the Silver level.

How do I sign up?

Ok, we know you really want to get started, so what next? You can sign up to the Big Essex Award on CareerHub. Just follow these simple steps:

1. Go to www.essex.ac.uk/see/careerhub
2. Log in with your student login and password.
3. On the CareerHub homepage click on the Big Essex Award page.
4. Go to ‘sign up to the Big Essex Award’
5. Fill out the short registration form and submit. You are now signed up to the Big Essex Award! You will be able to access your individual workflow and start logging units.

How do I log my units?

Once you have completed the unit criteria you need to log your unit by following these steps:

1. Go to www.essex.ac.uk/see/careerhub
2. Log in with your student login and password.
3. On the CareerHub homepage click on the Big Essex Award page.
4. Go to ‘Log my Big Essex Award units’
5. Select the unit that you have completed.
6. Fill out all elements of the form to the greatest level of detail that you can provide (if you do not provide enough detail about your activity your form will not be accepted)
7. Submit the form
8. When you have submitted the form it will show as pending until the unit verifier has approved your submission.
9. When the form has been approved the unit will be added to your Big Essex Award workflow

Please note: a supervisor for your unit will be contacted when you submit this form. The supervisor will verify if you have completed the unit criteria for that activity.

How do I complete the Big Essex Award?

The Big Essex Award is made up of three different levels. Each level requires you to gain a number of units to complete that level:

- **Bronze**: 50 units
- **Silver**: 100 units
- **Gold**: 150 units

The units for each award can be achieved by completing a variety of different activities which are listed in section two, along with their unit value.

It’s simple - to complete each unit you will need to complete the unique criteria for that unit. Once you have achieved the unit criteria, log this unit on CareerHub through your Big Essex Award workflow. Once this is approved by the activity verifier you will have completed that unit.

**Look out for information sessions**

We will be running throughout the year to help you get started with the Big Essex Award and answer any questions you may have. You can book onto these sessions through the events page on CareerHub.

**Sign up now at**

www.essex.ac.uk/see/careerhub

**SILVER**

100 UNITS

**GOLD**

150 UNITS

**BRONZE**

50 UNITS
Student profile

Still deciding if you want to sign up? Why not read what Tehreem Rehman, BA History 2015 graduate said about completing the Big Essex Award.

What made you interested in the Big Essex Award?

“The Big Essex Award appealed to me because I realised that it was too good an opportunity to miss. Completing the award has allowed me to accumulate some really relevant experiences that will help me get a job in the future. It has given me the opportunity to develop skills and get new and exciting experiences - and it will look great on my University transcript.”

What were you hoping to gain from the award?

“I initially hoped to gain skills and experiences to give me plenty of things to talk about in an interview. I know that employers value candidates who have experiences and can show how they have practically applied their skills. Most job applications and interviews require you to ‘tell them a time when you…’. Completing the Big Essex Award means that I now have lots of experiences to mention to an employer where I can show off my skills and this may give me a possible advantage over other candidates”.

What have you achieved through the award?

“The Big Essex Award encouraged me to participate in activities such as working at a women’s refugee centre and as a volunteer in the History library. This will benefit me in the future as I am interested in a career in the Civil Service. These experiences have boosted my confidence as I have improved both professionally and personally”.

Have you found your participation enjoyable?

“I thoroughly enjoyed participating in the Big Essex Award as it has benefitted me a lot without imposing too much on my time and studies. I found the compulsory workshops really enjoyable and useful and would have been disappointed if I missed out on them just because I didn’t sign up for the award”.

What support did you receive whilst completing the Award?

“The Big Essex Award allowed me to get the experiences I wanted and do things independently - but I knew there was support and guidance there whenever I needed it. I was very happy with the amount of supervision and guidance that I have received whilst completing the award. I was also very impressed with how readily available information and support was when I needed it”.

Would you recommend the Big Essex Award to other students?

“Definitely - you don’t realise how useful it will be to your future until you do it! I’d recommend students do the Big Essex Award as soon as they can, why wait until your final year when you can do it in your first?”

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Have you found your participation enjoyable?

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What support did you receive whilst completing the Award?

“The Big Essex Award allowed me to get the experiences I wanted and do things independently - but I knew there was support and guidance there whenever I needed it. I was very happy with the amount of supervision and guidance that I have received whilst completing the award. I was also very impressed with how readily available information and support was when I needed it”.

Would you recommend the Big Essex Award to other students?

“Definitely - you don’t realise how useful it will be to your future until you do it! I’d recommend students do the Big Essex Award as soon as they can, why wait until your final year when you can do it in your first?”
What activities count towards the award?

There are so many exciting activities and opportunities that count towards the Big Essex Award. These are a mixture of on and off campus activities and opportunities to give you choice and flexibility. Each unit has a unique set of criteria that you need to complete in order to obtain that unit. Units worth 25 have a skill identification exercise to complete through CareerHub while units worth 50 have a skill identification and reflection exercise. This is to help you make the most of your activity and make sure you are identifying and selling the right skills to employers.

We want you to get the most out of your Big Essex Award experience so for that reason each unit can only be submitted once towards your Big Essex Award.
ACCOMMODATION REP

Accommodation Rep – 25 units
This unit requires you to have completed:
- A minimum of 4 shifts in one academic year
For more information please contact
Susan Coutts – susanc@essex.ac.uk

ADVICE CENTRE

Advice Centre Volunteer
Assistant Advisors – 25 units
This unit requires you to have completed:
- A minimum of 25 hours over one academic year
- A full training programme
- A training log
Advice Centre Case Worker – 50 units
This unit requires you to have completed:
- A minimum of 50 hours over one academic year
- A training programme
- A training log
For more information please contact
Chantelle Whyborn - cwhybo@essex.ac.uk

COMMUNITY VOLUNTEERING

Community volunteering – 25 units
This unit requires you to have completed:
- A minimum of 25 hours of volunteering on or off campus (not organised through vTeam)
Community volunteering – 50 units
This unit requires you to have completed:
- A minimum of 50 hours of volunteering on or off campus (not organised through vTeam)
To find out about local volunteering opportunities please contact E&CC at careers@essex.ac.uk

COURSE REP

Course Rep - 25 units
This unit requires you to have completed:
- Initial training
- Attended all required university meetings (minimum of 3)
- A minimum of 12 hours course rep contact time over one academic year
Course Rep (returning) - 25 units
This unit requires you to have completed:
- Initial training
- Attended all required university meetings (minimum of 3)
- A minimum of 12 hours course rep contact time over one academic year
For more information please contact Josh Carter – jcartea@essex.ac.uk

CHALLENGE ESSEX

Challenge Essex – 25 units
This unit requires you to have completed the full Challenge Essex programme.
For more information please contact Maxwell Stevenson – jmstev@essex.ac.uk

CROWDFUNDING

Group Project Initiator – 25 units
This unit requires you to have completed:
- Worked as part of a team, club or society to create, design and successfully fund a project
- Attend at least 1 Click workshop
Individual Project Initiator – 50 units
This unit requires you to have completed:
- To take the lead of the project. This includes creating an account on the crowdfunding platform, present your project/idea in a creative and innovative way, create your own videos and rewards scheme, find sponsors, promote your campaign and achieve fundraising target
- Attend at least 1 Click workshop
For more information please contact James Martin – jmartin@essex.ac.uk

Enactus Entrepreneurial Management – 50 units
This unit requires you to have completed:
- Be a registered member of Enactus
- 5 hours of training (Enactus UK training and SU training)
- 10 hours of project work or project support work for Enactus
- 10 hours of meeting (general meetings of Enactus)
- 10 hours of marketing and fundraising for Enactus
- 5 hours attending Enactus events on campus (e.g. Taste of Enactus, Take Out, Ignite)
For more information please contact Rae Waddon – rwaddon@essex.ac.uk

ENACTUS

Essex Start-Up Bootcamp – 25 units
This unit requires you to have completed:
- The Essex Start-Up Bootcamp
- A business plan.
- The Big Pitch event
Enterprise 24 hour challenge – 25 units
This unit requires you to have completed:
- Attend entire 24 hour hackathon
- Complete the given challenge
For more information please contact
Christine Michaelis – cmichaa@essex.ac.uk

CAREER MENTORING

Career Mentoring – 25 units
This unit requires you to have completed:
- Compulsory initial appointment and feedback sessions
- Compulsory training
- A minimum of 6 contact hours with your mentor
- Your follow-up actions as agreed with your mentor
For more information please contact Katie Finnimore – cfinnie@essex.ac.uk

ENTREPRENEURIAL ACTIVITIES

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### Activity List and Unit Value

<table>
<thead>
<tr>
<th>Activity</th>
<th>Unit Value</th>
<th>Requirements</th>
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| **ESSEX INTERNS** | 50 units | This unit requires you to have completed:  
- Professional work skills part 1 and 2  
- All placement hours  
- A placement evaluation and reflective report  
For more information please contact  
Frontrunners – fronrun@essex.ac.uk |
| **LAKESIDE YOUTH THEATRE** | 50 units | This unit requires you to have completed:  
- A minimum of 50 hours volunteering over one academic year, including vacation time  
For more information please contact  
youth@essex.ac.uk |
| **NIGHT NINJA** | 50 units | This unit requires you to have completed:  
- Induction training  
- Volunteer for at least 5 shifts per term  
- 3 of the weekly training sessions per term  
For more information please contact  
jrichb@essex.ac.uk |
| **FACULTY CONVENOR** | 50 units | This unit requires you to have completed:  
- Initial training  
- A minimum of 20 hours course rep contact time over one academic year  
For more information please contact  
Neil Bamber – nbambe@essex.ac.uk |
| **JUST PLAY** | 25 units | This unit requires you to have completed:  
- Training  
- At least 25 hours over one academic year  
For more information please contact  
Paige Wilson – pwilso@essex.ac.uk |
| **GREEN IMPACT VOLUNTEER** | 25 units | This unit requires you to have completed:  
- Minimum of 25 hours volunteering over one academic year  
For more information please contact  
Daisy Malt – dm16141@essex.ac.uk |
| **LANGUAGES FOR ALL** | 50 units | This unit requires you to have completed:  
- 70% overall class attendance  
- All three assessments  
- An overall mark of 60% or more  
For more information please contact  
Sol Escobar – sescobar@essex.ac.uk |
| **MENTORING FOR LANGUAGE SKILLS** | 25 units | This unit requires you to have completed:  
- A minimum of 25 hours in this activity  
For more information please contact  
Teresa Torres – torrmi@essex.ac.uk |
| **ESSEX LAW CLINIC** | 25 units | This unit requires you to have completed:  
- Full training programme  
- A minimum of 25 hours in Law Clinic activities over one academic year  
For more information please contact  
Richard Owen – rowenb@essex.ac.uk |
| **HISTORY DEPARTMENT LIBRARY VOLUNTEER** | 25 units | This unit requires you to have completed:  
- Minimum of 25 hours volunteering over one academic year  
For more information please contact  
Beatriz Lopez – bmlopes@essex.ac.uk |
| **JUST PLAY** | 25 units | This unit requires you to have completed:  
- Training  
- At least 25 hours over one academic year  
For more information please contact  
Paige Wilson – pwilso@essex.ac.uk |
| **LANGUAGES FOR ALL** | 50 units | This unit requires you to have completed:  
- A minimum of 15 hours of online lessons  
- Both assessments  
- An overall mark of 60% or more  
For more information please contact  
Sol Escobar – sescobar@essex.ac.uk |
| **MENTORING FOR LANGUAGE SKILLS** | 25 units | This unit requires you to have completed:  
- A minimum of 25 hours in this activity  
For more information please contact  
Teresa Torres – torrmi@essex.ac.uk |
| **NIGHTLINE** | 25 units | This unit requires you to have completed:  
- Initial training  
- A minimum of 2 shifts per term in one academic year  
- One additional training session and one group meeting  
For more information please contact  
Jack Dadds – jdaddsa@essex.ac.uk |
| **MENTORING FOR LANGUAGE SKILLS** | 25 units | This unit requires you to have completed:  
- A minimum of 25 hours in this activity  
For more information please contact  
Teresa Torres – torrmi@essex.ac.uk |
### Part-time work

**Part-time work – 25 units**
This unit requires you to have completed:
- A minimum of 25 hours of paid part-time work on or off campus

**Part-time work – 50 units**
This unit requires you to have completed:
- A minimum of 50 hours of paid part-time work on or off campus

For more information please contact E&CC at careers@essex.ac.uk

### PGT Employability Conference

**PGT Employability Conference – 50 units**
This unit requires you to have completed:
- Plan and host a departmental careers conference
- Create a moodle course with supporting material for the conference
- Submit a project log of activities and hours completed throughout the year
- Plan and host a post-conference workshop

For more information please contact bige@essex.ac.uk

### Peer Mentor

**Peer Mentor – 25 units**
This unit requires you to have completed:
- 4 ½ hours training
- 2 hours formal face-to-face peer mentor activity (e.g. Welcome Week Meet Your Mentor / departmental activities)
- 1 hour small group informal activities (e.g. email mentees or meeting them)
- 12 ½ hours which can be made up from face-to-face activity, further training, informal activity and presentations

**Senior Peer Mentor (Law) – 50 units**
This unit requires you to have completed:
- Safeguarding and Equality and Diversity training
- Two days of Senior Peer Mentor training and preparation
- A training session run by Student Support and the Students’ Union
- The delivery of an interactive session during the pre-arrival Housewarming
- An interactive session, attend welcome lunch, help coordinate the ‘Meet Your Mentor’ session
- Three mentoring drop-in/interactive sessions per term

For more information please contact Rick O’Gorman - rogorman@essex.ac.uk

### Psychology Research Experience Scheme

**RES – 25 units**
This unit requires you to have completed:
- One term of RES (a minimum of 25 hours of research volunteering)

**RES – 50 units**
This unit requires you to have completed:
- Two terms of RES (a minimum of 50 hours of research volunteering)
Please note you can only take part in this unit if you are a Psychology student.

For more information please contact Rick O’Gorman - rogorman@essex.ac.uk

### Residence Life

**Residence Life – Residents’ Assistant – 50 units**
This unit requires you to have completed:
- Completed September training (RA and CA)
- Been Mental Health First Aid certified
- Participated in at least two Residence Life large-scale events
- Attended at least two of the Residence Life monthly ongoing trainings
- Facilitated a professional/personal development activity with your RA group

For more information please contact Victoria Frost – vfrost@essex.ac.uk

### Student Ambassador

**Student Ambassador – 25 units**
This unit requires you to have completed:
- Interview and training
- A minimum of 20 hours of Student Ambassador work

**Student Ambassador – 50 units**
This unit requires you to have completed:
- Interview and training
- A minimum of 45 hours of Student Ambassador work
- Work from at least two different CER teams (Outreach and Student Recruitment)

**Senior Student Ambassador – 50 units**
This unit requires you to have completed:
- Interview and training
- At least one further Senior Student Ambassador development session
- 40 hours of work - 20 to come from Senior Student Ambassador duties

For more information please contact Nicola Wood – nicolaw@essex.ac.uk

### Student Conduct Panel

**Student Conduct Panel – 25 units**
This unit requires you to have completed:
- Training and observation
- Four committee meetings over three years

For more information please contact Cassandra Buckingham – cassandra.buckingham@essex.ac.uk

### Sport and Exercise Science Placement

**Sport and Exercise Science Placement – 25 units**
This unit requires you to have completed:
- A minimum of 25 hours of activity

(Please note you can only take part in this unit if you are a Sport Science student).

For more information please contact Valerie Gladwell – vglad@essex.ac.uk
**SU ACTIVITIES SOUTHEND**

**SU Activities Southend – 25 units**
This unit requires you to have completed:  
- Complete 25 hours of activities listed on CareerHub

For more information please contact Keeley Jackson – kjackse@essex.ac.uk

**SU Activities Southend – 50 units**
This unit requires you to have completed:  
- Complete 50 hours of activities listed on CareerHub

For more information please contact Keeley Jackson – kjackse@essex.ac.uk

**SU EXEC ROLES**

**SU Sports Execs – 25 units**
This unit requires you to have completed:  
- Compulsory initial training  
- A minimum of 12 hours a term (committee meetings, general meetings, coaching sessions)

For more information please contact Lewis Higgins – lhiggins@essex.ac.uk

**SU Society Execs – 25 units**
This unit requires you to have completed:  
- Compulsory initial training  
- A minimum of 25 hours of this activity in one academic year

For more information please contact SocGuild – socguild@essex.ac.uk

**SU Sports Exec (Essential role) – 50 units**
This unit requires you to have completed:  
- A minimum of 50 hours of this activity in one academic year

For more information please contact Nick Goodman – ngoodman@essex.ac.uk

**Essex Blades Committee – 25 units**
This unit requires you to have completed:  
- A minimum of 25 hours of this activity in one academic year

For more information please contact Lewis Higgins – lhiggins@essex.ac.uk

**SU Society Exec (Essential role) – 50 units**
This unit requires you to have completed:  
- A minimum of 50 hours of this activity in one academic year

For more information please contact Lewis Higgins – lhiggins@essex.ac.uk

**Soc Guild Committee – 50 units**
This unit requires you to have completed:  
- A minimum of 50 hours of this activity in one academic year

For more information please contact SocGuild – socguild@essex.ac.uk

**THINK**

**THINK – 25 units**
This unit requires you to have completed:  
- Attend a total of 7 debates throughout your time at Essex  
- Attend a total of 6 seminars throughout your time at Essex

For more information please contact Fay Wilson – fwilson@essex.ac.uk

**UROP**

**UROP – 50 units**
This unit requires you to have completed:  
- Complete placement with a minimum of 100 hours  
- Complete poster  
- Attend 3 online training sessions

For more information please contact Carol Jaensch – cjaens@essex.ac.uk

**VISIT DAY AMBASSADOR**

**Visit Day Ambassador – 25 units**
This unit requires you to have completed:  
- Compulsory training  
- A minimum of three shifts in one academic year

For more information please contact Susan Coutts – susanc@essex.ac.uk

**TEACHING TALENT DEVELOPMENT PIPELINE**

**Teaching Talent Development Pipeline (Science and Health) – 50 units**
This unit requires you to have completed:  
- 50 hours classroom experience  
- An ‘Insight into Teaching’ event  
- 3 professional development workshops  
- A reflective learning log to track and monitor personal development  
- A teaching resource to be used in the classroom

(Please note you can only take part in this unit if you are a Science and Health student).

For more information please contact Nick Goodman – ngoodman@essex.ac.uk

**VTEAM**

**vTeam – 25 units**
This unit requires you to have completed:  
- At least 25 hours of volunteering (within a one-off, regular project or a volunteering placement with a charity)

For more information please contact Anya Visegorodceva – aviseg@essex.ac.uk

**vTeam Communications Officer – 50 units**
This unit requires you to have completed:  
- At least 50 hours of volunteering (within a one-off, regular project or a volunteering placement with a charity)  
- Session leader training

**vTeam Session Leader – 50 units**
This unit requires you to have completed:  
- At least 50 hours volunteering (within a one-off, regular project or a volunteering placement with a charity)  
- Session leader training

**vTeam Project Leader – 50 units**
This unit requires you to have completed:  
- At least 50 hours volunteering (within a one-off, regular project or a volunteering placement with a charity)  
- Project Leader training  
- Volunteer training

For more information please contact Anya Visegorodceva – aviseg@essex.ac.uk

**THE BIG ESSEX AWARD**
SECTION THREE
WHAT NEXT?

Celebration event
So what next? Once you have completed an award level you will be invited to our annual Big Essex Award celebration event where we will look back on all you have achieved over the past year.

Make it count – get University recognition!
We want you to make the most of your time here at Essex. In fact we are passionate about recognising all your academic and extra-curricular achievements. That’s why all the great activities you complete as part of the Big Essex Award will be formally verified by the University and included on your HEAR.

The HEAR, a nationally recognised digital transcript, is the way we at the University of Essex formally recognise all your achievements. It’s designed to showcase both your academic and extra-curricular successes, together with your knowledge and skills, to help you really stand out from the crowd in a competitive graduate market. This includes; module marks, degree outcome, extra-curricular activities, prizes and awards.

If you’re an undergraduate student who registered from 2014 onwards you’ll receive a HEAR when you graduate. Plus from 2016/17 you’ll also be able to access a digital version of your HEAR so you can share it with prospective employers.

Sounds great doesn’t it? Just one extra reason to sign up for the Big Essex Award.

▶ www.essex.ac.uk/see/hear

FAQS

Q: How can I join the scheme?
A: Signing up is easy - all you need to do is log onto CareerHub at careerhub.essex.ac.uk. From here you will be able to access the Big Essex Award page and sign up to the award. You will need to complete a short form with your University details.

Q: Can I sign up to the award if I am a postgraduate student?
A: Of course! You can sign up to the award at any point of your studies at the University of Essex. Remember you must submit all your units by the 6 May of your graduating year.

Q: Can I still complete the award if I am on a Tier 4 visa?
A: You can work in the UK if your visa says you can. However, the type of work you do and the amount of hours you are allowed to work are restricted. You must check what you are allowed to do as breaching the conditions of your visa will have serious consequences.

See our immigration pages for more information about working during your studies. http://www.essex.ac.uk/immigration/living/work_int.aspx

Q: What activities count towards the award?
A: A list of the units that will be accepted for the award is available in this handbook. You can also see a list of the units and the unit criteria on the Big Essex Award page on CareerHub. If you are unsure about whether an activity can count towards the Big Essex Award please send an email and we will be happy to help.

Q: How do I sign up to the activities?
A: To take part in the activities that count toward the Big Essex Award you will need to sign up with the activity supervisor. The activities have a variety of ways to sign up to them, including volunteering, a formal recruitment process and executive committees. If you are interested in taking part in a particular activity but you are not sure how to sign up please send us an email and we will send you the appropriate information. Please note that some of the activities can only be joined at the start of the academic year.

Q: What do I do if I have already completed the Big Essex Award?
A: If you have already completed the Big Essex Award you will automatically have completed the Bronze level of the new Big Essex Award. This means that you start at 50 units and can work towards the Silver level. You will be then be able to complete the Silver and Gold level of the award.

Q: Can I count activities that I have done during my vacation?
A: Any activity can be counted that you have completed between 21 September 2015 and 6 May of your graduating year.

Q: When do I need to log everything by?
A: The sooner the better. All hours and attendances need to be logged by the 6 May of your final year of your current degree, in order to guarantee that the award will appear on your HEAR.
**Q:** What if I want to complete the award but can’t get involved in any of the activities?

**A:** If you are struggling to find activities to take part in remember that you can also count volunteering and paid work that you do off campus. This can be during term time or in the holidays and it does not have to be done in the UK. You may want to keep an eye out for vTeam one-off projects that will appear on the Students’ Union website throughout the year.

**Q:** Where can I see how many units I have completed?

**A:** Once you have signed up to the award you will be able to access your personal Big Essex Award workflow. This is where you will submit your completed unit forms. Once you have begun logging units a tally will appear showing the value of the approved units that you have completed and the total number of units you need to complete the next level of the Big Essex Award.

**Q:** Why can I only log each unit once?

**A:** As part of the Big Essex Award each unit can only be logged once so that you gain a variety of different experiences while you complete the award.

**Q:** What if I have submitted a form by mistake?

**A:** If you have submitted a unit form in error, please let us know and we will resolve the issue for you.

**Q:** What if I don’t achieve a level of the award?

**A:** If you do not complete a level of the award, and you are returning to the University, you will be able to carry your completed units over to the next academic year.

**Q:** What happens if I do not achieve the Gold level of the Big Essex Award?

**A:** The highest level that you complete of the Big Essex Award will be shown on your HEAR. Therefore if you only achieve the Bronze level it will still appear on your HEAR. However if you achieve the Bronze, Silver and Gold level of the award only the Gold level of the award will be displayed on your HEAR.

**Q:** Why has my unit submission been rejected?

**A:** Your forms are automatically sent to the unit verifier who will be able to confirm if you have completed the unit criteria required to complete this unit. If your form has been rejected it could be for a number of different reasons so please send us an email and we will be happy to explain what needs to be done to make sure your form is approved when you next submit it.

**Q:** Where can I find out more information on the activities?

**A:** You can find more information on each of the activities on the Big Essex Award page on CareerHub. If you cannot find the information you are looking for in this booklet or on CareerHub then send us an email and we will be happy to help.
GET IN TOUCH...

If you would like to find out more here’s how to get in touch with the Big Essex Award team:

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Or just come and see us at the Employability and Careers Centre on Square 2.