

<b>Exam Number:</b>	1B
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At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to strengthen. During the Award you’ve also looked at how you can increase the impact you have on others.

This process of strengthening skills and increasing your impact is central to the Edinburgh Award. In this submission, provide a written account that shows you have been purposeful and reflective in working on your skills and impact.

Your submission will be reviewed by students across the Award who are not involved in the same activity as you so please ensure your reflections can be understood by anyone.

If needed, further guidance, example submissions and the criteria on which submissions are judged are available at: [www.employability.ed.ac.uk/Student/EdinburghAward/ACJ](http://www.employability.ed.ac.uk/Student/EdinburghAward/ACJ)

***Note:** As part of the Edinburgh Award, your submissions will be reviewed by other students and staff, and may be used elsewhere (in part or in whole) – your name will never be attached and only the content you enter will be used.*

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### Instructions

There are four boxes below, one for each of the three skills you wanted to strengthen and one for impact you have had. In each box write about 200 words describing **what progress you have made** (if any), **what steps** you have taken to try to improve this skill and **what you have learned** from your experiences.

Don’t worry if you haven’t made as much progress as you would have liked; your description can include what has limited your progress and if there are different approaches you would take in the future. For example, you may have found that you initially overestimated your ability in one of the skills – that’s OK.

Write so that your text makes sense to someone who has had no connection with your activity.

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<b>Skill One:</b>	Decisive Skills
Throughout my experience with voluntary work at the university I have had to use my decisive skills in order to prioritise work and voluntary tasks. In order to improve this skill I have had to use my decisive skills to decide which voluntary organisation or task to take part in. Through sampling and working with various organisations I have used my decisive skills to decide to prioritise the organisation Edinburgh RAG when it comes to volunteering work, and hope to continue my work with Edinburgh RAG throughout the rest of my university career. Additionally, throughout my voluntary work I have had to use and improve my decisive skills in order to make decisions between working and doing my university work. I have had to commit to various activities such as Edinburgh RAG Raids while also being selective and realistic in relation to my university work and assignments. Throughout my experience so far I have learned to commit myself to various activities without putting myself under pressure, while using my improved decisive skills to decide to prioritise my time when deciding between voluntary work and university work and assignments.	

<b>Skill Two:</b>	Communication Skills
<p>Throughout my experience with voluntary work at the university I have developed my communication skills by going out of my comfort zone . These tasks which are outside of my comfort zone include speaking to strangers on the streets of Glasgow and Edinburgh during Edinburgh RAG Raids. Through these Edinburgh RAG Raids I have had to shout on the streets, talk to strangers about the benefits of donating and the work of each charity that I was working for. Additionally, my communication skills have improved as I have had to work in teams with members of the university who come from various years and degree programmes. This has improved my communication skills as I have had to put myself out there and speak with those who I usually would not be able to communicate with (or be too timid or intimidated to communicate with).</p>	

<b>Skill Three:</b>	Calm under pressure
<p>Throughout my experience with voluntary work at the university and my development of my decisive and communication skills I have had to manage my anxiety and improve my ability to keep calm under pressure. I feel that I have made progress in keeping calm under through my attempts to balance my desire to volunteer with my academic work and social life. In order to do this I have had to keep on top of my organizational skills, creating schedules so that I can prioritise my time and ensure that I put myself in situations with the least pressure possible. However, if I do find myself under pressure, I have attempted to remain calm by putting things into perspective and not allowing the pressure or my own anxiety to take over.</p>	

<b>Impact on others</b>
<p>I have tried to improve my impact on others by attempting to engage in as many voluntary activities and organizations as possible. This has included taking part in activities ranging from gardening to RAG raids to meetings. Through taking part in a range in activities I believe that I have opened myself up to impacting as many people as possible, as well as sampling the various voluntary activities available throughout the University of Edinburgh. However, I do feel that my decision to commit to Edinburgh RAG and RAG Raids has meant that I have not been able to see how much my work impacts others as directly as I would like, as I do not have direct contact with the various charities or their work.</p>