Imperial Plus

Imperial Plus is the Union’s student development programme that recognises volunteering efforts, helping students to identify and articulate the skills and experiences gained through volunteering that graduate recruiters’ value.

Imperial Plus Skills Development Programme

The Skills Developed Programme has been endorsed by the Institute of Leadership & Management (ILM).

ILM is the UK’s leading provider of leadership, coaching and management qualifications and training. They provide ongoing quality-assurance for the Skills Development Programme.

To complete the Imperial Plus Skills Development Programme, volunteers are required to:

- Complete an initial and final skills self-assessment
- Log 100 hours of volunteering activity
- Participate in four skills based workshops, choosing from:
  - An Introduction to…effective team working skills
  - An Introduction to…communication skills
  - An Introduction to…planning and prioritising skills
  - An Introduction to…persuasion and negotiation skills
  - An Introduction to…self awareness skills
  - An Introduction to…problem solving & decision making
- Complete four reflective assignments related to the workshops they have attended

Imperial Plus Skills Development Programme – Assignments

Volunteers working toward the Skills Development Programme will be required to produce a short reflective assignment related to the learning outcomes of each workshop they attend. They will need to demonstrate and evidence how they have used the skills they have acquired through the workshop in their volunteer role.

Each assignment will be assessed against the Imperial Plus Skills Development Programme Assessment Criteria. There is no word limit for assignments but it is recommended that they be no longer than two sides of A4.

Volunteers are strongly recommended to use the assessment criteria as a guide when completing their assignments. Any assignments not clearly demonstrating how the assessment criteria has been met will be returned to the volunteer to revise and resubmit.
Assessment Criteria

The Imperial Plus assessment criteria is based on the learning outcomes of each of the six An Introduction to… workshops. To complete the Skills Development Programme volunteers must complete four assignments based on the workshops they have attended, demonstrating the relevant criteria outlined below:

**An Introduction to…effective team working skills**
The below is the assessment criteria for An Introduction to…effective team working skills. You will be assessed against your ability to:
- Identify the characteristics that make an effective team
- Identify your role within a team that plays to your strengths
- Evidence how you have identified a team member’s motivations and how this was acted upon
- Identify how you have prevented or resolved conflict in a team situation
- Explaining a team goal, evidence how you have worked collaboratively to achieve it.

**An Introduction to…planning & prioritising skills**
The below is the assessment criteria for An Introduction to…planning & prioritising skills. You will be assessed against your ability to:
- Identify your strengths in time management and explain steps you have taken to overcome weaknesses.
- Identify a SMART project goal you have worked toward or developed.
- Demonstrate how a project planning/management tool can/has been used to support your work toward the SMART goal identified
- Evidence a contingency plan you have produced to ensure your SMART goal is achieved

**An Introduction to…communication skills**
The below is the assessment criteria for An Introduction to…communication skills. You will be assessed against your ability to:
- Identify appropriate communication channels for different audiences or complexity of messages
- Describe barriers to effective communication and the steps you have taken to overcome them
- Explain the importance of active listening/effective questioning
- Evaluate your strengths as a communicator and areas for improvement.

**An Introduction to…problem solving & decision making skills**
The below is the assessment criteria for An Introduction to…problem solving & decision making skills. You will be assessed against your ability to:
- Describe a process and/or tool to distinguish between the root cause of a problem and its related symptoms
- Provide an example of how you have used data and collected information to understand why a problem has occurred
- Demonstrate how ideas for solutions are generated, assessed for their suitability and eventually evaluated to ensure the problem has been solved.

**An Introduction to…negotiation and persuasion skills**
The below is the assessment criteria for An Introduction to…negotiation and persuasion skills. You will be assessed against your ability to:
- Distinguish between negotiation and persuasion, providing an example where each would be used in your volunteer role
- Identify and provide reasoning for the interpersonal skills required in successful negotiation and persuasion
- Describe a situation where you have used a negotiation tactic that played to your strengths to secure a successful outcome
- Evidence a situation where you have planned a negotiation/persuasion strategy to structure your arguments, evaluating its success.

**An Introduction to…self-awareness skills**
The below is the assessment criteria for An Introduction to…self-awareness skills. You will be assessed against your ability to:
- Identify your strengths and weaknesses to fulfil the responsibilities of your volunteer role
- Evidence a goal you have set yourself to overcome a weakness you have identified
- Explain how you have constructively used or provided feedback to others
- Explain how emotional intelligence can have an impact on your relationship with others
Assessment Criteria Terminology

If you are unsure what each criterion is looking for see the tips below:

<table>
<thead>
<tr>
<th>Term</th>
<th>What we are looking for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate</td>
<td>Provide an example of where you have applied a particular skill or utilised a tool within your volunteer role.</td>
</tr>
<tr>
<td>Describe</td>
<td>Use your knowledge and understanding to provide detailed information about the topic you are being asked to describe. You may want to refer to information that was covered in the workshop.</td>
</tr>
<tr>
<td>Distinguish</td>
<td>Use your knowledge and understanding to highlight differences.</td>
</tr>
<tr>
<td>Evidence</td>
<td>Provide a detailed example of a situation or occasion within your volunteer role that meets the specific criterion.</td>
</tr>
<tr>
<td>Explain</td>
<td>Use your knowledge and experiences to provide detailed information about the topic you are being asked to explain. You can be reflective when discussing your experiences and relate them to the criterion.</td>
</tr>
<tr>
<td>Identify</td>
<td>Use your knowledge and understanding of the topic to point out or list key information relevant to the topic. You may want to refer to information that was covered in the workshop.</td>
</tr>
<tr>
<td>Provide an example</td>
<td>Reflect on your own experiences that are relevant to the criterion. You may want to refer to information that was covered in the workshop.</td>
</tr>
</tbody>
</table>
Tips on how to structure your assignment

It is important that all of the assessment criteria are clearly demonstrated in the assignment that you are writing for each particular skill. You may find it useful to have the assessment criteria to hand when writing your assignment, to check that you have covered each criterion.

When writing assignments and evidencing how and where the assessment criteria have been met, it may be useful to use the STAR analogy:

- **S = Situation** Describe the situation you were in where you had to use this skill or where your knowledge in this area was beneficial.
- **T = Task** What was the task that had to be achieved?
- **A = Action** What action did you take? What did you do? How did you apply this knowledge?
- **R = Result** What was the result? What was the Outcome? What did you learn?

Using the STAR analogy is optional and you may find an alternative way to structure your assignments.

How to submit your assignments?

It is recommended volunteers write their assignments in a Word document, cutting and pasting them in to the accreditation assignments area of eActivities before submitting.

Assignments cannot be started, saved and returned to on eActivities at a later date; so please ensure that you keep a copy of your assignments.

Assignment support

If you have any questions about the assessment criteria or would like support with completing your assignment, you can email the Student Development team at imperialplus@imperial.ac.uk.

You can drop in to Union to speak to the Student Development team or arrange a time to meet and discuss your assignments.

Further Information

For any questions, queries or further information required in relation to the assessment criteria, please refer to the Imperial Plus FAQs or email imperialplus@imperial.ac.uk.