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Log in to eActivities using your college username and password

Click Volunteering on the black tab bar

Select Imperial Plus on the grey tab bar

By Year:
If you work towards Imperial Plus in different academic years, you can find your previous records under the By Year tab and selecting the appropriate year.

Registration Details

Clicking on the Registration Details tab will show you:

- Date you registered for Imperial Plus
- Opt Out Of Recognition Page – tick this box if you do not wish your name to be displayed on our website once you complete a milestone. Opt out of additional emails – tick this box if you do not wish to receive reminders or information over email. This will not effect progress notification emails.
- Opt In To Marketing Use – tick this box if you would be happy for statements made in self-assessments or assignments to be used anonymously in marketing materials.

The name that will be displayed on your certificate is shown here. If you would prefer the name on your certificate to be displayed different please enter your preferred name in the text box.
Overview

This tab shows your progress towards completing Imperial Plus. Here you will find the number of hours you are working towards, known as your milestones. You can change this by deleting the number displayed and selecting an option from the drop-down list (as shown).

If you have exceeded the number of hours required to achieve your milestone you can choose to work towards a new milestone. The number of hours over your current milestone will be displayed.

If you would like to register for the Skills Development Programme (SVP), please email imperialplus@imperial.ac.uk.

You will need to attend four Imperial Plus workshops and submit four assignments and log a minimum of 100 hours to achieve 100% progress.
Initial Self-Assessment

You must complete your Initial Self-Assessment in order to gain access to the Hours Log. The Initial Self-Assessment is a short questionnaire that asks you to record how competent you feel in each of the six Imperial Plus key skills, setting yourself a SMART goal to improve and develop in these areas over the year.

- To rate your competence in each of the six skills, click the white box and a drop down list of options will appear.
- On a scale of 1-5 rate how competent you are for each skill at the start of your volunteering.
- For each skill set a SMART goal on how you will aim to develop your competence throughout the year.

Once completed click **Submit Assessment Form**. Your Initial Self-Assessment will be sent to the Student Development team for approval. If your development goal requires additional information this will be returned to you to resubmit. Once approved, you will be able to access the Hours Log.
Training

Any Union training that you attend or quizzes that you pass will be listed here. Quizzes are associated with the online training manuals found on the Union website. Training courses delivered by the Union can be found on the What’s On calendar and spaces can be booked by signing up on the event.

Hours Log

- The hours log is where you will record the tasks that you have carried out in your volunteer role(s) and identify the skills you have developed or used.
- Each field marked with (*) must be completed before the hours log can be submitted.
- Once each field has been completed, click Submit Hours Log to submit your log for approval.
- Hours recorded will be approved by the Student Development team, once approved your record will be updated.
- Please note: once you Submit Hours Log, it cannot be amended.
Contents of your Hour Log

- **DATE**: select the date that the task was carried out. If you are collating several of the same tasks, ensure that a date range is listed in Tasks Carried Out.
- **NUMBER OF HOURS**: enter the amount of hours spent on the specific task.
- **POSITION**: clicking in this box will open a drop down list of all volunteer roles registered to your account. Ensure that you select the correct role for the task being recorded. If your volunteer roles does not appear on the drop-down list then please email imperialplus@imperial.ac.uk.
- **TASKS CARRIED OUT**: provide information about what it is that you did to complete the specific task. If you do not provide sufficient detail here you will be asked to resubmit your hour log and provide further clarification.
- **SKILLS USED/LEARNT**: reflect on what skills you used to carry out the task and identify skills which you have developed or learnt.
- **VERIFIER EMAIL**: this needs to be someone who can verify the time spent on the task in your role. You cannot provide your own email address as the verifier. The verifier can be a member of your committee, management group, a Deputy President, or a member of staff. The verifier will only be contacted if the Student Development team query the task or amount of hours being recorded, the verifier does not approve the hours you submit.

Once you have submitted an hours log it will be recorded on your Imperial Plus record and can be found by clicking on Previously Submitted. You can view your hours log record and see the tasks that you have already submitted in this area.

Once your hours log has been approved by the Student Development team you will see a tick in the Approved column.

If you have not submitted an hours log then it will say ‘NO RECORDS’.
Workshop Attendance

If you attend an Imperial Plus ‘An Introduction to…’ skills workshop these will be listed here along with the date you attended.

You will need to sign up to attend a workshop via the What’s On calendar. Imperial Plus ‘An Introduction to…’ skills workshops include:

- Communication
- Self-awareness
- Persuasion & Negotiation
- Planning & Prioritising
- Problem Solving & Decision Making
- Team Working

If you choose to work towards the SDP you will need to attend four workshops listed above.
Skills Development Programme Assignment

You will need to registered for the SDP in order to submit assignments. If you have not opted to work towards the SDP you do not need to submit anything within this section and will see the message below:

- If you have registered for the SDP you will need to submit four assignments based on the four skills workshops you attend.
- Any workshops that you have attended will appear in the pink bar.
- Before starting your assignment, please read the Skills Assessment Framework which lists the assessment criteria your assignments must demonstrate.
- Complete your assignment on a word document and then copy and paste the text into the field labelled Assignment.
- Once you have entered your assignment into the correct field click Submit Assignment.
- Your assignment will be assessed by the Student Development team.
- If your assignment has met the required assessment criteria, the tick box labelled Approved will be marked, and your progress bars will reflect this.
- If you have not met the assessment criteria then your assignment will be returned to you along with feedback. You are able to re-submit an amended assignment by copying and pasting into the Assignment field as you had done on your first submission.
Final Self-Assessment

The Final Self-Assessment will not be accessible to you until you have completed:

- Initial Self-Assessment
- Matched or exceeded your target number of hours

If you are registered for the SDP you will need to have attended four skills workshops and completed four assignments.

You should only complete the Final Self-Assessment when you are ready to complete Imperial Plus and have no additional hours to record. Submitting your Final Self-Assessment will mean you are no longer able to edit your Imperial Plus record.

The Final Self-Assessment asks you to rate your competence in the six key Imperial Plus skills as you did for your Initial Self-Assessment.

To rate your competence in each of the six skills, click the white box and a drop down list of options will appear. On a scale of 1-5 rate how competent you are for each skill after spending time volunteering in your role(s).

You will also need to provide an example of when you have used each of the six key skills in your volunteer role; identifying the situation, task required, actions you took and result (STAR method).

You Final Self-Assessment will be approved by the Student Development team. You may be asked to resubmit your Final Self-Assessment if there is not enough detail provided in your example.
You Final Self-Assessment will be approved by the Student Development team. You may be asked to resubmit your Final Self-Assessment if there is not enough detail provided in your example.

Once your Final Self-Assessment has been approved you will be able to access your downloadable Imperial Plus record.