**Edinburgh Award in Global Employability**

**Activity Log**

Students are encouraged to keep this document updated throughout their Edinburgh Award journey to support their reflection. Students will be invited to submit a draft version mid-way through and completed version at the end of the Award as evidence of the required 50 learning hours required to achieve the Award for Global Employability run by the Business School’s Student Development Team.

Please see the following page for further guidance on what’s involved to complete the Award: <https://development.business-school.ed.ac.uk/msc/skills/professional-development/structured>

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| Name & Student ID: Hao Chen & S2470818 |

1. **Group Input sessions & reflections\* (minimum of 10 hours)**

You are invited to attend three compulsory, 2 hour Edinburgh Award Input sessions, one in week 1 in September (which will be timetabled for your MSc programme), one at the start of semester 2 and one at the end of semester 2. You will be required to submit two 250 word reflective journals after the first 2 Input sessions and then your final overall reflection (800 words) after the third/final Input session. You will also be required to rate your skills at three points in the year via a short survey. Attendance at Input sessions plus reflections plus skills surveys will equate to 10 learning hours.

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| --- | --- | --- |
| **Date** | **Activity Details *e.g. name of session, session notes, key learnings & next steps*** | **Duration (h)** |
| 18/09/2023 | Edinburgh Award Input 1  *Enter your notes here* | 2 |
| 17/02/2024 | Edinburgh Award Input 2  *Enter your notes here* | 4 |
|  | Edinburgh Award Input 3  *Enter your notes here* | 4 |
| **TOTAL:** | | **10** |

\* Award reflection entries are officially submitted via Learn so you don’t need to duplicate your entries in the space above, this space can simply be used to capture your main reflections and takeaways from the Award input session.

1. **Skills Training (minimum of 16 hours)**

You are required to complete a range of skills training sessions (in-person and/or on-line) that reflect the key skills you want to develop in as part of the Award. These can be events organised by the Student Development Team, the Business School, societies, employers, the University’s Careers Service, LinkedIn Learning, IAD activities etc.

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| --- | --- | --- |
| **Date** | **Activity Details *e.g. name of session, session notes, key learnings, observations, questions & next steps*** | **Duration (h)** |
|  | *Enter your notes here* |  |
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|  | *Enter your notes here* |  |
| **TOTAL:** | |  |

1. **Coaching Sessions (minimum of 2 hours)**

You are introduced to your Coach and invited to book a one-hour coaching session in semester 1 and also in semester 2. This is a compulsory component of the Award.

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| **Date** | **Activity Details *e.g. meeting notes, action points, key learnings, observations & questions*** | **Duration (h)** |
|  | Edinburgh Award Coaching session 1  Session One is about raising awareness, motivation and setting an action plan around the student's development goals  *Enter your notes here* |  |
| /02/2024 | Edinburgh Award Coaching session 2  Session Two is focused on reflecting on activities to date and sustainability  *Enter your notes here* |  |
| **TOTAL:** | |  |

1. **Impact Activity (minimum of 22 hours)**

You are required to put your learning into practice, thinking about impact on yourself and others, by completing activities related to the skills you want to develop throughout this Award. For advice please see the following page: <https://www.development.business-school.ed.ac.uk/msc/skills/professional-development/structured/impact-activity>.

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| --- | --- | --- |
| **Date** | **Activity Details *e.g. type of activity, tasks performed, what went well, what was more challenging, what did you notice about yourself during the activity, what was your impact on others*** | **Duration (h)** |
|  | *Enter your notes here* |  |
|  | *Enter your notes here* |  |
|  | *Enter your notes here* |  |
|  | *Enter your notes here* |  |
|  | *Enter your notes here* |  |
| **TOTAL:** | |  |