

*The SIM Global Education*



# *EDGE*

## *Award*

### *handbook*

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# Introduction

*Congratulations for choosing to study at SIM Global Education (SIM GE)! As a premier institution, we aim to open doors in life through the very best education opportunities that we can offer to all our students.*

*The degree that you will obtain here from one of our reputable Partner Universities will give you a good head start but given the current expectations of employers and highly competitive employment market, a good degree is no longer enough to guarantee you a job. The wider the range of skills and attributes you can acquire and demonstrate, the more attractive you will be to your potential employers, and hence increase your chances of grabbing that dream job!*

*This is where the SIM GE EDGE Award can come in to enhance your employability!*



## What is the SIM Global Education EDGE Award?

*The EDGE Award is a prestigious certificate, developed in partnership with employers, to recognise your cumulative achievements in your learning journey. As you work towards the Award, we hope that the process will assist you to make the most of your time at SIM GE and eventually to be able to formally demonstrate the skills and attributes you have developed to prospective employers.*

*This is therefore a learning journey that each student here is strongly encouraged to embark on with the following objectives in mind:*

- *To be a means to foster desirable attributes in you through holistic development activities in and outside the classroom by empowering you to take charge of your personal development and systematically accumulate evidence of skills developed; and*
- *To encourage self-reflection and hone your ability to match your learning experiences and skills that you have developed to the key skills and attributes that employers are looking for.*

At SIM GE, we offer you a wide variety of activities and learning experiences through our rigorous academic programmes, and 70+ clubs, societies, and sports teams that you can participate in. Through careful guidance provided by our advisers, coupled with your personal drive to succeed, you will be able to build a strong personal portfolio to capture clear evidence to show the skills and attributes you have developed.

## What are the attributes that employers look for when hiring?

Through your journey at SIM GE, we aim to provide a conducive and supportive environment, and create as many opportunities as possible, to foster:

- Core attributes of **resourcefulness, resilience and responsibility**;
- **Deep professional competencies** in your chosen disciplines and equip you with the ability to **continue learning** throughout your lives; and
- Corporate-readiness by being **confident leaders** in your own right, being **good team-players**, taking the initiative to **solve problems**, and being able to **communicate effectively** across all levels.

These attributes have been collected over time based on inputs from employers, academics, staff, as well as our graduates and students, and distilled into this short list which we call the SIM GE Graduate Attributes. Of course, different employers may focus on different attributes, and the skills required for different jobs may differ. But through our conversations with our key stakeholders, the above reflect the most fundamental attributes that employers are looking for when they hire, irrespective of the job or company.

# What do these attributes mean?

**Resourcefulness** describes a person who knows how to assess and understand a situation, determine the right kind of information or resources needed and where to find them, learn fast, and quickly deal with the situation. Such a person would be creative in thinking and problem solving, flexible, adaptable, practical and able to manage new or difficult situations confidently – perhaps even ‘street smart’ in the positive sense, of course!

**Resilience** describes someone who is able to face challenges and set-backs in his/her life and be able to ‘bounce back’ from such situations and successfully overcome them. This calls for strong determination, tenacity, perseverance and a ‘can-do’ spirit to keep going even when things get tough, or when faced with new and unfamiliar situations.

**Responsibility** calls for ownership and accountability. A responsible person is one who is self-driven, reliable and trustworthy, and will see through any task assigned to him/her until it is properly completed with due consideration for any ethical, moral and legal implications where applicable. He/she will also be one who is in touch with both local and global issues and remains socially responsible for his/her local community yet being a global citizen at the same time.

**Deep professional competency** requires you to have an in-depth knowledge and understanding of your particular field of study, together with a broad range of skills required to succeed in a career in that field. Some people call this a ‘T-shaped’ graduate where you have both the breadth of skills (the top bar of the ‘T’) and depth of specialised knowledge (the vertical bar of the ‘T’) to be an expert in your own field.



**Continuous learning** is a must in the 21st century and beyond! With the rapid rise of globalisation of businesses, ubiquitous communication networks making information readily available any time anywhere, 'uberisation' of services, and other disruptive technologies that are changing the way we live, work and play, your survival will depend very much on how fast you can learn, unlearn and re-learn to adapt to the changes. Many of the jobs that you know of today, may not be around much longer so you will need to be prepared to constantly acquire new knowledge and skills to stay relevant and employable!

**Leadership qualities** are always much sought after by employers as they are constantly looking for new talents to groom into their future managers. That is a career goal that you can certainly strive for, but here we want you to also think beyond just rising up the usual organisation chart of a company, and to aim to be leaders in your own right – to excel in everything that you set your heart to do! You can be a leader in your own enterprise, your own sport, or in the arts, or in your craft – wherever you can make an impact on the world!



**Team players** believe in harnessing the collective strengths, experiences and wisdom of their group members to achieve goals that go way beyond what an individual can accomplish. Being an independent and self-reliant person is important, but you will also need to be comfortable to work collaboratively in teams and to lead teams to do well in many situations, including teams that work across national borders with different cultures and mind sets.

**Problem solving** is a skill that is increasingly being sought after by employers. In line with what has already been said above, organisations will increasingly be faced with more and more complex problems in the 21st century. Solving such problems will call for a quick analytical mind, clear and systematic thinking, yet flexible enough to be creative and think out-of-the-box when called for, so as to find suitable solutions.

**Effective communication** has also been identified as one of the key 21st century skills that are required for success in the workplace. This includes the ability to articulate your thoughts and ideas clearly through written and oral means, videos, etc. to your audience (including cross-culturally), leveraging media-rich communication tools for more impactful presentations. In a sense, this attribute caps off all the other attributes because if you possess all the above but cannot convey your knowledge, thoughts and ideas in an engaging and clear manner, you may have a difficult time convincing your audience of what you have inside you!

## How can the SIM GE EDGE Award help me?

It is important for you to know that while SIM GE can create the environment and opportunities for you, the only way these attributes can become part of you is for you to own the process yourself.

That said, even if you have acquired these attributes, it may still be insufficient to land that job you are eyeing if you cannot demonstrate it effectively. Research suggests that almost a third of employers are disappointed with the ability of graduates to demonstrate their attributes team work, communication and problem solving (CBI, 'Employment Trends Survey', 2006).

The SIM GE EDGE Award offers you a process to plan for, and systematically participate and accumulate evidence through broad-based learning experiences. As part of the process, you will also be required to reflect on your experiences and match them to the attributes that employers want. This will help you to be better prepared for any job interview as you would already have the answers and evidence ready for you to talk about, rather than trying to think on the spot.

## Who is eligible to apply?

This Award is opened to **final year undergraduate students** enrolled in any of our degree programmes. However, you are encouraged to embark on your journey as early as possible – ideally, you should start from Day 1 when you step into SIM GE! This will give you more time to accumulate all the learning and development experience you will need to attain the Award. In that sense, if you are enrolled in any of SIM GE's certificate or diploma programmes, we would encourage you to take part if you intend to continue with us for your degree programme. That way, you will have an even longer duration to work with!

## How does the Award work?

### Step 1

Walk in to any of the following Contact Centres to pick up this information handbook:

- Career Connect (Block B, Level 1, Room B.1.01)
- Student Involvement Centre (Block B, Level 1, Room B.1.17A)
- Student Learning Centre (Block A, Level 5, Room A.5.01B)
- Student Wellness Centre (Block C, Level 2, Room C.2.05)

You may speak to any of the staff/students on duty at the Centres on how you can begin your journey, or whenever you have any doubts how to proceed.

## Step 2

To attain the Award, applicants will need to accumulate evidence of learning in each of the following five broad categories:

### 1. University Involvement

There are many activities offered at SIM GE that you can participate in to count as evidence for this category. You can choose to participate in any of the various clubs, societies, and sports activities offered under Student Life; you could serve as a Student Ambassador, Student Council member, or be part of the SIM Scholars Network. You could also challenge yourself to step up to SIM GE's Talent Development Programme or participate in the various Career Chapters. This list is obviously not exhaustive, and you can enquire at any of the Contact Centres for more information.

More value will be placed on involvement in a leadership position (e.g. committee member, council member, team captain etc.) where possible, or show strong commitment to your chosen area of involvement (e.g. representing SIM or Singapore in events). So just attending only one practice session for Floorball, for example, will not count for as much as representing SIM in Floorball at a national level game.

### 2. Community Engagement

Here applicants need to show evidence of participation in community projects on campus or outside. Examples would include participation in fund raising projects for the underprivileged or disaster victims, or local/overseas community involvement projects.

### 3. Work/voluntary Experience

Actual work experience is an important criterion when employers shortlist potential candidates applying for jobs. Such real-world experiences will definitely help you be better prepared for your careers.

For this category, you will need to show evidence of work experience of a reasonable length of time. This work can be paid or voluntary with a legitimate company/enterprise that is locally- or overseas-based.

### 4. Global Awareness

There are many definitions for the term 'global awareness'. Generally, a globally aware person is one that possesses the knowledge, competencies, values, and the right attitude to respond appropriately, demonstrate empathy, and engage in effective communications in diverse community settings. These settings may cut across social, cultural, political, environmental, geographic, and economic boundaries.

For this category, you may demonstrate, for example, your involvement in any form of cross-cultural activities or societies that have helped you to develop a better awareness of cultures that are not your own, whether they are on campus, or overseas. In other words, you will need to articulate some unique examples of what you have learnt about one or more cultures that you have experienced for an extended period of time. Just to be clear, a personal/family holiday to, for example, Korea, does not count, but participating in a student exchange programme to Korea for a month or more would be a stronger case.

## 5. Additional Skills

There are many learning opportunities offered in SIM GE that will help you build up your personal skills 'toolbox' to help you be ready for life and work. We would like to encourage you to attend our specially-tailored workshops that are run by the different centres at SIM GE ranging from career preparation (e.g. resume writing, interview skills, etc.), digital literacy (e.g. IT skills), effective presentations, critical thinking, analytics, and many others. You may demonstrate acquisition of these skills through workshop certificates, evidence of your work done during these workshops (e.g. photos, videos), and/or any other evidence you would like to share.

### Recording your evidence of learning

You may record all your evidence of learning from the above five categories into any suitable media which will serve as your personal portfolio. We recommend that you use an electronic platform that is easily portable. You will need to submit this to the assessors when you wish to apply for the Award in your final year.

Here are some examples of platforms that you may use:

- Brightspace (D2L) e-portfolio (for those who have accounts), or other e-portfolio sites (e.g. Pathbrite)
- Personal blog site – using Wordpress, Google Sites, Edublogs, Weebly, Wix etc.
- Microsoft PowerPoint, or OneNote
- Evernote

You do not need to be an expert web designer – it is the contents you are showing that is more important! A well-designed portfolio that is carefully thought through and built up can serve as a powerful media-rich CV that you can proudly transmit/present to your future employer as evidence of your learning and capabilities. This would certainly distinguish your CV above others who may only submit in traditional printed text.

We encourage you to make full use of digital media to capture your learning experiences such as photos, videos, sound bites, self-reflections, inputs from your coaches/mentors, testimonials and any other useful stuff. These will make your portfolio come alive and demonstrate your learning journey more effectively. There are many on-line examples and websites/videos that demonstrate what a good e-portfolio can look like.

### Step 3

Once you are ready, you may pick up the SIM GE EDGE Award application form which is available at any of the Contact Centres. You will need to complete it and submit it to any of the Centres together with the following:

- Personal portfolio in digital form (may be emailed or submitted via any common electronic means)
- Evidence of academic performance (e.g. transcripts, result slips etc.)
- Reference letter from at least two-character referees (e.g. lecturer, staff, mentor, coach, etc.)

*A team of assessors will review your submissions.*

*Do note that there will be two closing periods for submission for each year in 2nd quarter and 4th quarter. The results will be made known to you in about 4-5 weeks after your submission. Incomplete documentation will not be accepted.*

### Step 4

*Successful applicants will be invited for an interview. This interview will give you a chance to discuss your achievements with a panel comprising both internal members and at least one graduate employer. You will be given about 5 minutes to make a presentation, after which the panel will ask some questions. In total this will take about 30 minutes and will give you a real feel of an interview.*

*Upon successfully clearing this final stage, you will be conferred the SIM GE EDGE Award and be invited to attend a ceremony to receive a certificate. This ceremony could be attended by potential employers and thus give you a chance to network with them.*

# How would the interview be assessed?

*If you have been shortlisted to attend the interview, you will be informed of the schedule in advance to give you time to prepare what you want to say. As your presentation will only be 5 minutes, you do not need to prepare any PowerPoints. This will essentially be your 'elevator pitch' to clearly and concisely highlight how the learning experiences in the 5 categories of activities have contributed to your development of the desired SIME GE Graduate Attributes. Keeping to the time limit is important, so you should be selective in what you want to highlight.*

*Through the questions that follow after your presentation, the interview panel will be looking for some of the following points:*

- Your ability to relate the importance and relevance of these attributes to work and your future plans*
- Your ability to demonstrate self-awareness with an appreciation of your personal strengths and weaknesses*
- Your ability to understand the expectations of employers and the specific skills that you can offer*

*Do note that the decision of the panel will be final and if you are successful, you will be invited to attend the Award ceremony to receive your certificate.*

# Sample Form for SIM GE EDGE Award Application

This form is for reference only - please pick up the latest version at any of the Contact Centres.

<b>Full Name as in NRIC/Passport</b> <i>(Please underline your Surname/Family name)</i>	<b>Contact numbers</b> Mobile: Alternative number (if any):
<b>Degree Programme/University</b> <i>(e.g. Bachelor of Business (Accountancy)/RMIT)</i>  <b>Expected Graduation Date:</b>	<b>Email:</b>
<b>My Learning Activities</b> Please list <u>all</u> your learning activities in the flowing five categories. All categories must be filled and date of participation must be indicated. You may attach additional sheets if space is insufficient. Concrete evidence of participation must be provided in a suitable electronic medium (e.g. e-Portfolio, blog, scanned certificates, etc.).	
<b>1. University Involvement</b> <i>(e.g. Committee member of UOL Student Council – Sep'16 to Feb'17 )</i>	
<b>2. Community Engagement</b> <i>(e.g. Participated in charity run to raise funds for XYZ School for Disabled Children – May'16)</i>	
<b>3. Work/Voluntary Experience</b> <i>(e.g. Completed work attachment at ABC Accounting firm – Jan-Mar'16)</i>	
<b>4. Global Awareness</b> <i>(e.g. Team leader for Service Learning Project at Okinawa, Japan – Jun'16; Peer Mentor for International Students – Jan-Mar'17)</i>	
<b>5. Additional Skills</b> <i>(e.g. Attended ½-day workshop on Preparation for Job Interview – 16 Aug'16)</i>	
<b>What have I learned from the above activities?</b> Please relate as clearly as you can how the above activities have helped you develop one or more of the SIM GE Graduate Attributes: Core attributes: <ul style="list-style-type: none"> <li>• Resourcefulness</li> <li>• Resilience</li> <li>• Responsibility</li> </ul> Professional Competence: <ul style="list-style-type: none"> <li>• Deep competency, other broad skills related to your field</li> <li>• Lifelong learning</li> </ul> Corporate-readiness: <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Teamwork</li> <li>• Problem solving</li> </ul>	

- *Effective communication*

*Additional sheets may be attached if the spaces provided are not sufficient.*

1. University Involvement

2. Community Engagement

3. Work/Voluntary Experience

4. Global Awareness

5. Additional Skills

### **Additional Requirements**

This form must be submitted together with the following:

- Personal portfolio in digital form (may be emailed or submitted via any common electronic means) – please tag the file name as your name and NRIC/Passport number, if possible
- Evidence of academic performance (e.g. transcripts, result slips etc.)
- Reference letter from at least two-character referees (e.g. lecturer, staff, mentor, coach, etc.)

### **Declaration**

- I hereby declare that the above statements made by me and the evidence provided are true to the best of my knowledge.
- I agree that any false information/documentation will disqualify my application.
- I agree that any personal information provided here can be used by SIM GE for the purpose of processing my application, and for any communications that are related to the SIM GE EDGE Award.

**Name & Signature**

**Date**



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