



University of  
South Australia

# UniSA+ Award Program Information session

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# UniSA+ Award Program

The UniSA+ Award is offered to students who actively participate in extra-curricular activities during their time at UniSA.

It has been carefully designed to ensure that all students who complete the requirements of the award will have developed the skills, experience and knowledge that employers are seeking in graduates, and will be better prepared to enter the workforce.



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# UniSA+ Award Program

To achieve the UniSA+ Award you need to complete the following:

1. All requirements under all the three pillars:
  1. Leadership and Enterprise
  2. Global and Social Engagement
  3. Self and Career Development
2. Attend the Reflection and Employability Workshop



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# UniSA+ Pillars

## 1. Leadership and Enterprise

- Activities include approved programs that have a clear focus on developing leadership skills and / or entrepreneurial or enterprise skills and knowledge.



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# UniSA+ Pillars

## 1. Leadership and Enterprise

- Participants are required to complete two eligible activities.
- Eligible programs must meet the following requirements:
  - Minimum of 15 contact hours.
  - Minimum of 3 hours of training or induction.

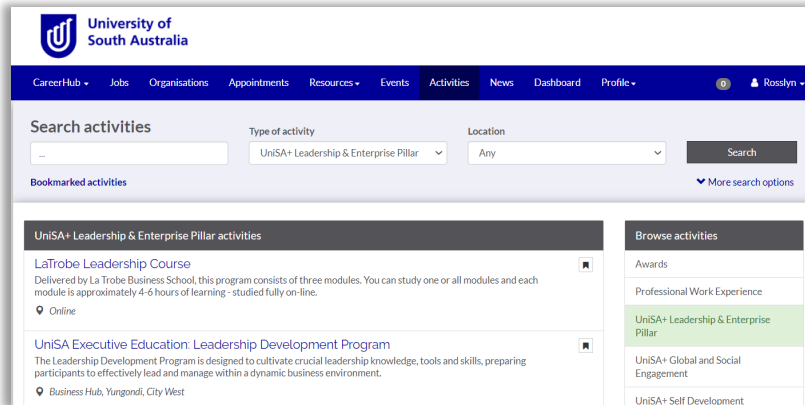




# UniSA+ Pillars

## 1. Leadership and Enterprise

- [Eligible activities are listed in CareerHub under Activities](#)



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CareerHub ▾ Jobs Organisations Appointments Resources ▾ Events **Activities** News Dashboard Profile ▾

Search activities

Type of activity: UniSA+ Leadership & Enterprise Pillar Location: Any Search

Bookmarked activities [More search options](#)

**UniSA+ Leadership & Enterprise Pillar activities**

**LaTrobe Leadership Course**  
Delivered by La Trobe Business School, this program consists of three modules. You can study one or all modules and each module is approximately 4-6 hours of learning - studied fully on-line.  
📍 Online

**UniSA Executive Education: Leadership Development Program**  
The Leadership Development Program is designed to cultivate crucial leadership knowledge, tools and skills, preparing participants to effectively lead and manage within a dynamic business environment.  
📍 Business Hub, Yungondi, City West

**Browse activities**

Awards

Professional Work Experience

**UniSA+ Leadership & Enterprise Pillar**

UniSA+ Global and Social Engagement

UniSA+ Self Development



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# UniSA Student Leadership Programs

UniSA offers a comprehensive student leadership and self-development program called ASPIRE that can be counted towards the Leadership and Enterprise Pillar.

Visit [unisa.edu.au/leadership](https://unisa.edu.au/leadership) for more information about each of these programs.



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# UniSA+ Pillars

## 2. Global and Social Engagement

- This pillar focuses on building skills and experience through volunteering.
- Volunteering roles must be:
  - Unpaid (including in-kind)
  - Not a required component of your UniSA studies
  - Not credit bearing







# UniSA+ Pillars

## 2. Global and Social Engagement

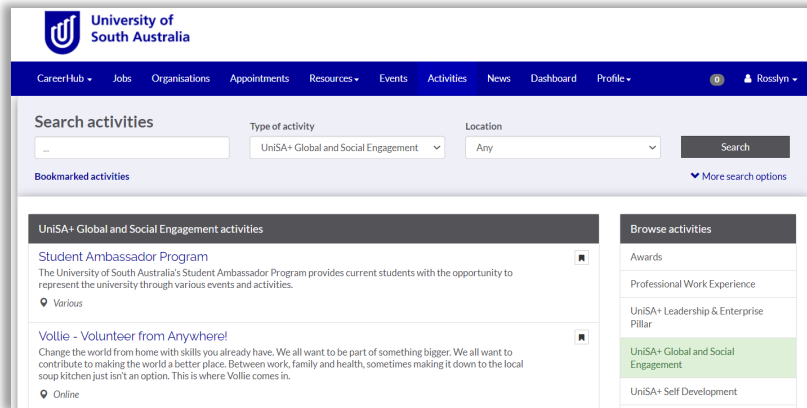
- Complete 120 hours of volunteering.
- Maximum of 60 hours from any of the five categories:
  - Community engagement
  - Cultural engagement
  - Global engagement
  - Professional engagement
  - Student engagement



# UniSA+ Pillars

## 2. Global and Social Engagement

- [Available activities are listed in CareerHub under Activities](#)



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# UniSA+ Pillars

## 2. Global and Social Engagement

- [Visit our volunteering webpage.](#)

Interact > Students > Experience UniSA > The UniSA+ Award > Volunteering

**Volunteering**  
Testimonials  
Good news stories  
CareerHub  
Student Volunteer of the Year Award

### Volunteering

Volunteering is a great way to add substance to your resume and give back to the community. Employers really value not only the skills and experience you have gained through volunteering, but also your altruistic spirit.

#### Volunteer Connect

Enrich your university experience and achieve your personal goals by taking part in student volunteering today. Search and browse current volunteering opportunities below. *Powered by Volunteering SA*

**Keywords**

What are you interested in?

**Durations**

Any Time

How much time can you spare?

**Locations**

 Postcode, suburb, city or state Okm  
• more options



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# UniSA+ Pillars

## 2. Global and Social Engagement

- Don't leave your volunteering to the last minute!



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# UniSA+ Pillars

## 3. Self and Career Development

- Self-development activities can be any workshops, training or programs that are not used for the other two pillars.



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# UniSA+ Pillars

## 3. Self and Career Development

- Activities may include:
  - Self-development and leadership workshops
  - Seminars, symposiums and panel discussions
  - Professional association training and events
  - Conferences and courses
  - Mentoring programs (as mentee)





# UniSA+ Pillars

## 3. Self and Career Development

- Participants must complete four separate activities over a minimum of two of the following categories:
  - Professional and personal development
  - Networking events
  - Mentoring programs (as mentee)
  - Reflection activities



# UniSA+ Pillars

## 3. Self and Career Development

- The following rules apply to this Pillar. You can only claim:
  - A max of 15 hours under the Professional and Personal Development Category
  - A max of 5 hours of Careers Workshops
  - A max of 1 hour for a LinkedIn Learning course
  - A max of 1 hour a year for a careers fair / expo or employer evening





# UniSA+ Pillars

## 3. Self and Career Development

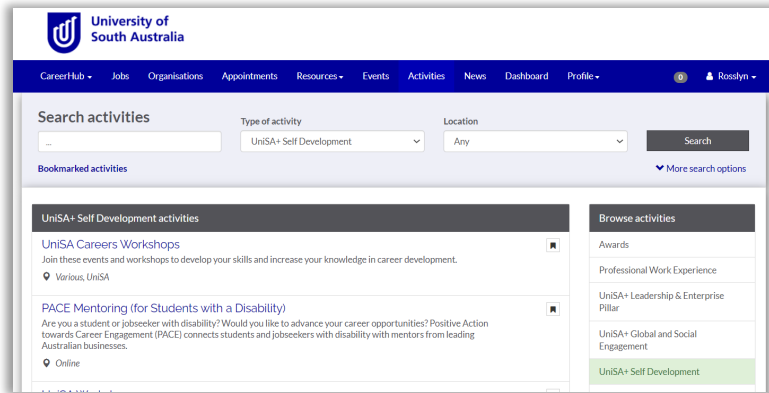
- The following rules apply to this Pillar. You cannot claim:
  - Attendance at a quiz night or other social activity under networking
  - The same event / activity twice, even if you completed them over multiple years
  - Any Self-Development Workshops that count towards your ASPIRE Program unless you've completed the ASPIRE Platinum Program



# UniSA+ Pillars

## 3. Self and Career Development

- [Available activities are listed in CareerHub under Activities](#)



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# UniSA+ Pillars in summary

## Leadership and Enterprise

Approved programs that build leadership skills or involve the development of enterprise or entrepreneurial skills.

- 2 Programs.
- Minimum 15 contact hours.
- Minimum 3 hours training or induction.

## Global and Social Engagement

Volunteering activity performed with global organisations or the local community.

- 120 hours across a minimum of 2 of 5 categories.
- Maximum 60 hours in any one activity.

## Self and Career Development

Attendance at workshops, conferences and other activities that will develop personal and professional skills related to your career.

- 20 hours across 4 categories.
- Minimum 4 different activities.
- Maximum 15 hours in personal and professional dev. category.

# Reflection and Employability Workshop



# Registering for UniSA+

- [Register through CareerHub - go to your Dashboard and then UniSA+ on the left hand side](#)
- Attend an Online Information Session
- Complete the Terms and Conditions
- Complete the Pre-Program Survey
- Start recording your activities!



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# CareerHub

- UniSA+ is managed through CareerHub. Get to know it! Bookmark it!
- Once you have registered for UniSA+, you will have access to your record online. It will look something like this:

## UniSA+ Activities

Compile a record of the eligible activities you have completed towards your UniSA+ Award. You may keep a record of your activities in your UniSA+ Handbook, but it is advised to update your participation in CareerHub monthly.

### LEADERSHIP AND ENTERPRISE PILLAR

Enter the details for each eligible activity you have completed in the Leadership and Enterprise Pillar. Please check that the activity you are entering has been approved - if you are not sure, please contact the UniSA+ Team.

Submit 'UniSA+ Leadership & Enterprise Pillar Submission Form'

0/2

UniSA+ Leadership & Enterprise Pillar Submission Form

☐ Draft

### GLOBAL AND SOCIAL ENGAGEMENT PILLAR

Enter the details for eligible volunteering activities you have completed in the Global and Social Engagement Pillar. Please complete the Submission Form for each separate volunteering activity completed. You can find volunteering opportunities through UniSA Volunteering.

Submit 'UniSA+Plus: Global and Social Engagement Submission Form'

42/120

Submit 'UniSA+ Global and Social Engagement Pillar Submission Form: STEP 7a: Activity Hours - Global Engagement'

Submit 'UniSA+ Global and Social Engagement Pillar Submission Form: STEP 7b: Activity Hours - Cultural Engagement'

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7b: Activity Hours - Cultural Engagement: 2) ☐ Pending  
Submitted: Yesterday, 09:41 PM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7b: Activity Hours - Cultural Engagement: 2) ☒ Completed/Approved  
Submitted: 27 March 2018, 09:27 PM

Submit 'UniSA+ Global and Social Engagement Pillar Submission Form: STEP 7c: Activity Hours - Community Engagement'

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7c: Activity Hours - Community Engagement: 21) ☒ Completed/Approved  
Submitted: 20 April 2018, 04:08 PM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7c: Activity Hours - Community Engagement: 1) ☒ Completed/Approved  
Submitted: 16 April 2018, 12:50 PM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7c: Activity Hours - Community Engagement: 1.5) ☒ Completed/Approved  
Submitted: 27 March 2018, 09:09 PM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7c: Activity Hours - Community Engagement: 5) ☒ Completed/Approved  
Submitted: 30 December 2017, 06:09 PM

Submit 'UniSA+ Global and Social Engagement Pillar Submission Form: STEP 7d: Activity Hours - Student Engagement'

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7d: Activity Hours - Student Engagement: 1) ☒ Void  
Submitted: 3 April 2018, 11:16 AM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7d: Activity Hours - Student Engagement: 5) ☒ Completed/Approved  
Submitted: 3 April 2018, 11:12 AM

UniSA+ Global and Social Engagement Pillar Submission Form (STEP 7d: Activity Hours - Student Engagement: 7) ☒ Completed/Approved  
Submitted: 5 March 2018, 11:12 PM

Submit 'UniSA+ Global and Social Engagement Pillar Submission Form: STEP 7e: Activity Hours - Professional Engagement'

### SELF-DEVELOPMENT PILLAR

Enter the details for eligible volunteering activities you have completed in the Self Development Pillar. Please complete the Submission Form for each separate Self Development activity completed.

Submit 'UniSA+Plus: Self Development Pillar Submission Form'

21/20

Submit 'UniSA+ Self-Development Pillar Submission Form: STEP 7a: Activity Hours - Professional and Personal Development'

UniSA+ Self-Development Pillar Submission Form (STEP 7a: Activity Hours - Professional and Personal Development: 1) ☒ Completed/Approved  
Submitted: 1 sat Monday 07:41 PM



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# Submissions through CareerHub

- Making submissions is easy.
- You make all of your submissions online through CareerHub.



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## UniSA+ Award Activity Submission Form

This new form allows you to enter all of your activities within the single form. Please select the pillar you are submitting activities for within the form.

### UniSA+ Award Activity Submission Form

Please use this form to enter your activity details for the UniSA+ Award. This new form can be used for all 3 pillars.

#### ★ Which pillar are you submitting evidence for?

Leadership and Enterprise

### Leadership and Enterprise Pillar

Please use this form to enter the details for each separate Leadership & Enterprise Pillar Activity you have completed and can verify for UniSA+.

#### ★ STEP 1: Activity Name

Select the name of the activity you have completed.

Adelaide Community Leaders (Adelaide City Council)

☐ ★ STEP 1a: I have completed the full requirements of this program as listed in the UniSA+ workgroup.

#### ★ STEP 2: Activity Provider

Enter the name of the organisation that provided/organised the activity.

UniSA - Student Engagement Unit

#### ★ STEP 3: Activity Provider Contact Person

Enter the name of a person from the organisation that provided the activity that we can contact for verification.

Title	First Name	Last Name

#### ★ STEP 4: Activity Provider Contact Details

Please enter contact details for the person who can verify your participation.

Email

Phone	Mobile

#### ★ STEP 5: Activity Start Date

When did you start participating in the activity?

dd-mm-yyyy

#### STEP 5a: Activity End Date

When did you finish participating in the activity?

dd-mm-yyyy

### Evidence Upload

Please upload evidence here. This section must be complete for all pillars.

#### ★ Evidence Upload

Please upload any evidence of participation/completion (e.g. certificate, registration confirmation, email from an organiser etc.)

Upload file





# Submissions through CareerHub

- Evidence is critical to having your submission approved. We need proof that you completed the activity.
- Please ensure that for all of your activities you have evidence of:
  - Dates and times
  - Total number of hours you are claiming
  - What the activity involved
  - A contact person who can vouch for your submission



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Upload file



# Submissions through CareerHub

- Evidence can be:
  - A certificate
  - An email confirming attendance / volunteering hours
  - An email from the coordinator of an activity (over an official email signature)
  - A letter on official letterhead
  - If in doubt contact us at [unisaplus@unisa.edu.au](mailto:unisaplus@unisa.edu.au)



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Phone

Mobile

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dd-mm-yyyy

### Evidence Upload

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#### ★ Evidence Upload

Please upload any evidence of participation/completion (e.g. certificate, registration confirmation, email from an organiser etc.)

Upload file

Browse

Save draft

Submit





# Reflection and Employability Workshop

- We help you to understand:
  - What you have achieved through UniSA+
  - How to use your UniSA+ Award
  - How to sell your involvement in UniSA+ to prospective employers



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# Completing your UniSA+ Award

- Following the completion of the requirements for all three pillars students must:
  - Attend the Reflection and Employability Workshop
  - Complete your Activity Record.
  - Fill out the Completion Survey.
  - Register for the End of Year Awards Ceremony



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# Completing your UniSA+ Award

- To ensure you are able to complete all of the requirements of the UniSA+ Award, please aim to have everything done before the last day of the semester you are graduating in (eg the last day before Swot Vac of that semester).
- Please don't leave your submissions to the last minute!



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# Rules for ALL pillars

- You can submit activities from up to 2 years ago, as long as you were a UniSA student.
- You have until your final day as a UniSA student (undergrad or Masters) to complete your UniSA+ Award.
- You cannot be paid for any activity you are submitting (including inkind).



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# Rules for ALL pillars

- Activities cannot be credit bearing e.g. placements.
- It cannot be a requirement of your academic program e.g. First Aid Course for Health Sciences.
- Activities will usually only be able to be counted towards one pillar (with the exception of the ASPIRE Platinum Program).





# Tips and tricks

- Identify the Leadership and Enterprise activities early. They often require the most pre-planning.
- Update your activities regularly. Create a manual logbook to record all of your activities and update CareerHub every 2-4 weeks.
- If you have any questions, attend a drop-in session or email [unisaplus@unisa.edu.au](mailto:unisaplus@unisa.edu.au).





# UniSA+ Award Recognition

- Students who complete all requirements of the UniSA+ Award will receive:
  - A certificate signed by the VC
  - An Activity Record of activities completed.
  - Public acknowledgement at an annual Awards Ceremony



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# Next steps.....

- [Register through CareerHub - go to your Dashboard and then UniSA+ on the left hand side](#)
- Complete the Terms and Conditions
- Complete the Pre-Program Survey
- Start recording your activities!



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**Any questions?**