



THE UNIVERSITY  
of ADELAIDE



# Adelaide Graduate Award **GUIDELINES**

[adelaide.edu.au](http://adelaide.edu.au)

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## PURPOSE

The Adelaide Graduate Award is an employability program that recognises and rewards work experience and volunteering that students undertake while studying for their degree. It is intended to complement your studies by recognising experiences that are not formally acknowledged through other means.

The core aims of the Adelaide Graduate Award are:

1. **Gain experience** – participate in a wide range of diverse experiences to acquire and develop the transferable skills, personal qualities and attributes that improve your employability.
2. **Learning** through doing – just having an experience is not enough to develop your employability, through self-reflection you learn to translate experiences into employability development.
3. **Transfer** your learning – communicate your employability effectively to others (including employers) and transfer your skills and learning (to other contexts).
4. **Recognition** – gain formal recognition from the University for achievements that you don't usually gain recognition for.

## Learning outcomes

While the Adelaide Graduate Award is not a course and you cannot obtain credit for the Award, it is a learning opportunity. By the time you complete the Award, you should have achieved the following outcomes:

1. Demonstrate self-management, including initiative, organisation and accountability by independently planning and undertaking your Award activities
2. Manage your own personal development planning by considering your skills, personal qualities and capabilities and identifying ways in which to grow them
3. Display and articulate the skills, qualities and capabilities you have developed through your experiences
4. Be more self-aware and reflective and feel more confident in your abilities.

## ELIGIBILITY

The Adelaide Graduate Award program is a voluntary and free scheme open to all students currently enrolled in a degree program at the University of Adelaide. You are not eligible for the Adelaide Graduate Award after you have completed your degree.

## RULES AND REQUIREMENTS

The Award is not a reward for participation in activities, but a recognition of the learning you gain from reflecting on what you are doing. In order to achieve the Award you must be able to demonstrate your learning from your activities via a written assessment.

You can register for the Adelaide Graduate Award at any stage in your degree but we encourage you to register in the first year of your degree to gain the most value from the Award. You must register by the **15<sup>th</sup> of March in your final year** of study at the latest to be eligible for the Award.

The Award is one way you can demonstrate your ability to manage yourself, so you are responsible for managing your participation in the Award. Resources are available to guide you through the process but you'll be responsible for ensuring you meet all the requirements to achieve the Award.

## How to achieve the Award

The **minimum** requirements for achieving the Adelaide Graduate Award are:

1. Complete the mandatory **orientation** to learn about how to successfully achieve the Award
2. Develop a **plan** for how you will achieve your Award, which will be reviewed by the Award team to ensure your proposed activities will meet the requirements of the Award
3. Complete at least **150 hours** of extra-curricular activities across at least **two activities**
  - (1) including a minimum of **30 hours volunteering**
  - (2) completing at least **one activity in two of the three Award categories**  
(1.University community, 2.Global, cultural and social, 3.Creativity and innovation)

**IMPORTANT:** You will need to provide **adequate evidence** verifying participation hours in each activity and reflect on the skills you have developed. Failure to include adequate evidence will result in your activity being declined – more information about what evidence is required is available on [CareerHub](#) resources

4. Complete at least **two career development** workshops or events which are offered by the University's Career Services
5. Submit your **resume** and your **LinkedIn profile**, which must include your extracurricular activities
6. Submit a 500-750 word **written reflection** summarising your development throughout the activities you have undertaken for the Award, which will be evaluated (if you have completed more than three activities, you only need to reflect on the two or three most transformative experiences).
7. Complete all the Award components by the [required deadlines](#) in your final semester of study (depending on when you are due to complete your degree).

## Activities

Generally, Award activities should be experiential, such as work experience and volunteering. Any volunteering, work experience or personal and professional development activity where you can demonstrate your employability skills development *may* be eligible.

The University of Adelaide reserves the right to review and approve or reject all activities claimed towards the Adelaide Graduate Award and the decision of the University is final.

To include an activity towards your Award the activity must meet all the following eligibility requirements:

- 1) be experiential
- 2) develop your employability skills
- 3) be [extra-curricular](#) or [co-curricular](#)
- 4) align with one of the three categories in the Award
- 5) be undertaken while you are enrolled in your current degree at the University of Adelaide.

You must be an *active* participant in the activity otherwise your involvement will not be experiential (and therefore not meet requirement 1 above).

The Award is a self-managed process therefore it is your responsibility to source your own opportunities.

### **Ineligible and excluded activities**

The focus of the Adelaide Graduate Award is to gain experience (and as a result grow your skills, qualities and capabilities and build your resume). Therefore, other study including both online and classroom study, is ineligible. While these may be valuable opportunities for building your knowledge, they aren't experiential, therefore do not count towards the Award.

Activities that do not meet all the eligibility requirements outlined above cannot be included towards achievement of the Award. Examples of ineligible activities include donating blood and volunteering for a clinical trial (not experiential and don't develop employability skills), playing casual sports (doesn't develop employability skills), attending a conference (you are not an active participant), attending a dance/sport/yoga class etc. (doesn't develop employability skills), other certificates/qualifications/degrees from another institution (as this is not extra-curricular).

Career and Research Skills Training (CaRST) activities are not eligible to be counted towards the Award. Any activity which appears in your CaRST record cannot be counted towards the Award (even if you have completed more hours for the activity than required for the CaRST program).

### **Key deadlines**

All key deadlines for the Adelaide Graduate Award will be listed in the [Adelaide Graduate Award resources in CareerHub](#). It is your responsibility to ensure you are aware of and meet all Award deadlines. If you do not meet the deadline for each Award component, you will not be eligible to receive the Adelaide Graduate Award.

## **VOLUNTEERING**

Volunteering Australia [describes volunteering](#) as "time willingly given for the common good and without financial gain."

You must complete a minimum of 30 hours of volunteering to achieve the Award. While volunteering is a good way to gain experience, meet new people and develop transferable skills, we also think it is important to highlight the value of making a difference in your community. Volunteering can develop community awareness and help you integrate into local communities outside of university. Most importantly, volunteering is about having a meaningful and positive impact on other people, doing good for others and contributing to society. Through volunteering we hope you become an engaged citizen who recognises the value of meaningful contributions to local and global communities.

It is important that any volunteering you do is done in a safe and responsible manner and that you are not being exploited. Volunteering is not simply unpaid work but must contribute to a greater good. Volunteering must not be exploitative or used to replace paid employment. It is against Fair Work regulations to place a volunteer in a position that would otherwise be undertaken by a paid staff member. Volunteers cannot be exploited for profit;

this means that you cannot volunteer for a for-profit business or organisation. Good volunteering will align with the [National Standards for Volunteer Involvement](#) and as a volunteer you should be provided with a volunteer role description, orientation/induction and ongoing support.

Volunteering hours for the Award must be undertaken in accordance with these guidelines and the University reserves the right to determine whether experiences are volunteering or work experience.

## **WORK EXPERIENCE**

Work experience includes paid and unpaid work. Generally, all paid work is likely to be an eligible activity, as long as it is undertaken in accordance with all relevant State and Federal laws, including the [Fair Work Act](#).

### **Unpaid Work**

We do not recommend that you do unpaid work, but there may be a limited number of circumstances where it is acceptable. If you are undertaking any type of unpaid work please make sure you are aware of your rights under the [Fair Work Act](#) and only do unpaid work that is lawful. Any unpaid work that is deemed by the University to not comply with the Fair Work Act cannot be counted towards the Adelaide Graduate Award.

### **Paid Work**

Australia has strict rules on your rights as a worker and we want to ensure you are receiving the rights and entitlements afforded you by Australian law. These include [minimum wage](#) requirements, ordinary hours of work, the right to a safe workplace, mandatory provision of [payslips](#) and payment summaries, and [superannuation](#). Any paid work that is deemed by the University to not comply with the Fair Work Act cannot be counted towards the Adelaide Graduate Award.

### **Internships**

Most placements and internships are completed within a course and therefore cannot be included as an Adelaide Graduate Award activity. Some internships *may* be counted towards the Award if they are not-for-credit but are coordinated by the University. These are usually called *voluntary* placements or *voluntary* internships as they are unpaid.

Where an internship is not-for-credit and not coordinated by the University it must be paid to be eligible for the Award and must comply with the Fair Work Act. Internships cannot be considered volunteering, and will either be work-experience or paid work.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

While generally activities must be experiential and will typically be volunteering or work experience, there are various professional and personal development activities that can be included towards your Award hours. As long as they meet the [activity guidelines](#) they can be included. Examples of personal or professional development experiences include Global IQ Connect, Career Access Mentoring, Women in STEM Careers, hackathons, start-up events and active participation in competitions and challenges.

## **CAREER DEVELOPMENT**

The University of Adelaide [Career Services](#) helps you prepare for the transition from university to career and offers opportunities to



connect with industry. To achieve the Adelaide Graduate Award you'll need to engage with Career Services. At a minimum you will need to attend two [Career Services workshops or events](#). You get to choose how you connect with Career Services based on your own career development needs.

For the workshops or events you attend to count towards the Adelaide Graduate Award your attendance at the workshop or event must be recorded in CareerHub by the workshop/event facilitator.

## **CONDITIONS AND CODE OF CONDUCT**

As a student of the University of Adelaide, you are subject to the same rules that apply to your degree when working towards the Award therefore any form of cheating will not be tolerated and will result in your immediate removal from the Adelaide Graduate Award program.

### **Fair Work Act**

Compliance with the [Fair Work Act](#) is a requirement of all activities claimed towards the Adelaide Graduate Award.

The University of Adelaide reserves the right to reject any activities that are not in compliance with the Fair Work Act and the decision of the University is final.

### **Fraud**

Falsifying documentation, including evidence of your participation in an activity, or claiming activities you haven't actually done may lead to a penalty under the [Academic Honesty Policy](#) and/or [Student Misconduct Rules](#). This may also constitute fraudulent behaviour which is illegal and may be criminal which could lead to legal action.

Falsifying documentation and/or committing fraud will result in immediate removal from the Adelaide Graduate Award. The University reserves the right to provide details of the false information to any other authority which the University considers is appropriate to inform.

### **International student conditions**

If you are a student visa holder you must not breach the work conditions that apply to your student visa. More information is available from the [Department of Home Affairs](#).

### **Code of Conduct**

All students who wish to participate in the Adelaide Graduate Award are required to agree to, and comply with, a [Code of Conduct](#). Any student who breaches this Code will be removed from the Adelaide Graduate Award program.

### **Disclaimer**

The University of Adelaide reserves the right to withdraw students from the Adelaide Graduate Award at any time if they are found to have contravened the conditions or Code of Conduct of the Adelaide Graduate Award. The University may, but shall be under no obligation to, give reasons for the decision and the decision of the University is final.

## DEFINITIONS

**Co-curricular** – activities outside of but usually complementing the regular curriculum such as Peer Assisted Study Session (PASS) leaders, summer research scholarship projects, faculty Peer Mentors.

**Employability** is a set of achievements - skills, understandings and personal attributes - that make individuals more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy

**Employability skills** (transferable skills) – skills that can be learned in one context and applied in another context, for example, oral communication, problem solving, collaboration, creativity.

**Experiential learning** (in the context of the Adelaide Graduate Award) is a process of direct learning from life experiences and is based on the theory that individuals learn while doing a task (“learning through doing”).

**Extra-curricular** – activities outside of the curriculum. For the purposes of the Adelaide Graduate Award, this means that activities cannot be credit-bearing or a requirement of a degree. Additionally, any activity that relates to a qualification from another institution is generally not eligible as an Award activity.

**Fair Work Act** - The Fair Work Act 2009 (FW Act) and the Fair Work Regulations 2009 are the legislation (laws) that govern the employee employer relationship in Australia. They provide a safety net of minimum entitlements, enable flexible working arrangements and fairness at work and prevent discrimination against employees. All employers are bound by the Fair Work Act and must treat employees fairly and issue them with the correct entitlements.

**Internship** - a carefully monitored work experience in which the student has intentional learning goals and reflects actively on what they are learning through the experience. Internships provide real training and skills development and offer mentoring and support. Internships are mutually beneficial to the student and the host company, but the intern should have flexibility and receive most of the benefit of the internship

**Paid work** is work performed as an employee, including full-time, part-time, casual, seasonal and contract work, or through self-employment, where the person is engaged in some form of gainful activity for which they are paid. For the purposes of the Adelaide Graduate Award, paid work must be undertaken in compliance with the Fair Work Act.

**Volunteering** is time willingly given for the common good and without financial gain. For the purposes of the Adelaide Graduate Award volunteering can be with a not-for profit, community, faith-based or government organisation. Volunteering cannot be undertaken with a for-profit business/employer.