

APPENDIX A: NERUPI STUDENT AMBASSADOR REFLECTION

NERUPI Student Ambassador Group: Ambassador Reflection Tool

The aim of this reflection tool is to find out more about the experience and learning of student staff working as ambassadors, tutors, advocates etc on behalf of their university or college. Research indicates that working as a student ambassador can be beneficial for those working in these roles, including supporting students in developing a sense of belonging in higher education, supporting progression into post-graduate study and supporting career progression.

The reflection tool will be completed by a small number of student ambassadors in 10 Universities from four broad subject areas (STEM, Health, Humanities and Social Sciences). Student ambassadors will be paid for completing the form and your responses will be used to inform the development of a national survey to assess the benefits of working as a student ambassador.

The tool has been developed from Key Competences for Lifelong Learning included in the EU Youthpass tool (developed by experts to identify and define the key competences necessary for personal fulfilment, social cohesion and employability in a knowledge society). It has been adapted by the NERUPI Student Ambassadors Working Group to reflect the practical experiences of university staff and students involved in ambassador work.

Suggested key competences framework for Ambassador NERUPI research

Higher Education learning and experience <ul style="list-style-type: none">- your area of study- wider opportunities at the university	Taking charge of your learning <ul style="list-style-type: none">- ability to organise own learning including effective management of time and information for ourselves and in groups- gaining, processing and assimilating new knowledge and skills- seeking and making use of guidance- building on prior learning and life experience
Interacting and engaging with a range of other people <ul style="list-style-type: none">- express ideas, thoughts, feelings and facts orally and in writing- interact with other people in appropriate ways in different settings- knowledge of the challenges that different people have (e.g other students, school students, lecturers, teachers, outreach staff)- understandings about yourself arising from these interactions	Initiative and leadership skills <ul style="list-style-type: none">- ability to turn ideas into action- creativity, innovation and risk taking and problem solving- ability to plan and manage projects in order to achieve objectives
Digital knowledge and skills <ul style="list-style-type: none">- confident and critical use of IT for work and communication- use of computers to retrieve, assess, store, produce, present and exchange information- use of computers to communicate with different groups of people	Contribution to the University <ul style="list-style-type: none">- supporting incoming students through recruitment and transition events- involvement in development and evaluation of activities- contribution to the student voice

Higher Education experience and learning

Thinking about your work as an ambassador please note down details of activities where you have found out more about:

- your own area of study
- wider opportunities at the university including exposure to other subject areas, placement and work opportunities (e.g. extra-curricular activities, support services, careers advice, workplace environments).

Next, note down anything you have learnt and other ways you have benefited from these experiences and activities.

Examples of activities where you have learnt about your area of study /opportunities at the university and activities that have contributed to your own experience of being at university	Details of these activities and experiences	Details of your learning/ other benefits from these experiences (knowledge/skills)

Interacting and engaging with other people

Thinking about your work as an ambassador please note down details of different people you have worked with for example:

- university students from your own subject discipline
- university students from other subject areas/ year groups/ nationalities
- School and college students e.g year 6 children, year 12 students, adult learners
- School teachers, university lecturers
- Outreach & Widening Participation staff
- members of the public (e.g. through working in galleries, sports facilities, public lectures,)
- university alumni
- parents of potential applicants.

Commented [GU1]: This can be changed to the each HEI's relevant department name

Explain the types of interaction you have had and what they entailed (e.g. leading group discussions, presenting to groups of students, tutoring conversations, report writing, emails).

Next, note down anything you have learnt from these different groups of people, for example:

- the challenges they face
- specific needs they have

Note other ways working with these people has affected you, for example:

- confidence in engaging with people
- confidence in talking to people different to yourself
- anything you've learnt about yourself through these interactions.

People you have engaged with	Details of interaction	Details of your learning about people from these interactions/ your level of confidence in communicating with them

Digital knowledge and skills

Thinking about your work as an ambassador please note down details of **different experiences you have had using IT** :

- using software packages to support your work
- presenting to school and college students using digital platforms such as Zoom and Teams
- using social media to engage students and prospective students.

Next, note down anything you have learnt from using IT through your work as ambassador, for example:

- learning to use a **new** software package
- using Zoom for interactive meetings
- confidence with different software.

IT used (e.g. PowerPoint, Zoom etc.)	Details of how you used it/what you used it for	Details of your own learning from using IT

Taking charge of your learning

Thinking about your work as an ambassador please note down details of when you have had to:

- organise and manage your time,
- work in a team
- independently plan outreach and student support activities to pass on your knowledge (e.g. recruitment, finance sessions or careers information; subject content such as subject tasters; information about student and university life; interactive activities).

Next, note down anything you have learnt about how to research and plan your work that **you may be able to use in other areas of your life, for example:**

- juggling competing demands on your time
- meeting deadlines
- studying
- working in a team
- finding out information from different sources etc.

Type of activity (e.g. supporting an event, leading a session with school groups)	Details of these activities (examples of how you worked independently and as part of a team; organising, planning and activities)	Details of your learning from these activities

Initiative and leadership skills

Thinking about your work as an ambassador please note down details of times you have taken a lead during an activity or problem solved, for example:

- taken a lead during an event
- managed activities with specific objectives
- dealt with an unexpected event or emergency

Next, note down anything you have learnt from these experiences.

Examples of activities where you have led/ demonstrated initiative	Details of these activities and experiences	Details of your learning from these experiences

Your career plans

Thinking about your work as an ambassador please note down details of activities or experiences that have influenced your own career plans for example:

- Working in schools
- Finding out about careers opportunities you did not know about
- Getting involved in planning events
- Supporting individuals.

Next, note down anything you have learnt from these experiences and how/ why they influenced your career plans.

Examples of activities or occasions	Details of these activities and experiences	Details of your learning from these experiences

Contribution to the university

Finally, in what ways do you think you have made a useful contribution to the university through working as a student ambassador, for example:

- participating in groups planning new activities (e.g. new course development, advising on marketing campaigns)
- as workers for welcome week, open days
- supporting evaluation of activities
- coaching peers
- participating in university planning and delivery (e.g Access and Participation Plan strategy group, decolonising the curriculum group)
- specific projects to incorporate student voice
- presenting at conferences build networks.

Examples of activities or occasions	Details of these activities and experiences	Details of how these activities have helped your university

Please provide any other details about what you feel you have learnt/ how you have benefitted from being a student ambassador here:
