ncl+ Advanced Award in Leadership 2022-23

Student Pre-Course Information

Welcome

The ncl+ Advanced Award in Leadership is a unique opportunity in which learners can develop their leadership experience with theory, reflection and certification.

The award has been designed to help you practically develop the skills and qualities required to make you an effective leader and stand out in today's job market, whilst also supporting the development of your voluntary activities and role at NUSU.

The award is endorsed by the Educational [Leadership Centre](), a professional training body at Newcastle University and Newcastle University Students' Union (NUSU). Upon completion, you will receive certification from both these of organisations, documentation on your HEAR when you graduate, and an Open Badge which can be displayed on LinkedIn.

Please note: students are <u>only</u> eligible for *ncl+ advanced awards* if they have done or are doing the *ncl+ award*. If you have not taken the ncl+ award in previous years, you <u>must</u> complete it this academic year to be eligible, so make sure you register before Friday 16th Dec 2022, or you <u>will not be able to complete</u> the award and receive the certification. If you do not do this, regardless of how many sessions you attend, you will not complete the award.

What's involved?

You will take the Advanced Award alongside your student leadership role, enabling you to reflect upon and develop your leadership journey. It may be managing a club or society, organising a large event or campaign, taking the lead on a particular project, an initiative to increase student engagement, or even a part-time job role involving supervision.

Details of assessments are included in this handbook. In addition to completing the assessments you must attend the three mandatory workshops which will assist you in completing the assessments and gaining the Award. This year, workshops will take a blended approach meaning you will be offered in person and online workshops for you to choose from.

The assignments will predominantly be set through an Assessment Booklet, which you will complete as we move through the year in set tasks. The document will be submitted via Canvas on set deadlines, becoming more complete until you have finished all assignments. There will also be a required presentation after the Easter break, taking place either online, and a small number of online learning modules to work through on Canvas.

You will be notified if you have passed the award by the end of June 2023.

Programme aims and objectives

By successfully completing the assessments, attending the workshops and delivering your chosen project, you will have adequately addressed the following learning outcomes:

- Understand the management role, both as a volunteer leader and within your future career.

- Understand the purpose and application of organisational strategy, and how organisations of different size and structure operate.

- Understand the application of leadership & management approaches, styles and theories, in the context of both achieving your project's aims and objectives and in the workplace.

- Understand the knowledge, skills and behaviours to be an effective manager, and be able to review effectiveness of own leadership capability and performance.

- Understand the key knowledge and skills required to effectively solve project-based challenges.

- Understand the ability to reflect and be proactive in relation to your personal development.

Subjects covered will include leadership and management theory for you to utilise in your projects/roles; change management with a focus on adaptability; the skills, behaviours and knowledge needed to be an effective leader and organisational practice for leaders, to set you in good stead for the workplace.

Workshops

Active engagement in 3 workshops is mandatory in order to pass the programme. There are at least two options for each of the 3 workshops (with the same content) – you can choose which one you attend. In person workshops will take place in NUSU (History Room) and online workshops will be via Zoom.

Workshops are set for:

- Workshop 1 – 30th Nov (2-5pm) or 2nd Dec (1-4pm)
- Workshop 2 – 25th (3-5pm) or 27th Jan (2-4pm)
- Workshop 3 – 22nd (3-5pm) or 24th Feb (2-4pm)
- PRESENTATIONS: 26, 27 & 28th Apr

The workshops will provide you with practical skills, tips and theory to allow you to complete all assessments. We try to make them as interactive as possible, with practical approaches you can use in your leadership roles and future development.

Assessments

Assessment Booklet

Exercises, including tables and short reports, to demonstrate understanding and applications of the workshop learning.

Online Learning Modules

Short online courses to work through in your own time to supplement the subjects covered in workshop time. These allow us to cover more content without the need for longer, drawn out Zoom calls, and flexible learning time.

Presentation

You are required to plan and deliver a PechaKucha presentation. Use the table in in your Assessment Booklet to prepare the information you'll need to create your presentation, and ensure you hit all assessment criteria.

Task 1: Understand the management role

Assessed by short written answers within your Assessment Booklet.

Submission deadline: 10am Monday 9th January 2023

Submission details: via Canvas (within your Assessment Booklet). Word count: 400-500

Feedback date: Friday 23rd January 2023

Task 2: How organisations operate

Assessed by short written answers within your Assessment Booklet, and an online learning module on Canvas.

Submission deadline: 10am Monday 20th February 2023

Submission details: via Canvas (within your Assessment Booklet). Word count: 900-1050.

Feedback date: by Friday 14th March 2023

Task 3: Understand the knowledge, skills and behaviours to be an effective manager

Complete the tables in your Assessment Booklet.

Submission deadline: 10am Monday 27th March 2023

Submission details: via Canvas (within your Assessment Booklet). Word count: 850-1000.

Feedback date: by 25th April 2023

Task 4: Understand the application of management and leadership approaches

Part 1: Prepare for your presentation in the grid within the Assessment Booklet.

Part 2: You are required to plan and deliver a PechaKucha presentation consisting of 20 image slides each shown for 20 seconds, totalling a presentation time of 6 minutes and 40 seconds. Your presentation will address the following: summarise recognised management and leadership approaches, and explain how management and leadership approaches can

be applied and adapted in different work-based situations. Please note that you cannot use text slides in a Pecha Kucha, images only.

Workshop 3 will cover all of the information you require in order to create and deliver an effective PechaKucha, and we expect you to use examples from your own experience.

There will be PechaKucha events taking place in the first week back after Easter holidays in the afternoons of that week. You will be required to attend a 1hr slot and participate in providing feedback to your fellow learners through a constructive feedback form for each presentation. The running order of presentations will be revealed at each event.

Submission deadline:

Part 1 (Assignment 4 in the Booklet): 24th April 2023. Word count: 500-600.

Part 2 (Presentations): 26, 27, 28th April afternoons. 1-hour slots to be allocated.

Submission details: live PechaKucha presentation in front of peers

Feedback date: by Monday 5th June 2023

Assessment criteria

Learners' work is assessed to obtain a pass or referral, and these terms are defined in the back of the Assessment Booklet (Assessment Guidance section). All assessment criteria and associated tasks including the full Assessment Booklet must be completed to obtain a pass. Failure to complete any of the criteria will result in a referral with feedback to assist you in bringing your answer up to a pass.

Support

You will be offered the opportunity to have a 15 minute appointment with the Programme Leader following each workshop (should it be required) to assist in completion of the assessments. This is not compulsory.

Word Counts

The guideline word counts for each Task in the Assessment Booklet are provided as a suggestion for how long your submissions should be. There is a 10% allowance above/below these guidelines.

Additional details

Submissions received after deadlines will not be considered and will result in a referral. Extension to deadlines will only be considered in exceptional circumstances and are at the discretion of the Programme Leader.

You may find it useful to keep a log of hours and work done when preparing for your Pecha Kucha, however this is not mandatory.

Please use templates and tables where provided and stick to word counts where specified.

Key Contacts

Programme Administrator: Liz Gulliver (volunteeradmin.union@ncl.ac.uk)

Programme Leaders:

Katie Blundell – Volunteer & Employability Development Manager (volunteermanager.union@ncl.ac.uk)

Becky Hamer – Employability & Engagement Coordinator (employability.union@ncl.ac.uk)