

<b>Exam Number:</b>	1A
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At the beginning of the Edinburgh Award, you chose three skills that you particularly wanted to strengthen. During the Award you’ve also looked at how you can increase the impact you have on others.

This process of strengthening skills and increasing your impact is central to the Edinburgh Award. In this submission, provide a written account that shows you have been purposeful and reflective in working on your skills and impact.

Your submission will be reviewed by students across the Award who are not involved in the same activity as you so please ensure your reflections can be understood by anyone.

If needed, further guidance, example submissions and the criteria on which submissions are judged are available at: [www.employability.ed.ac.uk/Student/EdinburghAward/ACJ](http://www.employability.ed.ac.uk/Student/EdinburghAward/ACJ)

**Note:** *As part of the Edinburgh Award, your submissions will be reviewed by other students and staff, and may be used elsewhere (in part or in whole) – your name will never be attached and only the content you enter will be used.*

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## Instructions

There are four boxes below, one for each of the three skills you wanted to strengthen and one for impact you have had. In each box write about 200 words describing **what progress you have made** (if any), **what steps** you have taken to try to improve this skill and **what you have learned** from your experiences.

Don’t worry if you haven’t made as much progress as you would have liked; your description can include what has limited your progress and if there are different approaches you would take in the future. For example, you may have found that you initially overestimated your ability in one of the skills – that’s OK.

Write so that your text makes sense to someone who has had no connection with your activity.

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<b>Skill One:</b>	Decisiveness
Over the course of the Edinburgh Award, I have genuinely improved my ability to make decisions both in my role as office-bearer and in daily situations. The Money Matters workshop really helped my development in this area, as it led me to realize that I actually know what I am doing as treasurer, and am qualified to make decisions for my society. It also showed me that my committee members were looking to me to make a decision on this material, and that I would not be offending people if I did make a decision—even if they disagreed with it—as long as I could back it up and it did not look like I was putting down people’s ideas arbitrarily. People are free to disagree with me, and that helps validate my feeling that I am not being a dictator and making decisions that committee members have to abide by. I still have room to progress on this though, as I tend to not make decisions until the last moment, and I could save a lot of time by being brave enough to make a decision earlier based on the information I have learned from workshops like Money Matters.	

<b>Skill Two:</b>	<b>Taking Opportunities</b>
<p>The Workshops on Confidence and Presenting Yourself Skillfully, as well as the training sessions provided by the Careers Service, has helped me to improve on taking opportunities. Through these different workshops and sessions I learned that my experience as an office bearer is a transferable skill with value, and this has helped me in applications for internships and work experience over the summer. It has also aided me more directly in my role as treasurer, as I feel I am able to speak for the group with more confidence, and so take opportunities that are presented to us, as well as generating opportunities for us to get involved with different charity organizations. I've come to realize that if I show that I doubt myself, then employers or charities will not take me seriously, as I seem to not think they should. Again, I still have room for improvement on this though, as I am naturally shy and find it difficult to effectively promote myself or my charity, as I feel that I am being rude. I know this is not the case though, and often employers or charities want to see you do this because they have to be convinced, and I will keep practicing taking new opportunities.</p>	

<b>Skill Three:</b>	<b>Self-Reflection</b>
<p>I used to find reflecting on myself an arduous, and even embarrassing, task. I shied away from reviewing my mistakes as I did not want to consider how embarrassing certain mistakes were—even though often they were likely not as embarrassing as I made them out to be. However, with practice, I have found that self-reflection does not have to be a punishment in which I berate myself for my failures, but rather should be viewed as a way of learning from these mistakes, and not getting too worked up about the fact that they happened. The reflections in the Edinburgh Award helped to realize this, as it gave me a chance to write down my reflections, rather than just mulling them over in my head. Writing them down, in turn, allowed me to realize that what I considered a huge embarrassment did not seem that way on paper, and so other people probably did not think my mistakes were as big as I thought. This created space for me to learn from my mistakes instead of agonizing over them. There is a further step to go though, where I no longer have to write down a reflection and do not spend time agonizing over a mistake for an extended period of time, instead embracing the opportunity to learn from mistakes right away.</p>	

<b>Impact on others</b>
<p>I believe that by becoming more reflective, more decisive, and better at taking opportunities, I have improved my role as office bearer in my society. These skills have been especially effective as treasurer, as this role requires that I make decisions and take opportunities to apply for funding that others may not like, but that I feel are best for the society. Then, if I make a mistake, I am better able to reflect on these mistakes and learn from them. This allowed me to be more useful in my role as treasurer. By becoming a more effective committee member, I was able to make the roles of my other committee members easier, as they no longer had to shoulder the burden of decisions or opportunities I was incapable of making or taking, as well as their own positions. Additionally, I was able to increase the capability of our volunteering organization to reach more people by fully utilizing the budget, instead of waiting for organizers to suggest plans to me, I would tell them the funds we had available for each project and suggest what we could do with them. Thus, I think the Edinburgh Award has led to a significant improvement on my impact on others.</p>