

Exam Number:	Submission 3
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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.

Please provide a written account that shows you have been purposeful and reflective in working on your skills and impact. At this stage you should also include an indication of how you may intend to change your approach for the remainder of your time on the Award given what you have learnt to this point.

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: <https://www.ed.ac.uk/edinburgh-award/peer-assessment>

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.*

Instructions

There are four boxes below, one for each of the three skills you wanted to strengthen and one for the 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, **what you have learned** from your experiences and **what you might change** in your approach for the remainder of your time on the Award.

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.

Skill One:	Verbal Communication
<p>I find the progress I have made in this area difficult to quantify. I stated that one of the areas I wished to improve was being understood when putting my point across. Using people's reactions to my instructions and comments as a gauge I have been able to recognise some progress. Leading club activities on my own was a challenge in the beginning. My main points for improvement were to engage with more members of the group during sessions, in ways as simple as introducing myself more clearly and breaking the ice at the start - particularly with visiting students and first years - and making it through everyone before the end. I found this challenging because I was also required to lead the group. This required clear explanations of instructions for the session in order that participants understood the direction well enough to move from one direction to the next as a group if I was unable to communicate the direction to everyone. This was testing and earlier in the year I did have people making mistakes as they had not understood my intentions. This improved significantly however, after I had introduced myself and had at least a simple conversation with people and so this is something I will work on for the remainder of the award process and beyond.</p>	

Skill Two:	Organisation
<p>The progress I have made in this area is not as good as I had hoped. In most cases, I have been able to leave a set of instructions for the group I should be leading, should I be unable to attend. However, there have been instances when I have had to ask another committee member to take over my responsibility should I be overwhelmed with other commitments. To combat this I have been working on a set of generic session instructions to leave behind for my successor and for other members of the club for individual training. This is something I would have found helpful as a first year and which will hopefully help future students. This helps me with organisation as it means if I have not planned a session, I have a back up log if I need it. I have found that setting aside time each week to plan my activities and commitments has helped significantly. This is something I started doing after the first Edinburgh Award session as it became increasingly clear I had too many commitments each week to remember all of my activities in my head. This has meant I now rarely miss club sessions as I have been able to arrange non essential meetings around my club commitments.</p>	

Skill Three:	Confidence in Decision Making
<p>My confidence in decision making has increased during the course of my time on the committee. I think most of my progress can be attributed to organisation and experience. By preparing before the sessions I was running properly, I was able to feel I had made the correct decision in advance. When I made these decisions, they went well, largely due to the preparation I had done. As my experience has grown, I now feel more able to make a decision within the group and take responsibility for it afterwards, even in situations where I have been able to prepare less well. This was forced to begin with, but now feels more natural, particularly as my other key skill (verbal communication) has also improved. I have learned that the three skills I have chosen (and I suspect many others), are in fact tied together; meaning an improvement in one, will likely lead to an improvement in several others.</p>	

Impact on others	
<p>The impact on others has been easier to qualify. I have noticed in particular, through my verbal communication improvements, and organisation improvements, more people are coming for repeated sessions. The people I have spoken to, attempted to cater for during sessions, and helped to feel more confident in the club setting, have come back for more club activities. Those that I have been unable to talk to during the sessions reappear less frequently. I am sure there are many reasons for people coming back to sessions and others not, but I am hoping the improvements I have made to my verbal communication in making people feel more welcome, have helped to increase club attendances. Having a prepared session before hand definitely makes the sessions run more smoothly and have a less chaotic feel which definitely improves people's experience. I have worked hard to improve my organisation and session preparation in the hope that people enjoy the sessions more and participation increases.</p>	