Vice-Chancellor’s Leadership Program Guidelines 2021

Student Leadership, Career Development and Employment
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1 Purpose of guidelines

The purpose of this document is to provide students, staff and external organisations with clear guidelines outlining the Vice-Chancellor’s Leadership Program’s structure, entry requirements, availability, assessment process, documentation, rubrics, and forms.

2 Aims and Structure of the Vice-Chancellor’s Leadership Program

The VCLP is an opportunity for the University to formally recognise and reward the contributions students make to the community, as well as the experiences they have while studying at the University of Tasmania. The aims of VCLP are to support students to:

   a) develop their leadership and employability skills through critical self-reflection, experience, and professional learning;
   b) develop the capacity to identify, evidence and articulate leadership values and experiences and the impact of these on personal, and professional growth;
   c) build confidence, self-reflective capacity and self-awareness that can guide authentic engagement and positive impact on community; and
   d) take initiative and use their skills to contribute to their future and the future of our collective societies.

Through this program, University of Tasmania students engage with a broad cross-section of the community, both local and global, through work experiences and internships and through community and civic service and events. The VCLP also allows students to contribute to the broader Australian community and to the international community through global exchange.

There are three components of the VCLP. The first two can be taken independently, or in any order, but if students want to engage in the third one, they must first successfully complete the first two. Students can exit with recognition from any of the tiers, but only successful completion of all three tiers will result in the students being recognised with the Vice-Chancellor’s Leadership Award. The requirements of each tier are outlined below:

2.1 Learning Component

The learning component of the VCLP provides opportunities for students to explore and discover their leadership potential through engaging in either an academic unit of study: XBR110 Discover your potential: Leadership, service, and employability or, the leadership experience: Tasmanian Future Leaders (Coming in 2022).

XBR110 is a fully online, 12.5% weighted unit. The unit content introduces theories of leadership and provides a range of self-reflective activities to set the foundations for self-development and growth.
This unit can be taken as a student elective towards a student’s primary degree. If students have no capacity within their course structure to include XBR110 in their study plan, they may be admitted into a companion degree to enable enrolment. Prior to enrolment, an Expression of Interest must be lodged for assessment with the VCLP team. The expression of Interest form is available online via Career Connect.

An obligation of the unit is that students are required to volunteer for at least 10 hrs with an organisation of their choice. These hours of volunteering can be accrued either up to 12 months before the commencing of the unit or; during the semester of enrolment if they are accumulated before the assessment deadline included in the unit outline*

*Important: When the unit is undertaken in one of the intensive sessions these hours need to be accumulated before the start of the unit.

The assessment requirements of the unit will be included in the unit outline delivered for each study period.

For information about the availability of the unit for each study period please refer to the Course and Unit Handbook.

2.2 Experiential Component

The Experiential Component provides students with opportunities to follow their interests and reflect on their leadership development. Completion of the requirements culminates through a written reflection, which if successfully assessed will be recognised on the student’s academic transcript as a citation added in the section of Awards, Scholarships, and Prizes (See annex 1).

To complete a citation, students are required to complete extension experiences during their studies at the University of Tasmania. These experiences can include global exchange, research, volunteering, internships, or part-time work (3.3.1 Eligibility of experiences for each citation theme). Please note that experiences achieved prior to commencement of studies at the University of Tasmania cannot be recognised through the VCLP.

The Experiential Component is structured around 4 citation theme areas. Applicants can only apply for 1 citation through the VCLP. The choice of citation theme depends on a student’s personal goals and aspirations for leadership and employability. Each citation acknowledges that the student has engaged in a minimum of 100 hours of experience and undertaken professional learning to enhance their experiences through completion of 6 specific online learning modules and 2 compulsory workshops. The 4 citation theme areas are:

- Industry and Innovation
- Community and Place
- Global Leadership
- Sustainable Development

Applicants must submit a written reflective piece called the citation reflection along with validation of their experience (reference letter, certificate, or referee contact details). The citation reflection requires students to describe their experience, its relevance to the nominated citation theme and their learning and skill development from this experience, noting how this has enhanced their future leadership and employability. Using the chosen citation theme as a focal point, applicants are
questioned to describe the context of their experiences, the value they have brought to the communities or organisations they have worked with, the skills and competencies they have developed, and how they provide and articulate the impact and evidence of this skill development throughout their experiences. This application must be submitted online through Career Connect.

2.3 Award Component

This is the final section of the VCLP and only students who have successfully completed the two components are invited to apply for the culminating Vice-Chancellor’s Leadership Award. Award applicants are required to develop and submit a final portfolio that highlights their employability, leadership, and community contribution through clear reflections on their whole-of-program learning and clearly articulates the skills and competencies they have developed. This portfolio must also include a professional standard resume and LinkedIn profile that highlight how their experiences give them a ‘competitive edge’ for future employment.

Applicants must attend an interview to share and showcase their leadership vision with a selection panel made up of a representative of UTAS senior management, a representative from the Tasmanian Leaders Program, and a member of the Student Leadership team. During the interview, applicants must address reflective questions about their personal leadership philosophy and values, and how these have been developed through their VCLP experiences.

3 Eligibility and entry requirements

3.1 General requirements

The VCLP is a co-curricular program available to all University of Tasmania students. To join the program students are required to submit an Expression of Interest form available on Career Connect. All students wishing to complete one, two, or the three components must meet the following general requirements:

a) Be currently enrolled in a degree at The University of Tasmania.
b) Submit an Expression of Interest available on Career Connect.
c) Complete their experience hours while studying at the University of Tasmania and no longer than the last five years.
d) Complete all requirements of the program prior to the final submission date for VCLP applications prior to their graduation.

3.2 Requirements for Learning Component

XBR110 is a fully online, 12.5% unit available as a student elective. Students intending to complete this unit as part of this component need to follow this process:

a) Verify with the Course Information Officer of your College if XBR110 can be counted towards their primary degree. When students do not have capacity in their primary degree to enrol XBR110 in their study plan, they may be admitted into a companion degree to enable enrolment. This would be discussed with and assessed by the VCLP Team.
b) Submit an Expression of Interest available on Career Connect.
c) Complete 10 hours of volunteering with an organisation that meets the Volunteering Australia National Volunteering Standards. This volunteering experience is a prerequisite to completing one of the assessment tasks in the unit. In some instances, volunteering hours can be completed concurrently while taking the unit. Volunteering commenced before the unit (but no more than one year prior and while a current student at the University of Tasmania) can be counted*.

*Important: When XBR110 is undertaken in one of the intensive sessions (Either Summer, Spring or Winter School) volunteering hours need to be accumulated prior to commencing the unit.

3.3 Requirements for Experiential Component

The Experiential Component provides an opportunity for students to be recognised for the range of extension experiences they undertake during their time at the University of Tasmania. This component highlights how students apply their learning and develop their leadership and employability skills through a range of experiences that may be within or outside of the curriculum. Students aiming to apply for a citation need to meet the following requirements:

a) Accumulate a total of 100 hours of experience through two different types of experience; 50 hours of Professional Experience (for example a part-time job/placement/internship) and 50 hours of Community Experience (community-related experience/s – paid or unpaid);

b) Completion of 6 specific online learning modules (3 for Professional Experience and 3 for Community Experience);

c) Completion of 2 compulsory workshops conducted by the VCLP Team and available to register in Career Connect;

d) Choose a theme to claim the experience against. This theme must be chosen based on the interests that students have both professionally and personally and must relate to the extension experiences logged;

e) Validation of each experience type. This can be a written reference letter, certificate of participation or contact details of a referee. The validation should be issued by the supervisor, manager, or coordinator of the experience. In cases where this is not possible, students can seek the endorsement from a person who can verify the leadership and employability skills they have gained. NOTE: in instances where experience hours from multiple organisations have been recorded to accumulate 50 hours for an experience type, students are required to validate only one experience, being that which contributed the largest number of hours; and

f) Complete an online guided reflection (citation application).

*Important: Students can commence the Experiential Component at any time once they have submitted their Expression of Interest on Career Connect. Access through /CareerConnect/Record your Experiences pathway.

3.3.1 Eligibility of experiences for each citation theme

* Important: While it is not necessary to have an identified leadership role in any of the experiences (professional or community), the citation reflection requires students to reflect on and articulate how their experience has developed their leadership and employability skills. This can be in terms of your self-awareness or self-leadership, or in relation to their collaboration within a team.
a) Industry Experience and Innovation: Any experience students have completed within any industry can be counted towards this category. To qualify for this category, applicants must describe the industry or innovative experience and highlight the way in which this experience has drawn and enhanced their leadership and employability skills. Experiences in this category may be self-initiated or draw on those opportunities provided through their degree. Activities can include any paid or unpaid work, internships, start-ups, industry or work-placements, and Workplace Integrated Learning (WIL).

b) Community and Place: Any paid or unpaid experiences within UTAS or for external not-for-profit organisations or charities can be counted for this category. It must be with an officially established organisation/project that meets the Volunteering Australia National Volunteering Standards. Activities include volunteering with UTASLife or any other UTAS community activity, holding a committee seat for a club, society, or board, volunteering at a local church, volunteering for a charity i.e. Red Cross, World Wildlife Fund for Nature. *Important: The 10 hours of service required for XBR110 cannot be counted towards the hours required of this citation category.

c) Global Leadership: For domestic students, this experience must be undertaken outside of Australia and demonstrate their engagement with activities, events or involvement with a different culture or community. For international students living in Australia, they may apply for this category to have their Australian experience recognised if they can demonstrate their extended engagement with the local community either at UTAS or more broadly. In both cases, if students are studying abroad experiences to be claimed as part of this component must be additional to their studies. Activities can include participation in international symposiums (i.e., United Nations Youth Summit), cultural programs (i.e. Teaching Abroad), working or volunteering overseas (i.e. UTASLife or Habitat for Humanity).

d) Sustainable Development: Experiences under this category relate to activities or initiatives that contribute to achievements in areas outlined by the United Nations Sustainable Development Goals. These activities can be on-campus or off-campus and can include both paid and unpaid experiences. Activities include sustainability fellows, participation in the Sustainability Integration Program for Students, humanitarian work, Ally network activities, working with or for Sustainable Living Tasmania.

3.3.2 Professional learning requirements

To qualify for a citation, a student must complete 6 specific online learning modules (3 for Professional Experience and 3 for Community Experience) and two compulsory workshops conducted by the VCLP Team.

3.3.3 Submission, extensions, and late submission

a) Students must submit their final and complete applications through Career Connect before the deadline. Submission dates are published on the VCLP website.

b) Extensions for submissions will only be considered if there are exceptional circumstances beyond a student’s control which prevents them from meeting the submission deadline. A request for an extension must be made in writing to the VCLP Coordinator on or before the
assessment due date and must be accompanied by documentation substantiating the case for an extension.

c) The new due date must not extend beyond the date for the resubmission date of the assessed citations.

d) Late submissions of citation applications without an extension will not be assessed until the following round and only if a student complies with the general requirements of the VCLP.

3.4 Requirements for the Award Component

a) Only students who have successfully completed the Learn and Experiential Components are invited to apply for one of three Vice-Chancellor’s Leadership Awards:
   • Vice-Chancellor’s Leadership Award
   • Vice-Chancellor’s Professional Achievement Award
   • Vice-Chancellor’s Community Service Award

b) Students will only have the opportunity to apply for an Award once. Second interviews will not be granted, even in the event that students still have time left in their degree.

c) Potential applicants must be in their final year of their primary degree to apply.

d) An Award application must be completed before graduation.

e) Application for an award includes;
   • Attending a Masterclass delivered by the SLCDE Team and completion of reflective activities in an online workbook for submission.
   • A recommendation letter (from a person who can validate your application for your chosen award)
   • LinkedIn profile
   • Professional standard resume
   • Attending the award interview

f) Students also must book and attend an interview. The interview will be conducted by a selection panel consisting of at least three members drawing on representation from UTAS senior management, the Tasmanian Leaders Program, external industry or community sector, the Student Employment Service, and the Student Leadership team. Interview times and dates will be available on Career Connect. Interview questions will be sent to each candidate one week before the interview. When interview date and/or time does not suit the candidate, an alternative time may be arranged by formal request to the VCLP Coordinator.

*Important: Dependent on the performance of a candidate at the interview and consideration of all material submitted by the Committee, candidates may be recommended for a different award category to the one they nominated in their award application.

4 Assessment

4.1 Assessment of Learning Component

The assessment of the Learning Component is listed in the XBR110 Unit Outline released for each study period by the teaching staff of this unit.

4.2 Assessment of Experiential Component
To be eligible for a citation, students must have completed all requirements outlined in section 3.3 and submitted their citation application according to the key dates specified in the schedule established for each submission period. The key dates for each round are available on the VCLP website. After the submission deadline the VCLP Assessment Committee will assess citation applications based on the following criteria:

The extent to which the citation reflection:

a) provides a clear rationale and description of the experience and links this to the chosen citation theme

b) Uses the STAR technique to identify, evidence and articulate the employability skills developed in the experience;

c) Discusses observations of leadership and the impact of this on the student’s own leadership development; and

d) Links the experience and the professional learning undertaken to the student’s learning about themselves as a leader and future professional.

*Important: Citation applications will not be considered unless all requirements outlined in section 3.3 have been completed and approved.

Following assessment written feedback will be provided by the VCLP coordinator to applicants and when necessary, a resubmission date and time will be provided. Applicants will have seven calendar days after the feedback email is sent to adjust and resubmit their citation application based on the feedback.

One (1) face-to-face or phone consultation will be available for students to discuss the feedback received. Appointment bookings for these consultations can be arranged by emailing the VCLP Team at Career.Connect@utas.edu.au and must be booked before the resubmission deadline.

After the resubmission deadline the VCLP Assessment Committee re-assesses the application based on the extent to which the feedback from the initial submission has been addressed. If the reflection still does not meet the criteria, the student will be notified about the outcome and invited to resubmit in a subsequent round as long as the student meets the general eligibility requirements of that program at the time of the submission next round. If the resubmission is assessed to have adequately met the requirements of the feedback provided in the first round, the submission goes through for final review and endorsement. Final review and endorsement of all citation application is made by the VCLP task force, made up of a delegation of staff and students from the Student Experience Committee. Following this meeting, the VCLP team will notify applicants of the final outcome.

*Important: Extension for resubmissions will be considered only if there are exceptional circumstances beyond a student’s control. A request for an extension must be made in writing to the VCLP Coordinator (Career.Connect@utas.edu.au) on or before the resubmission due date and must be accompanied by documentation/explanation substantiating the case for the extension.

4.3 Assessment of Award Component

Applications for one of three awards must be submitted with all required components according to the submission dates specified in the schedule established for each submission period. This schedule is available on the VCLP website and Career Connect.
The application includes a recommendation letter as well as the applicant’s LinkedIn profile link, updated resume, and completion of a workbook. This application package will be assessed by the Careers team and the VCLP Team. Applicants also must attend an interview. The VCLP Team will send the interview questions to the applicant one week before the interview.

The interview panel will assess candidates’ interview performance based on their answers to each interview question. The interview is intended to assess the extent to which the applicant is able to clearly articulate their personal leadership philosophy, how they lived this philosophy through their VCLP experiences, the impact of their experiences on their own personal and professional growth as well as the communities they worked with and how they will use the learning from their experiences in the VCLP to identify and develop their leadership goals in the future. Candidates are welcome to bring notes to the interview, however reading responses is not encouraged as this deflects from the interview.

Final review and endorsement of all award applications is made by the VCLP task force, made up of a delegation of staff and students from the Student Experience Committee. Following this meeting, the VCLP team will notify applicants of the final outcome.

Award applicants will have the opportunity to attend only one (1) interview. Unsuccessful candidates may still graduate with citations, but no candidate will be re-interviewed. When students are unable to attend the interview, they need to contact the VCLP team to let them know the reason. It may be possible to arrange a new interview time and date only if medical evidence is provided and an interview panel can be convened. Any rescheduling must fit within the VCLP assessment calendar for that round.

Important: Dependent on the performance of a candidate at the interview and consideration of all material submitted by the Committee, candidates may be recommended for a different award category to the one they nominated in their award application.

### 4.4 Revision of Assessment

In the event an applicant does not agree with an assessment of their citation or award applications, they have the right to appeal the decision in writing to the VCLP Task Force of the Student Experience Committee. This can be submitted via Career.Connect@utas.edu.au

Considerations and any resultant re-assessments could take up to a month to be completed, after which an applicant may have their assessment changed following their graduation. To register an appeal, an applicant must submit a revision of assessment enquiry within five business days of notice of the outcome of the original assessment.

### 5 Support, guidance, and communications

The VCLP team will provide students with support, guidance, and advice for their engagement with any component of the program through a range of different options available for both on campus and off campus students.
5.1 Workshops

There are general information sessions about the VCLP as well as “How to apply for a citation” workshops to help students with questions and VCLP citation applications. Information about these workshop dates and locations is available on Career Connect and the VCLP website.

5.2 Face-to-face consultations

To be eligible to attend a face-to-face consultation, students must first attend at least one of the general information workshops available through the year.

5.3 Online resources

There are important and useful resources available on CareerConnect (My Career Essentials – Learn, Experience, Achieve > Learn Essentials) that students can access anytime. These resources can assist students in the preparation of a professional standard resume, using the STAR technique to reflect on and respond to the selection criteria in the citation application, and to prepare for an interview. Additional resources are also available through Career Connect, including a resume builder and interview practice software.

5.4 Email

Official communications regarding VCLP feedback, important news as well as any general or specific enquiry will be managed by the VCLP Team through the Career.Connect@utas.edu.au email account. Students must check their UTAS email regularly to ensure they are receiving up to date information from the VCLP team. The VCLP team will not in any circumstance communicate with students through personal email accounts.
6  Annex 1

UNIVERSITY OF TASMANIA
Faculty Record

Faculty record for internal purposes only, not an official transcript

As At: 1/08/2020
Date of Birth: 1/10/1993

Student: 007007  Munford the Lion

Course Summary

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GPA
Graduate Diploma of Information and Communication Technology: 6.38
Bachelor of General Studies: 6.00

Awards Granted
Conferred on 19 Dec 2020 - Graduate Diploma of Information and Communication Technology

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Awards, Scholarships and Prizes

2020 Vice-Chancellor's Leadership Award / Community Service Award / Professional Achievement Award Recipient
2020 Vice-Chancellor's Leadership Program - Citation for Community and Place / Industry and Innovation / Global Leadership

End of Academic Record