



EXPERIENCE GUIDE AND TERMS AND CONDITIONS

Overview

Highly employable graduates can provide evidence of their ability to connect, communicate and respond to challenges. Alongside academic study, extra-curricular activities are an excellent way to develop these skills and create a point of difference for students and graduates seeking employment.

In addition to community-based activities, there is a wide range of activity provided by the University of Newcastle that can enhance student employability. Career Connect supports students to identify, record, and reflect on these experiences to assist in the transition to the workplace.

To be eligible to participate in Career Connect a student must be currently enrolled at the University of Newcastle. There is no GPA requirement.

Registration

A student registers for Career Connect through participation in a workshop or completion of the [online Career Connect learning module](#). In both instances, this includes the submission of a completed Career Connect Skills Audit. Once submitting the audit, students will be granted access to the Career Connect site within CareerHub.

A student registering for Career Connect acknowledges that it is a non-academic program and therefore no academic credit will be awarded towards their degree/program, with the exception of any University approved [career-ready placement](#).

Program Goals

The key goals of the program are to:

- Connect students with the concept of employability in the initial stages of their academic journey.
- Encourage students to engage in extra-curricular activities targeted at building employability skills.
- Provide a consistent facility for students to record and reflect on their employability journey.
- Ensure that all students are aware of and have access to job application coaching.
- Provide students with opportunities to prepare for and enhance their career-ready placement experience in addition to their transition to graduate employment.

Program Requirements

Participation in Career Connect is subject to the following requirements:

- The student should record and regularly update experiences on the Career Connect platform to create a comprehensive extra-curricular experience record.



- The student is responsible for providing any additional verification documentation if requested by the Careers and Employability team.
- The student agrees to receive regular communication from the Careers and Employability team.

Please also note that:

- The program’s structure and requirements are subject to change at any time at the University’s discretion.
- The University of Newcastle is committed to protecting and maintaining the privacy of your personal information. For further information regarding privacy please visit the University's [Privacy webpage](#).

Career Connect Experience Framework

A list of experiences that meet the Career Connect program requirements is available within the [Career Connect student site](#).

Students may also choose to engage with experiences that they have independently sourced and use these to develop and evidence their employability skills. These experiences must align with the University’s [Code of Conduct](#).

The following outlines the range of experiences that can be included in each Career Connect experience category.

Work Experience

Definition: An experience that develops professional skills and is relevant and transferable to future career goals.

Examples:

Experience Name	Experience Description
Paid work experience	This can include: <ul style="list-style-type: none"> • Full-time employment • Part-time employment • Casual employment • Internships or cadetships
Unpaid work experience	As defined acceptable according to the Fair Work Act .
Career-ready placements	Work that is completed in a workplace environment for academic credit. Career-ready placements are also known as placements, clinicals, practicums, work integrated learning, and internships. Read more about career-ready placements here .

Requirements: Clear identification of relatedness through job title, tasks or skill development that is relevant or transferable to future career goal.

Before undertaking any type of work experience, you need to be aware of your rights and responsibilities under the Fair Work Act. Details can be found on the [Fair Work Ombudsman website](#).



Community Activity

Definition: An experience contributing to the development of the University and or wider community.

Examples: Volunteering (in accordance with the Fair Work Act), active involvement in the running of a University Club or Society, student mentoring, contributing to external activities (sporting, cultural, religious activities or organisations), engagement with non-for-profit organisations.

Criteria: Activities should benefit the community, align with the University's Code of Conduct, and demonstrate structure and organisation.

Personal Development

Definition: An experience, activity, or opportunity that enables a student to develop their professional learning and employability skills.

Examples: Students can access a list of experiences meeting the Career Connect program requirements of the Career Connect student site. Additionally, students can independently source experiences. Examples include career development learning workshops, student conferences, engagement in a mentor relationship, attendance at expos or industry events, participation in a University endorsed training and development program, etc.

Criteria: Experiences, activities, and opportunities need to provide opportunity for personal development of employability skills.

Career Connect Award

Eligibility

To be eligible to apply for the Career Connect Award a student must:

- Be currently enrolled as a student at The University of Newcastle.
- Complete sufficient work experience hours, community activity hours, and personal development targets.

To qualify for the Career Connect Award a student must:

- Meet all eligibility criteria.
- Submit evidence of personal employability.
- Satisfactorily complete an employability interview as determined by the University's Careers and Employability team.

Award Conditions

A student registering for the Career Connect Award recognises that it does not attract academic credit other than when work experience has been gained within a University approved career-ready placement.

To be eligible for the Career Connect Award students will have met the below experience targets. (Definitions and examples of these experiences can be found within the Experience Framework section on pages 2 and 3 of this document.)



- 100 hours of work experience
- 75 hours of community activity
- Personal development –
 - 5 activities, **OR**;
 - Successful completion of a University endorsed training program, **OR**;
 - Successful completion of at least 12 months as a Club and Society Senior Executive (President, Vice-President, Treasurer, or Secretary)

Applying for the Career Connect Award

To apply for the Award, eligible students must submit an application through their [personal Career Connect platform](#) within CareerHub.

The application process requires the following evidence of the applicant's employability skills:

1. A written submission of no more than 500 words describing the student's employability skills using their extra-curricular activities as evidence of these;

OR

A one minute 'pitch' recorded as a video clip where the student describes their skills using their extra-curricular activities as evidence of these

2. An updated resume;

OR

A hyperlink to their LinkedIn or online, professional profile.

After a student's eligibility has been verified and their application has been approved by staff of the Careers and Employability team, they will be invited to book an interview to discuss their employability development.

Recognition of the Career Connect Award

Students who are successful in the interview will achieve the Career Connect Award. They will receive a certificate and the award will be recognised on their Australian Higher Education Graduation Statement (AHEGS).

Additional Terms and Conditions

- Career Connect Participants must abide by the Career Connect Award conditions of participation included herein and all related University policies, particularly the [Code of Conduct](#).
- The student must maintain satisfactory academic progress in accordance with the [Program Management Procedure Manual – Coursework](#).
- The student must provide the Careers and Employability team with information that is true and correct and notify the University of any change to information as it occurs.



- The student may be de-registered from the program or have their Career Connect Award allocation revoked if the information provided is found to be incorrect or incomplete.
- The student agrees to share their contact details with the Careers and Employability team in their graduating year to connect with the University of Newcastle Alumni community.
- The student agrees to receive regular communication from the Careers and Employability team related to the program and to the Career Connect Award.
- The program's structure and requirements are subject to change at any time at the University's discretion.
- The University of Newcastle is committed to protecting and maintaining the privacy of your personal information. For further information regarding privacy please visit the [University's Privacy webpage](#).