

Exam Number:	Submission 5
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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:	Delegation
In my role as publicity secretary for my sports club I initially struggled to delegate to other committee members. One of my roles is to write weekly match reports for the club, requiring me to attend all home matches and write reports for its seven teams. This quickly became very time consuming as my course demands added up. In order to deal with this and facilitate my task I sought out the help of other committee members. The team captains now give me short match reports which I can collate and use to update the website. This means I don't need to attend every match and I can spend more time on other aspects of my role as publicity secretary. Improving my delegation skills has made me aware that others are willing to help and it is often easier to seek out help rather than doing everything independently. This has resulted in the match reports taking significantly less time and effort, and their quality increasing. Throughout the remainder of my time on the Edinburgh award I look to continue working on these delegation skills by obtaining inputs from other club members concerning the social media posts and website updates.	

Skill Two:	Planning
<p>During my time on the Edinburgh award I have had the responsibility of organising an alumni weekend for older members of my sports club to attend. This planning required me to be in contact with the sports union alumni officer in order to coordinate the event. This required the planning of the event as a whole but also of the publicity surrounding the event to ensure as many alumni were invited and could attend as possible. Unfortunately, the alumni mailing list had been lost over the years and as a result the invitations would only reach as far back as the past four years, I adapted my plan to solve this problem. Another part of my role as club alumni secretary is to produce semester alumni newsletters. Initially I planned to have this completed before Christmas however this did not happen. This meant I had to be flexible with my planning, and shift the finishing date into second semester. During the remainder of my time on the Edinburgh award I want to improve my short term planning of social media updates, and learn to be more flexible when things fall through.</p>	

Skill Three:	Creative thinking
<p>During my time on the Edinburgh award I have been publicity secretary for my sports club. My main goal was to make the club more accessible to a wider range of people. In order to do this, I firstly created a new website ensuring that all the key information about the club was in one place and that the website was updated weekly. The website now serves as a hub for all the club information, with weekly blog updates of what we are up to. Although setting up the website required a lot of time and effort, maintaining it has now become much easier. I also aimed to widen the reach of the club and we now use several social media platforms such as snapchat, Instagram, facebook and twitter in order to reach as wide a range of people as possible. We publish fixtures, game results, and regular website updates on these platforms. We have found that Instagram is where we get the most attention within the university, so I am keen to widen the reach of our Instagram account by providing links to it on other social media platforms. I created promotional videos to be posted ahead of matches, and posted them on social media to boost followers. Throughout the remainder of the Edinburgh award I want to work on getting official photographers for the club and creating better graphic designs.</p>	

Impact on others
<p>My main goal throughout my time on the Edinburgh award and as Publicity and Alumni secretary for my sports club was to raise the profile of the club and enable us to reach a wider audience. The introduction of weekly emails, as well as frequent social media and website updates has allowed us to maintain key relationships with our governing body, the sports union, as well as our sponsors this season. I was initially hesitant to delegate my responsibilities, however having more contributors to social media posts and the introduction of match reports, as well as weekly emails has created a greater sense of community within the club as we are all working towards the same common goal.</p>