IWAS Log Guidance for students

Introduction

You can complete an Individual Work And Skills (IWAS) log as part of your SERT project. This is where you can record what activities you did and what employability skills you gained as a consequence. It is a great way of conveying your individual contribution to the SERT and is a good memory jogger for yourself when you writing your CV and considering what you can say to future employers about your skills. The IWAS is also a way for you to learn how to reflect on your own development; the process helps you identify what skills you have and see what new employability skills you could develop.

There are some links to employability skills here you might like to take a look at too
 http://www.cocreate4science.org/resources-for-bu-students/

Employers like you to be able to give specific examples to back up your claims of skill and attributes and your IWAS can show that nicely. It will be posted up on the cocreation website on your SERT project page so will be a permanent record employers can see directly and you can also use link to it if you use LinkedIn.

It is really worth taking the time and care to make sure your IWAS reflects well on you. We hope you find the following guidance helpful. If you are not sure about something don't hesitate to ask your academic mentor for further advice.

Dos

- Do write your IWAS up as you go along i.e. at the end of each day. It is such a quick and simple thing to do then but becomes much harder if you leave it because you will forget important details. If you don't have WIFI access to the IWAS file on Google Docs you can simply keep a hand written record and transfer it onto the G drive later
- Do provide good detail in terms of exactly what work you did and skills you gained/practiced as a consequence. Employers want you to be able to give specific examples of when you have gained/practiced skills. The IWAS is a golden opportunity for you to build up a great set of examples for yourself that you can either direct employers to or just remember at interview. Remember in particular how much employers value the "soft skills" you gained during the SERT e.g demonstration of reliability, good communication skills, organisational skills, self-reponsibility and leadership.
- Do note that, in the interest of team transparency and so you can learn from each other, when you go to the IWAS on Goggle Drive you can see everyone else's records (but only edit your own). Make use of the opportunity to learn from each other.
- If you are doing a SERT as part of your placement, do feel free to go over the minimum hours required for your placement if you like and your mentor is happy to allow - doing a bit more than the minimum looks keen:-)

Don'ts

- Don't claim unreasonable amounts of time for things that can't possibly have really taken you that long (remember no employer wants a slow coach!)
- Don't claim in advance for hours not yet worked
- Don't claim for activities you would not reasonably expect a future employer to pay for. Employers won't generally pay for your commute to work time but will pay you for time spent travelling as

part of your job eg site visits. If you are on a residential SERT, don't claim for basic "running your personal life" stuff like cooking your food, pitching tent, having a wash etc.

- Don't claim for written work that is sub-standard, remember you are working in a professional context and your work will be evaluated by your SERT mentor.
- Don't claim vaguely for "report writing" - be precise about what exactly e.g. what part of what report.
- Don't claim for writing up your IWAS or placement reflective log assignment.
- Don't work too few hours/ forget to record on your IWAS, particularly if your SERT is registered as a placement. Remember that only hours recorded on your IWAS and signed off as agreed by your mentor/placement host can contribute to your SERT placement hours.