



Professional Skills Certificate

Employers tell careers services the same things time and time again...

They value graduates with an acute awareness of their industry and those who have spent their time developing personal and professional attributes.

The Careers and Employment service at the University of Bolton want to ensure you can gain these key attributes in a way that fits around your schedule, which is why we have developed the Professional Skills Certificate!

What is the Professional Skills Certificate?

The Professional Skills Certificate is an employability accreditation that you can complete online.

It is designed to develop your commercial awareness (key developments in your chosen industry/subject area) and develop your professional attributes, as demonstrated in University of Bolton's Graduate Attributes Matrix for Employability (GAME).

What do I need to do?

- Complete an industry specific SWOT analysis, based on your degree course, to gain insight into your chosen profession
- Produce a careers action plan, using University of Bolton's GAME matrix, to inform your professional skills development and develop key graduate attributes
- Write a short reflective statement to build upon the skills you have developed.

What will I gain?

- Valuable insight into possible career paths
- A way to structure and plan your future career progression
- Transferable skills that are highly valued by employers
- A fully recognised achievement from the university that is viewable by employers on your Higher Education Achievement Report (HEAR)
- 15 Bolton Award enrichment hours (thus completing this section of the award)

Visit <https://bit.ly/uobprofskills> to get started.

For any further questions or queries, please contact the Bolton Award Project Officer by emailing boltonaward@bolton.ac.uk or by phone on 01204 903423.

Access LEAP Online at: www.bolton.ac.uk/leaponline