

**Part-time Job Roles allow you to earn 10 Passport points per term!**

In order to claim your points you must have:

|  |  |
| --- | --- |
| Worked for a minimum of 5 hours per week? | ✓ / 🗶 |
| Does the role give you any credit against your course? | ✓ / 🗶 |

If you answered ✓🗶 then please read on! Remember, you can only claim at the **end** of every term.

**First we need to know a bit about you:**

|  |  |
| --- | --- |
| Name |  |
| Student ID  (e.g. 100763004) |  |
| Department |  |
| Year of study  (e.g. 2nd year undergraduate) |  |
| Contact email |  |

**Now about the part-time job role that you undertook. Please note that we cannot award Passport points without this confirmation. We will follow up with a sample of organisations for verification purposes. Please enter contact details of your manager here:**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company/Organisation |  |
| Contact email |  |
| Contact telephone |  |

**Now for the reflection!**

Tell us a little about your part-time job role. What specific duties did you undertake? Has this role helped with your career decisions?

|  |
| --- |
| (200 - 500 words) |

|  |  |
| --- | --- |
| Are you happy for the Careers Service to quote from the text you’ve provided to promote the value of working in a part-time job role to or to follow up with you directly to find out more about your experience? | ✓ / 🗶 |

Please email your completed **form AND** **written confirmation from your organisational manager below** to [passportaward@rhul.ac.uk](mailto:passportaward@rhul.ac.uk) . If you have not completed the form fully you may be contacted for further information. You will be notified by email if you have been awarded the 10 points, but these will not show up immediately on Campus Connect.

**Part-time job role manager confirmation**

*Please submit this form OR an alternative written confirmation from the professional/host organisation.*

|  |  |
| --- | --- |
| Student name: |  |
| Organisation name: |  |
| Dates worked: |  |
| I confirm that the above named student works on a part-time basis for the organisation for a minimum of 5 hours per week. | |
| Signed (representative of host organisation):  *Actual or electronic signature accepted, but not just typing a name in the box.* |  |
| Name: |  |
| Date: |  |