# STUDENT HANDBOOK:

## Co-Creation and Learning Design

At the University of Manchester, co-creation aims to develop a negotiated curriculum by building a partnership between staff and students. This creates opportunities for students to share in the responsibility of learning decisions, and benefits staff through innovation and ideas.

## SESSION LOGS:

| Date | Details of Tasks/Activities | Outcome and Skills Reflection |
|------|------------------------------|-------------------------------|
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# TRANSFERABLE SKILLS & DIGITAL CAPABILITIES

Co-creation projects take many formats; focus groups, micro-sprints, interviews etc. Consider the transferable skills you have personally gained.

## Examples of Skills...

**COMMUNICATION**

- Communicating research, outcomes, and ideas effectively in both verbal and textual forms.
- Ability to present ideas and feedback to the group, through formal or informal discussion.

**COLLABORATION**

- Collaboration with both peers and university staff for a shared goal and student-led outcome.
- Active listening skills to support peers and to understand a variety of different perspectives.

**REFLECTION & EVALUATION**

- Self-reflection to address your own contributions, strengths and weaknesses in the group context.
- Participating in constructive peer reviews to enhance performance as a group.

**CRITICAL THINKING**

- Analyzing information, identifying issues, and generating outcomes through evaluation.
- Finding mutually acceptable solutions for identified problems that consider many perspectives.

**FLEXIBILITY**

- Adapting to different circumstances and to consider different perspectives in a group setting.
- Developing flexible priorities to meet deadlines and produce successful outcomes.

Digital capabilities are the skills and understanding that help us learn and work in a digital society. Employers are increasingly concerned with the ability to adapt to the digital world.

Alongside other transferable skills, consider how your role could interact with the six elements of digital capability (as defined by JISC) below.

## Elements of Digital Capability...

| | |
|---|---|
| **PROFICIENCY + PRODUCTIVITY** | Ability to use and adapt to digital devices, applications, and software, and to use these to accomplish tasks in the most efficient way. |
| **CREATION + PROBLEM-SOLVING** | Proficiency with digital production of content, ability to solve problems and make decisions, and willingness to try new practices with digital technology. |
| **LEARNING + DEVELOPMENT** | Turning digital opportunities into personal learning gains via self-analysis and reflection, and in turn supporting and teaching others in digital settings. |
| **INFORMATION + MEDIA LITERACY** | Handling specific data sets, evaluation and organizing information, and interacting with digital media (understanding audience, accessibility, and impact). |
| **COMMUNICATION + COLLABORATION** | Communication and collaboration using digital media and networks to meet specific goals, including working in teams using shared tools and media. |
| **IDENTITY + WELL-BEING** | Developing and protecting digital identity, with an awareness of the impact of digital systems on both yourself and others. |

# WRITING A CV: Links to Library CV Support...

- **Finding a Job - CV Structure and Presentation:** Explores the elements of a well presented/structured CV.
- **Finding a Job - Researching the Organisation:** Highlights some of the key things to know about a role and organisation before applying for a job and gives tips on where to gather the evidence you need.
- **Finding a Job - Tailoring your CV:** Examines how to use the information you have about a role to highlight relevant skills, experience, and attributes in your CV.

If the links do not work, the resources can be found on the University Library website, under *Training and Support > My Learning Essentials > Online Resources > My Future*.

# REVIEW/SKILLS:

**Tasks and Responsibilities** *What tasks have you completed? What successes and challenges have you faced during your work?*

**Impact** *What impact has the outcome of your co-creation work/project had, or will have in the future?*

**Skills** *How do the responsibilities and impact of your work relate to professional skills? Are there skills that aren't on the list that you've gained?*

**Opportunities and Connections** *Were there any unexpected opportunities or connections you made during the process?*