THE EDGE AWARD

Singapore Institute of Management

The Distinctive Mark of An SIM Graduate



EDGE AWARD HANDBOOK

The SIM EDGE AWARD

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INTRODUCTION

Congratulations for choosing to study at SIM! As a premier institution, we aim to open doors in life through the very best education opportunities that we can offer to all our students.

The degree that you will obtain here from one of our reputable University Partners will give you a good head start but given the current expectations of employers and highly competitive employment market, a good degree is no longer enough to guarantee you a job. The wider the range of skills and attributes you can acquire and demonstrate, the more attractive you will be to your potential employers, and hence increase your chances of grabbing that dream job!

This is where the SIM EDGE Award can come in to enhance your employability!



WHAT IS THE SIM EDGE AWARD?

The EDGE Award is a prestigious certificate, developed in partnership with employers, to recognise your cumulative achievements in your learning journey. As you work towards the Award, we hope that the process will assist you to make the most of your time at SIM and eventually to be able to formally demonstrate the skills and the attributes you have developed to prospective employers.

This is therefore a learning journey that each student here is strongly encouraged to embark on with the following objectives in mind:

- To be a means to foster desirable attributes in you through holistic development activities in and outside the classroom by empowering you to take charge of your personal development and systematically accumulate evidence of skills developed; and

- To encourage self-reflection and hone your ability to match your learning experiences and skills that you have developed to the key skills and attributes that employers are looking for.

At SIM, we offer you a wide variety of activities and learning experiences through our rigorous academic programmes, and 70+ clubs, societies, and sports teams that you can participate in. Through careful guidance provided by our advisers, coupled with your personal drive to succeed, you will be able to build a strong personal portfolio to capture clear evidence to show the skills and attributes you have developed.

WHAT ARE THE ATTRIBUTES THAT EMPLOYERS LOOK FOR WHEN HIRING?

Through your journey at SIM, we aim to provide a conducive and supportive environment, and create as many opportunities as possible, to foster:

- Core attributes of **resourcefulness**, **resilience** and **responsibility**;

- **Deep professional competencies** in your chosen disciplines and equip you with the ability to **continue learning** throughout your lives; and

- Corporate-readiness by being **confident leaders** in your own right, being good **team-players**, taking the initiative to **solve problems**, and being able to **communicate effectively** across all levels.

These attributes have been collected over time based on inputs from employers, academics, staff, as well as our graduates and students, and distilled into this short list which we call the SIM Graduate Attributes.
Of course, different employers may focus on different attributes, and the skills required for different jobs may differ. But through our conversations with our key stakeholders, the above reflect the most fundamental attributes that employers are looking for when they hire, irrespective of the job or company.

WHAT DO THESE ATTRIBUTES MEAN?

Resourcefulness describes a person who knows how to assess and understand a situation, determine the right kind of information or resources needed and where to find them, learn fast, and quickly deal with the situation. Such a person would be creative in thinking and problem solving, flexible, adaptable, practical and able to manage new or difficult situations confidently – perhaps even 'street smart' in the positive sense, of course!

Resilience describes someone who is able to face challenges and set-backs in his/her life and be able to 'bounce back' from such situations and successfully overcome them. This calls for strong determination, tenacity, perseverance and a 'can-do' spirit to keep going even when things get tough, or when faced with new and unfamiliar situations.

Responsibility calls for ownership and accountability. A responsible person is one who is self-driven, reliable and trustworthy, and will see through any task assigned to him/her until it is properly completed with due consideration for any ethical, moral and legal implications where applicable. He/she will also be one who is in touch with both local and global issues and remains socially responsible for his/her local community yet being a global citizen at the same time.

Deep professional competency requires you to have an in-depth knowledge and understanding of your particular field of study, together with a broad range of skills required to succeed in a career in that field. Some people call this a 'T-shaped' graduate where you have both the breadth of skills (the top bar of the 'T') and depth of specialised knowledge (the vertical bar of the 'T') to be an expert in your own field.

Continuous learning is a must in the 21st century and beyond! With the rapid rise of globalisation of businesses, ubiquitous communication networks making information readily available any time anywhere, 'uberisation' of services, and other disruptive technologies that are changing the way we live, work and play, your survival will depend very much on how fast you can learn, unlearn and re-learn to adapt to the changes. Many of the jobs that you know of today, may not be around much longer so you will need to be prepared to constantly acquire new knowledge and skills to stay relevant and employable!

Leadership qualities are always much sought after by employers as they are constantly looking for new talents to groom into their future managers. That is a career goal that you can certainly strive for, but here we want you to also think beyond just rising up the usual organisation chart of a company, and to aim to be leaders in your own right – to excel in everything that you set your heart to do! You can be a leader in your own enterprise, your own sport, or in the arts, or in your craft – wherever you can make an impact on the world!

Team players believe in harnessing the collective strengths, experiences and wisdom of their group members to achieve goals that go way beyond what an individual can accomplish. Being an independent and self-reliant person is important, but you will also need to be comfortable to work collaboratively in teams and to lead teams to do well in many situations, including teams that work across national borders with different cultures and mind sets.

Problem solving is a skill that is increasingly being sought after by employers. In line with what has already been said above, organisations will increasingly be faced with more and more complex problems in the 21st century. Solving such problems will call for a quick analytical mind, clear and systematic thinking, yet flexible enough to be creative and think out-of-the-box when called for, so as to find suitable solutions.

Effective communication has also been identified as one of the key 21st century skills that are required for success in the workplace. This includes the ability to articulate your thoughts and ideas clearly through written and oral means, videos, etc. to your audience (including cross-culturally), leveraging media-rich communication tools for more impactful presentations. In a sense, this attribute caps off all the other attributes because if you possess all the above but cannot convey your knowledge, thoughts and ideas in an engaging and clear manner, you may have a difficult time convincing your audience of what you have inside you!

HOW CAN THE SIM EDGE AWARD HELP ME?

It is important for you to know that while SIM can create the environment and opportunities for you, the only way these attributes can become part of you is for you to own the process yourself.

That said, even if you have acquired these attributes, it may still be insufficient to land that job you are eyeing if you cannot demonstrate it effectively. Research suggests that almost a third of employers are disappointed with the ability of graduates to demonstrate their attributes teamwork, communication and problem solving
(CBI, 'Employment Trends Survey', 2006).

The SIM EDGE Award offers you a process to plan for, and systematically participate and accumulate evidence through broad-based learning experiences. As part of the process, you will also be required to reflect on your experiences and match them to the attributes that employers want. This will help you to be better prepared for any job interview as you would already have the answers and evidence ready for you to talk about, rather than trying to think on the spot.

WHO IS ELIGIBLE TO APPLY?

This Award is opened to ***final-year undergraduate*** students enrolled in any of our degree programmes, with a minimum academic requirement of Second Upper-Class Honours (or its equivalent).
However, you are encouraged to embark on your journey as early as possible – ideally, you should start from Day 1 when you step into SIM! This will give you more time to accumulate all the learning and development experience you will need to attain the Award. In that sense, if you are enrolled in any of SIM's certificate or diploma programmes, we would encourage you to take part if you intend to continue with us for your degree programme. That way, you will have an even longer duration to work with!

HOW DOES THE AWARD WORK?

Step 1

Walk-in to Career Connect (Block B, Level 1,opposite Foodfest) and speak to any of the staff/students on duty on how you can begin your journey, or whenever you have any doubts how to proceed.

OR

Visit our Career Services website, SIM EDGE Award section for the Step-by Step Guide for Application.

For Enquiries, contact us at careerconnect@sim.edu.sg

Step 2

To attain the Award, applicants will need to accumulate evidence of learning in each of the following five broad categories:

1. University Involvement

There are many activities offered at SIM that you can participate in to count as evidence for this category. You can choose to participate in any of the various clubs, societies, and sports activities offered under Student Life; you could serve as a Student Ambassador, Student Council member, or be part of the SIM Scholars Network. You could also challenge yourself to step up to SIM's Talent Development Programme or participate in the various Career Chapters. This list is obviously not exhaustive, and you can enquire at any of the Contact Centres for more information.

More value will be placed on involvement in a leadership position (e.g. committee member, council member, team captain etc.) where possible, or show strong commitment to your chosen area of involvement (e.g. representing SIM or Singapore in events). So just attending only one practice session for Floorball, for example, will not count for as much as representing SIM in Floorball at a national level game.

2. Community Engagement

Here applicants need to show evidence of participation in community projects on campus or outside. Examples would include participation in fund raising projects for the underprivileged or disaster victims, or local/overseas community involvement projects.

3. Work/voluntary Experience

Actual work experience is an important criterion when employers shortlist potential candidates applying for jobs. Such real-world experiences will definitely help you be better prepared for your careers.

For this category, you will need to show evidence of work experience of a reasonable length of time. This work can be paid or voluntary with a legitimate company/enterprise that is locally-or overseas-based.

4. Global Awareness

There are many definitions for the term 'global awareness'. Generally, a globally aware person is one that possesses the knowledge, competencies, values, and the right attitude to respond appropriately, demonstrate empathy, and engage in effective communications in diverse community settings. These settings may cut across social, cultural, political, environmental, geographic, and economic boundaries.

For this category, you may demonstrate, for example, your involvement in any form of cross-cultural activities or societies that have helped you to develop a better awareness of cultures that are not your own, whether they are on campus, or overseas. In other words, you will need to articulate some unique examples of what you have learnt about one or more cultures that you have experienced for an extended period of time. Just to be clear, a personal/family holiday to, for example, Korea, does not count, but participating in a student exchange programme to Korea for a month or more would be a stronger case.

5. Additional Skills

There are many learning opportunities offered in SIM that will help you build up your personal skills 'toolbox' to help you be ready for life and work. We would like to encourage you to attend our specially-tailored workshops that are run by the different centres at SIM ranging from career preparation (e.g. resume writing, interview skills, etc.), digital literacy (e.g. IT skills), effective presentations, critical thinking, analytics, and many others. You may demonstrate acquisition of these skills through workshop certificates, evidence of your work done during these workshops (e.g. photos, videos), and/or any other evidence you would like to share.

Recording your evidence of learning

You may record all your evidence of learning from the above five categories into any suitable media which will serve as your personal portfolio. We recommend that you use an electronic platform that is easily portable. You will need to submit this to the assessors when you wish to apply for the Award in your final year.

Here are some examples of the platforms that you may use:

- Brightspace (D2L) e-portfolio (for those who have accounts), or other e-portfolio sites (e.g. Pathbrite)
- Personal blog site - using Wordpress, Google Sites, Edublogs, Weebly, Wix etc.
- Microsoft PowerPoint or OneNote
- Evernote

You do not need to be an expert web designer to create an effective digital portfolio. What matters most is the quality of the content and experiences you showcase. A well-curated portfolio can serve as a powerful, media-rich extension of your CV, helping you demonstrate your learning, achievements, and capabilities to future employers in a way that stands out from a traditional résumé.

We encourage you to make full use of digital media to capture your learning journey, including photos, videos, project artefacts, self-reflections, testimonials, feedback from coaches or mentors, and other relevant evidence. These elements help bring your portfolio to life and showcase how you have developed and demonstrated the SIM EDGE Award attributes through your experiences.

There are many online resources and examples available to inspire you, but remember: the most impactful portfolios are those that authentically tell your unique story and growth journey.

Step 3

You may download a copy of the Application Form & checklist from our Career Services website, SIM EDGE Award section and submit your application with all the following required documents.:

• Digital portfolio (in Powerpoint, website or Video only)

• Evidence of academic performance (e.g. transcripts, result slips etc.)

• Reference letter from at least two-character referees (e.g. lecturer, staff, mentor, coach, etc.)

• CareerSense VIP Report
(CareerSense App → Complete Full profiling - Value, Interest, Personality)

Application due date (from 2025 onwards): 31st March & 30th September of each year.

Step 4

Shortlisted applicants will be invited to attend a panel interview, providing an opportunity to showcase their achievements, experiences, and personal growth. The interview panel will comprise both internal and external representatives. Applicants will begin with an elevator pitch, no longer than 5-minute, highlighting their accomplishments and demonstrating how they exemplify the SIM EDGE Award attributes, followed by a question-and-answer session with the panel.
The entire interview will take approximately 30 minutes, offering valuable exposure to a professional interview environment.

Applicants who successfully clear this final stage will be conferred the SIM EDGE Award and invited to attend an award ceremony, where they will receive a certificate in recognition of their outstanding achievements and contributions.

HOW WOULD THE INTERVIEW BE ASSESSED?

If you are shortlisted for an interview, you will be informed of the schedule in advance to allow sufficient time for preparation. You will be required to deliver an elevator pitch, no longer than 5-minute, that clearly and concisely highlights how your experiences across the various activity categories have contributed to the development of the SIM EDGE Award attributes. Given the time constraint, it is important to be selective and focus on the experiences that best demonstrate your growth and impact.

Following your presentation, the interview panel will engage you in a question-and-answer session. The panel will assess your:

- Ability to articulate the relevance of the SIM EDGE Award attributes to your future career goals.
- Self-awareness of your strengths, areas for development, and key learnings.
- Understanding of employer expectations and the skills and value you can bring.
- Ability to reflect on your experiences and connect them to your personal growth.

The interview is designed not only to evaluate your achievements but also your capacity for reflection, self-development, and readiness for the workplace.

Please note that the decision of the interview panel is final. Successful applicants will be invited to attend the SIM EDGE Award Ceremony, where they will be formally recognised and receive their award certificate.

Singapore Institute of Management

SIM EDGE Award Application

Full Name as in NRIC/Passport *(Please underline your Surname/Family name)*	**SIM Student ID:**
Degree Programme/University *(e.g. Bachelor of Business (Accountancy)/RMIT)* **Expected Graduation Date:**	**Contact** Mobile: SIM Mymail: Personal Email:

My Learning Activities

Please list all your learning activities (**during your time enrolled in SIM**) in the following five categories. All categories must be completed, and **date of participation must be indicated**. You may attach additional sheets if space is insufficient. Concrete evidence of participation must be provided in a suitable electronic medium (e.g. e-Portfolio, blog, scanned certificates, etc.).

1. University Involvement
   (e.g. Committee member of UOL Student Council – Sep'21 to Feb'22)

2. Community Engagement
   (e.g. Participated in charity run to raise funds for XYZ School for Disabled Children – May'22)

3. Work/Voluntary Experience
   (e.g. Completed work attachment at ABC Accounting firm – Jan-Mar'22)

4. Global Awareness
   (e.g. Team leader for Service Learning Project at Okinawa, Japan – Jun'22; Peer Mentor for International Students – Jan-Mar'22)

5. Additional Skills

(e.g. Attended ½-day workshop on Preparation for Job Interview – 16 Aug'22)

What have I learned from the above activities?

Please relate as clearly as you can how the above activities have helped you develop one or more of the SIM GE Graduate Attributes:

Core attributes:

- *Resourcefulness*
- *Resilience*
- *Responsibility*

Professional Competence:

- *Deep competency, other broad skills related to your field*
- *Lifelong learning*

Corporate-readiness:

- *Leadership*
- *Teamwork*
- *Problem solving*
- *Effective communication*

Additional sheets may be attached if the spaces provided are not sufficient.

1. University Involvement

2. Community Engagement

3. Work/Voluntary Experience

4. Global Awareness

5. Additional Skills

Additional Requirements

This form must be submitted together with the following:

- Personal portfolio e.g **Powerpoint, website and video.** (may be emailed or submitted via any common electronic means)
  *A personal portfolio is a compilation of work samples and documents gathered during a student's school years and presented in a structured manner.
  *LinkedIn, resume and programme certificates are not accepted as a form of personal portfolio.
- Evidence of final academic performance (e.g. transcripts, result slips etc.)
  *Minimum academic requirement: Second Upper-Class Honors or its equivalent.
- Reference letters from at least two character referees (e.g. lecturer, staff, mentor, coach, etc.). ***References from friends or classmates will not be accepted.***
- Please tag the file name as your full name with SIM student ID.

Declaration

- I hereby declare that the above statements made by me and the evidence provided are true to the best of my knowledge.
- I agree that any false information/documentation will disqualify my application.
- I agree that any personal information provided here can be used by SIM for the purpose of processing my application, and for any communications that are related to the SIM EDGE Award.

Name & Signature	**Date**

SIM EDGE Award Application Checklist

I acknowledge that I have attached the following with my application form **(please tick)**

- ☐ Application Form
- ☐ Digital Portfolio (in PowerPoint, website and video only)
- ☐ Reference Letter x 2 (we only accept official reference letters, letters from peers or club EXCO are not accepted)
- ☐ CareerSense VIP Report
  (CareerSense App -> Complete Full profiling - Value, Interest, Personality)
- ☐ Final Transcript (all semesters)

  *Minimum academic requirement: Second Upper-Class Honors or its equivalent.

Name: _____

SIM Student ID:_____

Signature:_____ Date: _____

FOR OFFICIAL USE ONLY

Verified by:_____ Date: _____