

Activity 3: Interests, Extracurricular Activities and References

Activity

This activity is about adding vital information to your Grofar Student Passport to help complete your CV, which you will be able to download in the final activity.

During this activity you will add your personal interests, any extracurricular activities you take part in, and references from other people to your profile. Adding all of these to your profile will help you to build a professional looking CV.

Helpful Links

These links may come in useful during this activity:

- [The importance of extracurricular activities](#)
- [How to get a reference](#)

Complete the following steps in your Grofar Student Passport:

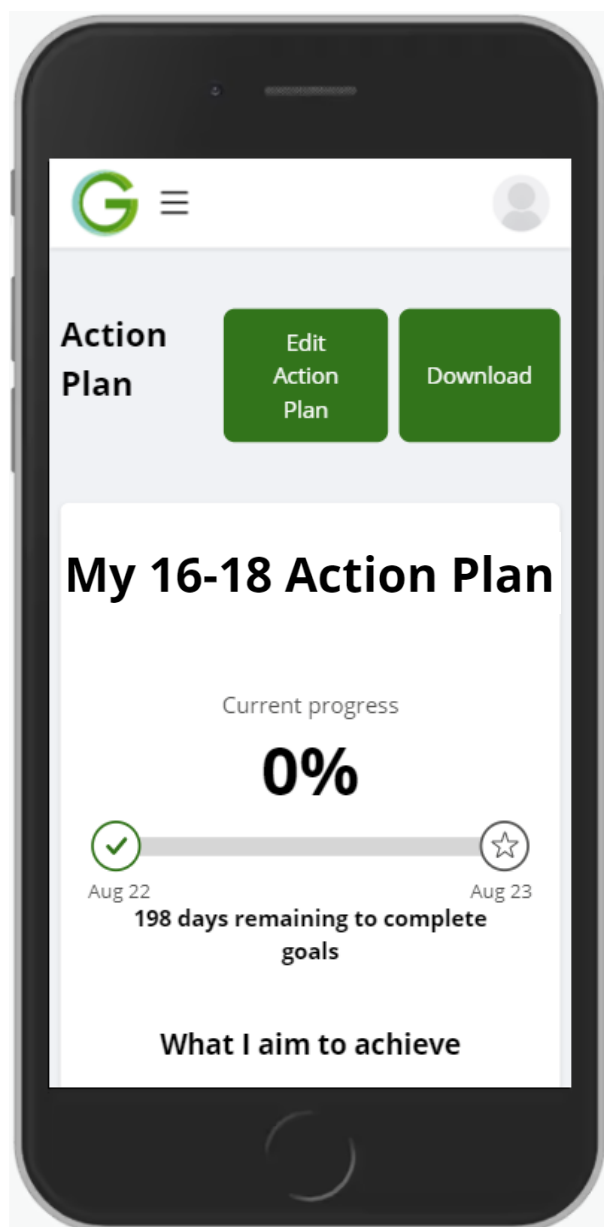
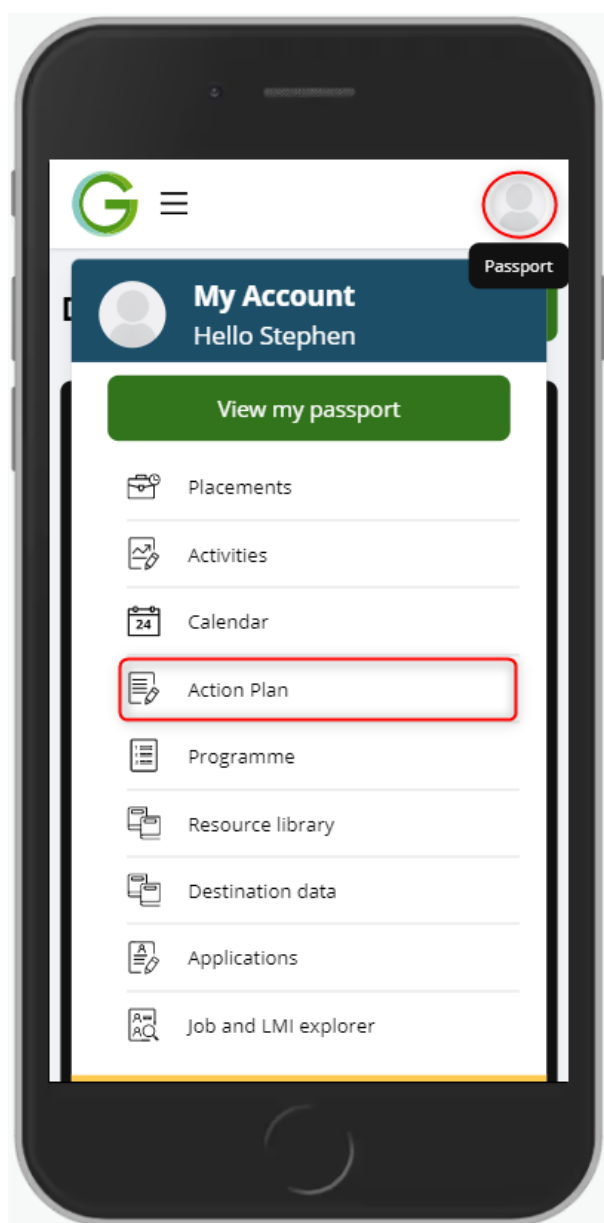
Step 1 – Login to your digital Student Passport

1. Log into Grofar using your registered email address.

You can login at: <https://auth.grofar.com/>

Step 2 – Find the 'My Personal Interests' and 'My Extracurricular Activities' and 'My References' sections

1. Once logged in, open the menu and select **Action Plan** and then **Edit Action Plan**



Step 3 – Adding your Interests

1. Scroll down to the **My top 3 interests** section.
2. You'll notice some example interests here. You can click any of these examples to add them or enter your own in the space provided.
3. Be sure to choose the top 3 interests which represent you best, as these will be included on your CV printout.
4. Once you have added your top three interests, click the **'SAVE'** button at the bottom of the page.
5. You will arrive back on your home page and the interests you added will now appear under your **'Interests'** section.

My top 3 interests

Here are some examples to help you but feel free to use your own. Click the tags to add them.

Circus Skills

Cooking

Cycling

Dancing

Drawing

Fashion

Football

Gaming

Jewellery Making

Looking after Animals

Magic

Model Building

Music

Art

Reading

Singing

Swimming

Tennis

Writing

Yo-yoing

Acting

Astronomy

Blogging

Knitting

Film Making

Gym

Yoga

Basketball

Skateboarding

Gardening

Hiking

Photography

Rock Climbing

Camping

Bird Watching

Rugby

Travelling

Interest not listed above? Add your own.



Step 4 – Adding your Extracurricular Activities

What are extracurricular activities?

Extracurricular activities are activities that you do outside of school/college. Activities can include arts, athletics, clubs, employment, personal commitments, and other pursuits.

Almost anything that you are actively and productively involved in can be considered an extracurricular activity.

Some examples are **arts**, which includes visual arts, performing arts, comedy; **sports**, which includes playing on a school/college sports team, an intramural team, or a club team outside of your school/college; **hobbies**, such as blogging, a film club, hiking, Rubik's Cube competitions, and more.

1. Open the menu and select **View my passport**
2. Scroll down to the section titled **'Work Experience & Extracurricular'** and click on the green add button to go to the **'Add work experience or extracurricular activity'** section.
3. The first thing you need to do is add the name of the activity in the **'Title'** box and then select an activity type.
4. Next set the **'Start Date'** for when you started doing the activity. Don't worry if you can't remember the exact date, a rough date will do.
5. If you are still doing the activity then select the 'Current Activity' check box otherwise enter a **'End Date'** for activity. Again, a rough date will do.
6. In the **'Description'** box enter some more details about the activity and what you do during this activity.
7. Next, you need to enter the **skills** that you develop when performing this activity. Select as many skills as you feel appropriate.

Add work experience or extra-curricular activity ✕



Is this activity/work experience ongoing?

Select the skills that you have demonstrated

Aware - Empathetic

Aware - Self-aware

Aware - Reflective

8. Finally, once you have completed the form click the **'SAVE'** button.

Step 5 – Adding references to your profile












What are references?

- References are those people who know you and can vouch for your character and abilities.
- Having a list of references is an important part of the job, college, apprenticeship or university application process.
- Some examples of who might be a good reference for you are:
 - Your manager if you have a part-time job
 - A teacher, tutor or academic adviser who knows you well
 - A club or sports team coach
 - A neighbour who might know you well
- Some things to remember:
 - Request permission before you use someone for a reference.
 - Family members should not be used as references

1. Before completing this form, ask someone in the list above to write a reference for you.
2. Once you have your reference, head back to your passport.
3. Scroll down to the section titled '**References**' and click on the green add button to go to the '**Add References**' section.

Add a new reference ✕

B *I*         

Reference

4. In the form, add the details of the person giving you a reference and their reference text.
5. Once you have entered the reference details, click the **'SAVE'** button.
6. You can add as many references as you have. It's usually good to have 2 or 3 references on your CV.

Congratulations, you are one step closer to creating your CV!

1. Did you find this activity useful? (circle the emoji)



Well done, you have completed the activity!