



The Career Growth Passport (CGP)

An employability journal aimed to assist development of the Botho Graduate Profile (BGP) qualities and make employability an attainable goal.

- An initiative of the Student and Alumni Affairs Department (SAAD) of Botho University

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The BGP is a list of essential qualities that all our students are expected to inculcate during their time with us.



THE BOTHO GRADUATE PROFILE

BGP is a set of 9 qualities that every BU student should learn by the time they graduate. It will help them become better students and most wanted by employers or become more likely to succeed in their chosen career journey.





so basically the
CGP is a way to the
BGP => ur dream
career graph



HOW DOES the CGP Work?

its all Shaap..Shaap!



1

TASKS

Complete 11
(eleven) yearly
tasks given for your
year of study



2

EVIDENCE

Fill in the evidence
in the CGP as
requested



3

REFLECT

Gain points for
tasks completed
with evidence.



4

REWARDS

Win prizes
and
opportunities

YEAR 1 BUCKET LIST

- ✔ Complete Tasks, ✔ Earn Points, ✔ Gather Evidence, ✔ Win Prizes!

TASK 1: Learn the BGP by heart. Write 3 from memory.

EVIDENCE

BGP Skill 1 _____

BGP Skill 2 _____

BGP Skill 3 _____

MAIN BGP Skills Developed

*Knowledgeable
Positive & Confident
Hardworking*

Total Points 3 POINTS
(for this task)

TASK 2: Introduce yourself to your lecturers. Note the dates.

EVIDENCE

Intro Date 1 DD / MM / YY

Intro Date 2 DD / MM / YY

Intro Date 3 DD / MM / YY

MAIN BGP Skills Developed

*Articulate,
Positive & Confident,
Hardworking*

Total Points 3 POINTS
(for this task)

TASK 3: Visit the SAAD department. Note the date & staff you met.

EVIDENCE

Date of Visit & DD / MM / YY

SAAD Staff Name _____

Date of Visit & DD / MM / YY

SAAD Staff Name _____

Date of Visit & DD / MM / YY

SAAD Staff Name _____

MAIN BGP Skills Developed

*Articulate,
Positive & Confident,
Collaborative*

Total Points 3 POINTS
(for this task)

YEAR 2 BUCKET LIST

- ✔ Complete Tasks, ✔ Earn Points, ✔ Gather Evidence, ✔ Win Prizes!

Task 4: Check your Botho email & celebrate these milestones.

EVIDENCE

Date when you first replied to an official BU email this year: DD / MM / YY

First time when your inbox had zero unread BU emails: DD / MM / YY

MAIN BGP Skills Developed

*Digitally Literate,
Articulate,
Hardworking*

Total Points 3 POINTS
(for this task)

Task 5: Apply for student exchange advertised on Blackboard.

EVIDENCE

Date when you applied: DD / MM / YY

Which University _____

MAIN BGP Skills Developed

*Digitally Literate,
Positive & Confident,
Innovative &
Entrepreneurial*

Total Points 3 POINTS
(for this task)

Task 6: Volunteer to assist SAAD with at least 2 events.

EVIDENCE

Date of Activity 1: DD / MM / YY

Name of Activity 1: _____

Date of Activity 2: DD / MM / YY

Name of Activity 2: _____

MAIN BGP Skills Developed

*Collaborative,
Socially Responsible,
Hardworking*

Total Points 3 POINTS
(for this task)

YEAR 3 BUCKET LIST

- ✔ Complete Tasks, ✔ Earn Points,
- ✔ Gather Evidence, ✔ Win Prizes!

Task 7 : Apply for a virtual internship for your BGP Internship.

EVIDENCE

Virtual Internship Employer: _____

Country: _____

MAIN BGP Skills Developed

*Digitally Literate,
Innovative &
Entrepreneurial,
Knowledgeable*

Total Points **3 POINTS**
(for this task)

Task 8 : Apply for Student Exchange advertised on Blackboard.

EVIDENCE

Date when you applied: / /

Which University _____

MAIN BGP Skills Developed

*Positive & Confident,
Innovative &
Entrepreneurial,
Critical Thinking*

Total Points **3 POINTS**
(for this task)

Task 9 : Participate in 1 community engagement activity.

EVIDENCE

Date of Activity: / /

Name of Activity: _____

MAIN BGP Skills Developed

*Socially Responsible,
Environmentally
Responsible,
Innovative &
Entrepreneurial*

Total Points **3 POINTS**
(for this task)

YEAR 4 BUCKET LIST

- ✔ Complete Tasks, ✔ Earn Points,
- ✔ Gather Evidence, ✔ Win Prizes!

Task 7 : Sign up for Professional Certifications/Professional Body memberships.

EVIDENCE

Certification earned _____

Professional Membership _____

Certification earned _____

Professional Membership _____

Certification earned _____

Professional Membership _____

MAIN BGP Skills Developed

*Knowledgeable,
Critical Thinking,
Hardworking*

Total Points **3 POINTS**
(for this task)

Task 8 : Sign for WACE - Global Challenge virtual internship aligned to SDGs.

EVIDENCE

Date of WACE: / /

Project Name: _____

MAIN BGP Skills Developed

*Environmentally
Responsible,
Collaborative,
Positive & Confident*

Total Points **3 POINTS**
(for this task)

Task 9 : Attend SAAD Employability Fair. Gain 3 employer contacts from fair.

EVIDENCE

Employer 1 _____

Employer 2 _____

Employer 3 _____

MAIN BGP Skills Developed

*Collaborative,
Articulate,
Positive & Confident*

Total Points **3 POINTS**
(for this task)

YEAR 3 BUCKET LIST

- ✔ Complete Tasks, ✔ Earn Points,
- ✔ Gather Evidence, ✔ Win Prizes!

TASK 10 : Attend 3 career development related events organised by SAAD.

EVIDENCE

Date of Event 1: DD /MM /YY

Event 1 Name: _____

Date of Event 2: DD /MM /YY

Event 2 Name: _____

Date of Event 3: DD /MM /YY

Event 3 Name: _____

MAIN BGP Skills Developed

Knowledgeable,
Hardworking,
Critical Thinking

Total Points (for this task) 3 POINTS

Task 11 : Attend 2 webinars organised by your Faculty.

EVIDENCE

Date of Webinar: DD /MM /YY

Webinar Name: _____

Did you ask a question? Yes No

Date of Webinar: DD /MM /YY

Webinar Name: _____

Did you ask a question? Yes No

MAIN BGP Skills Developed

Knowledgeable,
Hardworking,
Critical Thinking

Total Points (for this task) 3 POINTS

POINTS TABLE FOR YEAR 3 BUCKET LIST TASKS

Year 3 Bucket List Tasks	Your Task Status
Task 1	<input type="checkbox"/> Tick if completed 3 POINTS
Task 2	<input type="checkbox"/> Tick if completed 3 POINTS
Task 3	<input type="checkbox"/> Tick if completed 3 POINTS
Task 4	<input type="checkbox"/> Tick if completed 3 POINTS
Task 5	<input type="checkbox"/> Tick if completed 3 POINTS
Task 6	<input type="checkbox"/> Tick if completed 3 POINTS
Task 7	<input type="checkbox"/> Tick if completed 3 POINTS
Task 8	<input type="checkbox"/> Tick if completed 3 POINTS
Task 9	<input type="checkbox"/> Tick if completed 3 POINTS
Task 10	<input type="checkbox"/> Tick if completed 3 POINTS
Task 11	<input type="checkbox"/> Tick if completed 3 POINTS
YOUR TOTAL POINTS :	Add up your points : <input type="text"/>

HOW TO TRACK YOUR PROGRESS

- Complete all suggested tasks above to develop BGP Skills.
- Note the evidence in the space given for each task.
- Tick tasks completed in the Points Table given at end of every year.
- Every completed task with evidence gets you 3 points. Add your points.
- Write Total points in the space given in the Points table.
- Attend yearly reflection session with SAAD. Announcement will be on Blackboard.
- Those with highest total points every year win Rewards and Benefits.
- Scan QR code to see Rewards on offer.

Scan QR Code for Rewards.

See Backcover of this book for QR codes

(T's & C's Apply)

POINTS TABLE FOR YEAR 3 BUCKET LIST TASKS

Year 3 Bucket List Tasks	Your Task Status
Task 1	<input type="checkbox"/> Tick if completed 3 POINTS
Task 2	<input type="checkbox"/> Tick if completed 3 POINTS
Task 3	<input type="checkbox"/> Tick if completed 3 POINTS
Task 4	<input type="checkbox"/> Tick if completed 3 POINTS
Task 5	<input type="checkbox"/> Tick if completed 3 POINTS
Task 6	<input type="checkbox"/> Tick if completed 3 POINTS
Task 7	<input type="checkbox"/> Tick if completed 3 POINTS
Task 8	<input type="checkbox"/> Tick if completed 3 POINTS
Task 9	<input type="checkbox"/> Tick if completed 3 POINTS
Task 10	<input type="checkbox"/> Tick if completed 3 POINTS
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(T's & C's Apply)

- Students complete 11 bucket tasks every year which are linked to BGP traits....
- They fill in the evidence as requested for each task...
- They gain points for every task completed.
- They attend reflection sessions to review, reflect, share, motivate and WIN in every sense of the term...

Task 7 : Apply for a virtual internship for your BGP Internship.

EVIDENCE

Virtual Internship Employer:

Country:

**MAIN BGP Skills
Developed**

*Digitally Literate,
Innovative &
Entrepreneurial,
Knowledgeable*

Total Points **3 POINTS**
(for this task)

Task 8 : Apply for Student Exchange advertised on Blackboard.

EVIDENCE

Date when you applied: DD / MM / YY

Which University

**MAIN BGP Skills
Developed**

*Positive & Confident,
Innovative &
Entrepreneurial,
Critical Thinking*

Total Points **3 POINTS**

The level of tasks allocated range from simple in Year 1 to more demanding ones as the students progress. The idea is to allow fresh students to settle in but start pushing themselves in later years.

Each Task maps the main Botho Graduate Profile (BGP) skills that are developed as a result of attempting it.

The emphasis firmly remains on the BGP throughout the CGP Employability journal

YOU CAN DO IT!

Stay Calm

Be Positive

MY YEARLY Reflections

Date: DD / MM / YY

What is my bucket list score : _____
(the number of tasks you completed out of 11)?

What was the hardest task on the list and why? :

How do I keep myself on track? :

What can I do better? :

3 BGP Skills that I have improved on :
/...../.....

6

SUCCESS

STAY POSITIVE

Keep going

HARD

The greatest learning happens during Reflection. The CGP reflection sessions designed for:

- Awareness and Alignment with desired employability traits
- A focus on tangible skills development
- Guided & Measurable Goal Setting
- Steady Personal and Professional Growth
- Positive Reinforcement via recognition and incentives



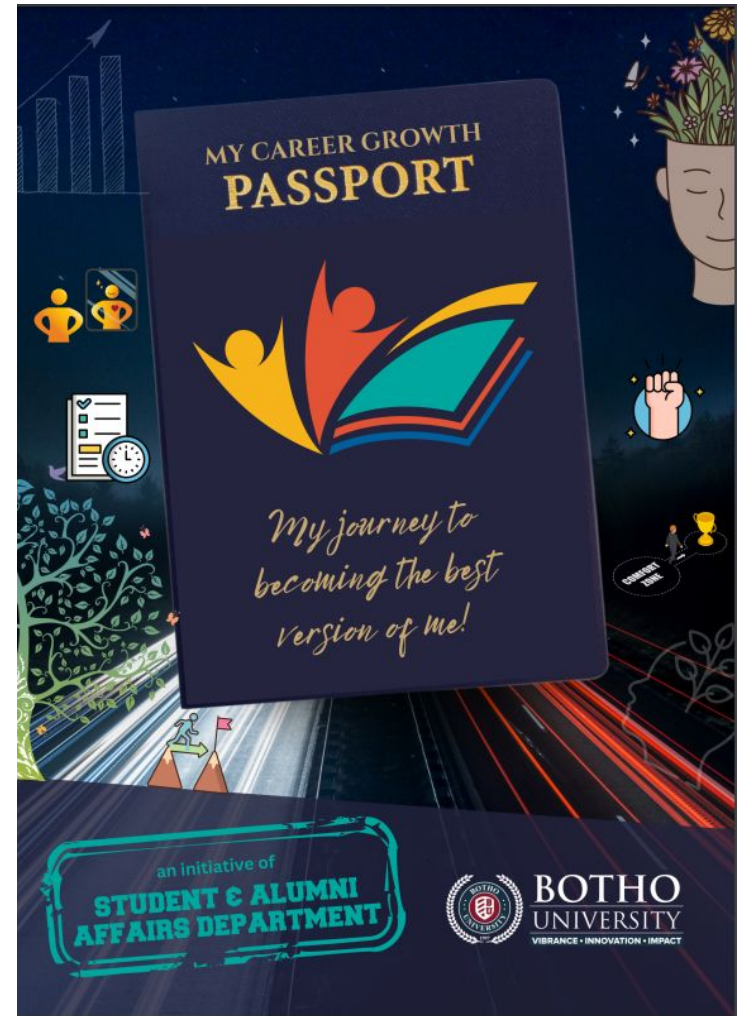
Did you say there are **REWARDS FOR THIS?**

Yup...students with the CGP get access to special opportunities by SAAD. Exclusive events, meeting employers, student exchange abroad etc etc. ALSO - students who earn the highest yearly points get amazziiiiingggg Discounts at stores outside. And the list of our CGP partners is only growing!

Already 10 plus Partners to the Career Growth Passport (CGP)....

- *Book Stores*
- *Distinguished individuals offering mentorship/career guidance*
- *Health Care Providers*
- *Personal Care Providers*
- *Restaurants*
- *Retail Stores*

Botho University values "The Education Collaborative" as a CGP partner offering a host of employability benefits.....





MY READING TRACKER

BOOK TITLE _____

AUTHOR _____

START DATE: _____

END DATE: _____

RATING ☆☆☆☆☆

BOOK TITLE _____

AUTHOR _____

START DATE: _____

END DATE: _____

RATING ☆☆☆☆☆

BOOK TITLE _____

AUTHOR _____

START DATE: _____

END DATE: _____

RATING ☆☆☆☆☆

BOOK TITLE _____

AUTHOR _____

START DATE: _____

END DATE: _____

RATING ☆☆☆☆☆

BOOK TITLE _____

AUTHOR _____

START DATE: _____

END DATE: _____

RATING ☆☆☆☆☆

Many value added tasks in the CGP



Building My Confidence

I am CONFIDENT

List five things you thought you were too scared or nervous to do but you did them anyway:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

How did you feel after each of these things?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



CONFIDENT IN MY OWN SKIN



Eliminating Bad Habits

Use this worksheet to determine how best to change a bad habit

The bad habit i want to change?

.....
.....
.....

Why i want to change this habit?

.....
.....
.....

How i will feel and what my life will look like once i break this habit?

.....
.....
.....

Instilling +ve habits such as reflection through journaling

MY *SUPER!* POWERS

Have I improved on these?

Please tick all boxes that apply

- | | |
|---------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Problem solving skill |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Avoid conflicts | <input type="checkbox"/> Quality work |
| <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Quick learner |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Can work without supervision | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Willing to learn |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Willing to work overtime |
| <input type="checkbox"/> Efficient | <input type="checkbox"/> Works well under pressure |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Work well with others |
| <input type="checkbox"/> Flexible | Add more |
| <input type="checkbox"/> Follow directions well | Add more |
| <input type="checkbox"/> Friendly | Add more |
| <input type="checkbox"/> Hard and fast worker | Add more |
| <input type="checkbox"/> Honesty | Add more |
| <input type="checkbox"/> Likes responsibility | Add more |
| <input type="checkbox"/> Neat appearance | Add more |
| <input type="checkbox"/> Neat work habits & work spaces | Add more |
| <input type="checkbox"/> Positive attitude | Add more |



Ask different people to fill this page about you. One page per person.



I am Your ?

- Batchmate []
- Senior []
- Junior []
- Lecturer []
- Employer []
- Other _____

My First Impression of You

Please share 5 lines of encouragement



Lesotho Rewards QR code

SCAN ME



(T's & C's Apply)



Botswana Rewards QR code

SCAN ME



(T's & C's Apply)

Life beyond University: My goals as a Botho Graduate

Please tick all boxes that apply

Join the Botho University Alumni Association Facebook group.

facebook.com/groups/bothouniversity

Actively share career opportunities in your organisation with SAAD.

Become a guest speaker or mentor for Botho University.

Continue to expand and build on your LinkedIn Networks

Become a Botho University Brand Ambassador.

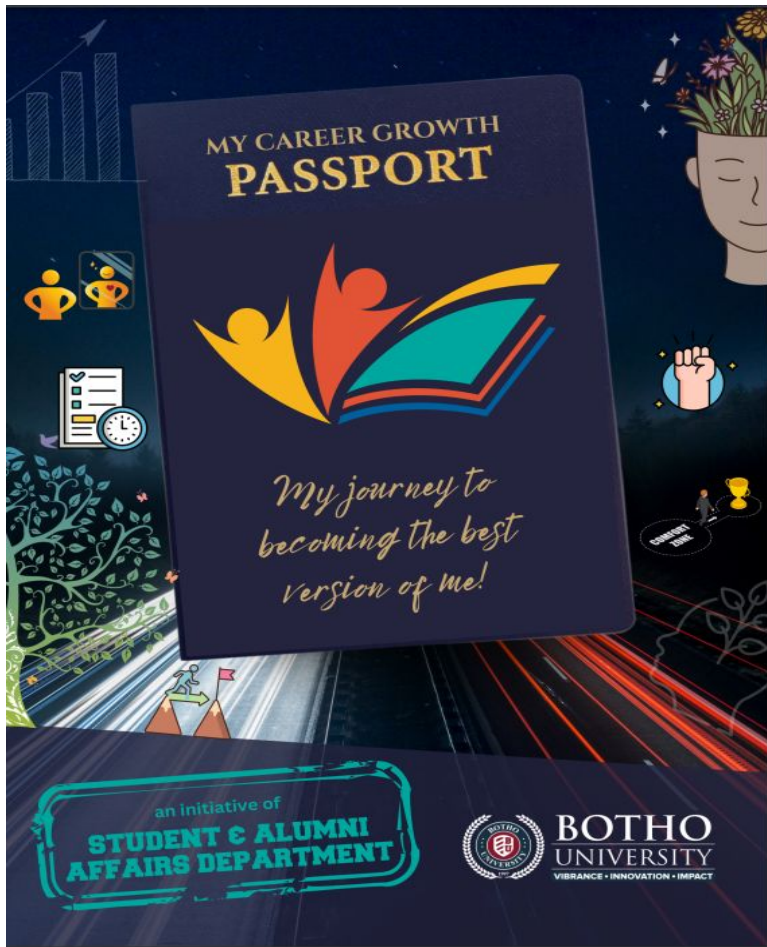
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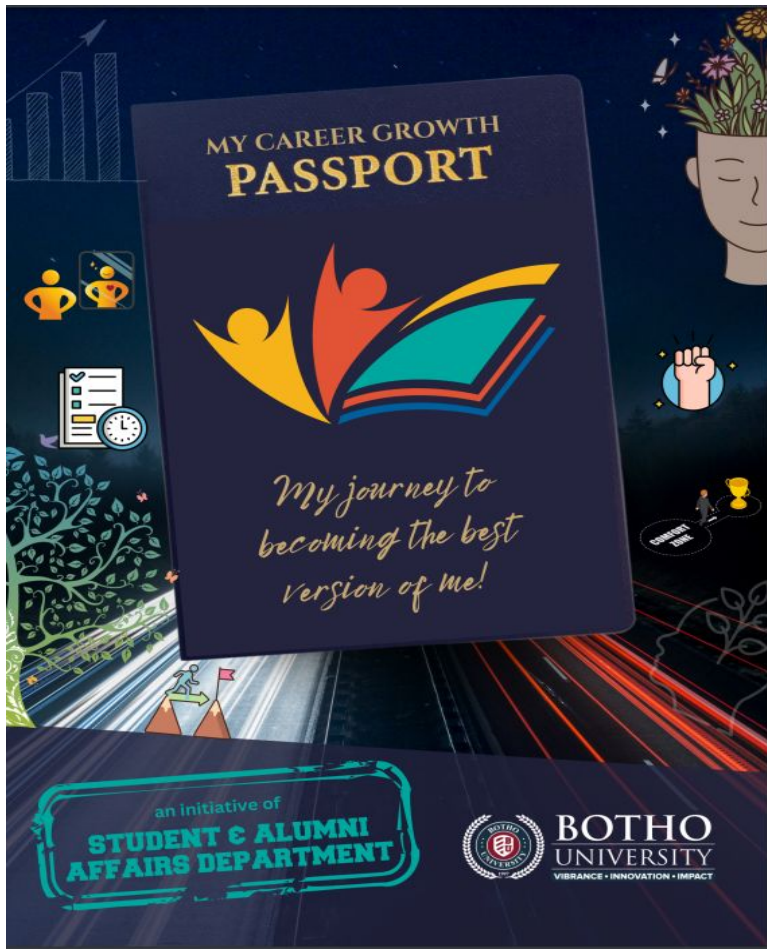
Where are we now with the CGP Initiative??

- *Pilot cohort of CGP initiative launched August 2023 in Botswana and Lesotho*
- *Target of 100 first year students for this pilot....to be able to track their 4 year journey*
- *Currently 78 first year students enrolled and target aimed to be achieved early January 2024*
- *Whatsapp communication group called "CGP ELite Group" created to link all CGP holders across geographies*
- *Announcement of new CGP Reward partners for motivation and encouragement*
- *Constant info on opportunities linked to completing bucket list tasks and sharing experiences and testimonials*
- *14 CGP partners on board already with responses awaited from quite a few..*



The Career Growth Passport Employability Initiative - How can members of The Edu Collab support?

- *Join as a research advisor/guide to launch and track the CGP initiative as a research project*
- *Become a trusted mentor on the CGP Initiative offering expertise on execution, planning, maximising success and scaling impact and visibility*
- *Join us as a CGP Rewards partner ...we are looking for as many employability related benefits for CGP Holders*
- *Discuss ways to roll out the CGP Initiative in your institution(s)*



If you are keen on collaborating with the team in any capacity, especially as a research advisor or a rewards partner, kindly fill out this form

**Employability is
a shared goal for
all of us.**



The CGP Tribe is growing... Support and Join Us on a new way to demystify employability and make it attainable...