Sheffield Volunteering HEAR 2018/19 Guidance

There are two HEAR roles with Sheffield Volunteering: 'Community Volunteer with Sheffield Volunteering' or 'Sheffield Volunteering Project Leader'. The criteria for these roles can be found by visiting **www.sheffield.ac.uk/hear-search**, searching for 'Volunteering' then clicking on the relevant role.

What's Eligible?

The activities that can be included in the role of 'Community Volunteer' are:

- Volunteering Committee Ambassadors
- Student Group Project Volunteer (e.g. ANTS, Computer Club, Flourish)
- Society/Club Project Volunteer (e.g. BMS, Geog Soc, Rowing)
- Volunteering with a local charity/organisation which is registered on the Sheffield Volunteering website this academic year
- Give it a Go sessions and workshops/events (e.g. Children's University, Science Alive)
- Outreach Projects (e.g. Literacy Champions, Number Heroes, Women in STEM)

If you are a designated project leader for a Student Group, Society or Club project, and you fulfil the criteria, you can apply for 'Sheffield Volunteering Project Leader' role.

What is expected of volunteers to obtain HEAR verification?

We hope that all our volunteers will act in the spirit of the project, be reliable team members and fulfil the duties associated with their role. However, please note that Sheffield Volunteering reserve the right to refuse HEAR recognition to any student who has been involved in a complaint, policy breach or who has seriously failed to satisfy the expected commitment.

To obtain project leader verification you must also be a designated project leader for your project, adhere to your project leader protocol and uphold and abide by Sheffield Volunteering approved policies and procedures. You will complete the application, screening procedures and training as required by Sheffield Volunteering and work in cooperation with your designated staff support (i.e. a Sheffield Volunteering Co-ordinator) to their satisfaction.

Reflective Account

One of the criteria for these roles is completion of a reflective account; this will be an online form that must be submitted by all students who want to receive HEAR recognition for either of these roles in 2018/19.

You will be asked to answer some questions about your volunteering experiences and the skills you have developed. **It's a good idea to look at the questions that will be in the form (see page 3) in**

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advance so you can be thinking about your responses before, during and after your volunteering has taken place.

This is not an assessed piece of work. It is an excellent opportunity for you to reflect on the skills, attributes and competencies that you have developed through your volunteering experience. This will then help you to articulate what you have gained from your wider involvement in interviews, on application forms and on your CV. You should keep a copy of your reflective account (tick 'Receive a copy of my responses') so than you can easily refer back to it. The higher the quality of the account you produce the more beneficial it will be to your personal development.

Don't be afraid to discuss situations that were challenging, difficult or perhaps had a negative outcome. Negative experiences are just as developmental as positive ones and can be drawn upon to demonstrate learning and self-development. What did you learn from the not-so-successful occasions? How did you turn a negative situation into a positive one?

You can only submit one reflective account this academic year. You can include multiple eligible activities that you have taken part in this academic year (see list of included activities above) or you can choose to focus on one.

The submissions will be cross-referenced against staff records to ensure consistency with the activities included in your reflective account. Please ensure that you do not include any activity which you did not take part in this academic year.

In your reflective account, you *cannot* include:

- Volunteering with a Charity/Organisation which is **not** registered on the Sheffield Volunteering website
- Sheffield Volunteering Committee roles (including any volunteering undertaken as part of your committee role) – please use the Committee Member Completion form
- Fundraising
- Paid work
- Volunteering undertaken as part of the Lloyds Scholars programme
- University run activities (e.g. curriculum-based, residential mentors or University Ambassadors)

Your reflective account will be read by an activity verifier. **Please note that your reflective account**

will not be accepted if it:

- Does not answer the questions
- Does not fit the specified word limits
- Is submitted after the deadline
- Is not reflecting specifically on volunteering that has been undertaken through Sheffield Volunteering **this academic year**
- Is reflecting on an activity that you did not take part in

Even though this account is not an assessed piece of work, you should treat it like one! It should be written in full sentences, not in note form (but feel free to use bullet points/headings if that will help you to structure your account). Once you have finished writing your account, please proof-read it. You should also complete the task independently; **do not write in a group and/or duplicate other people's answers**.

When do I have to complete this by?

The Sheffield Volunteering HEAR Reflective Account form will open on March 1st and the deadline for submissions for 2018/19 is Friday 10th May. We cannot accept reflective accounts submitted after the deadline – if you miss the deadline, you will not be able to gain recognition for your volunteering in Section 6.1 of your HEAR.

If you have any concerns about meeting this deadline you must contact volunteering@sheffield.ac.uk as soon as possible.

Questions in the Reflective Account

It's a good idea to look at the questions that you will need to answer in the reflective journal so you can have them in mind when you are volunteering.

There are two sections in the reflective account. In the first section, 'Reflecting on your Experiences', you will need to answer one compulsory question followed by a choice of any 2 further questions from the list.

The second section, 'Reflecting on your Skills', asks you to identify three skills from the career's service list of employability skills that you have developed through your voluntary experience and explain these using examples. It is a good idea to click on the blue link to view the full page from the careers service and explains what is included within each of these skills as this will help you think of examples.

Reflecting on your Experiences

1. **How has your volunteering experience changed/shaped your view of the Sheffield community?**
   (150-200 words)

2. **In the context of your volunteering role(s), please reflect on:**
   - If you helped to organise/run any activities how did you contribute?
   - What was your most enjoyable experience and why?
   - Can you describe a challenging situation and how you overcame it?
   - What is your proudest achievement? Why have you chosen this?

- What have you learnt that you would pass on to a future student in the same role?
- How has your volunteering experience helped you to think differently about the challenges faced by the beneficiary group/organisation that you worked with?

Please answer any two of the questions from question 2. (150-200 words)

Reflecting on your Skills

1. **Using the skills named in the list below, identify a total of three skills/attributes that you possess/have developed as a result of your volunteering role.**
   Refer to: **www.careers.dept.shef.ac.uk/pdf/skillslist.pdf** for a detailed explanation of each skill.

- Working with others
- Information literacy / digital literacy
- Interpersonal awareness / emotional intelligence
- Flexibility, openness to change
- Business/commercial awareness and professionalism
- Self-direction
- Cultural / global awareness
- Confidence / assertiveness
- Drive and determination / resilience
- Numeracy

Now try to demonstrate why you think you have developed each of the skills/attributes that you have chosen, using examples from your volunteering experience. You should write 100 - 150 words for each skill/attribute. Try to use a <u>different example</u> for each skill.