

Salford Students Volunteering – Skill up



Why hello there, Salford student volunteer! This guide will show you how to log your hours and 'skill up' as a volunteer on our online platform. Your reflections will be used to pick our regular social media 'Volunteer under the Spotlight' and will help you achieve the silver USSU Volunteering Skills Awards.

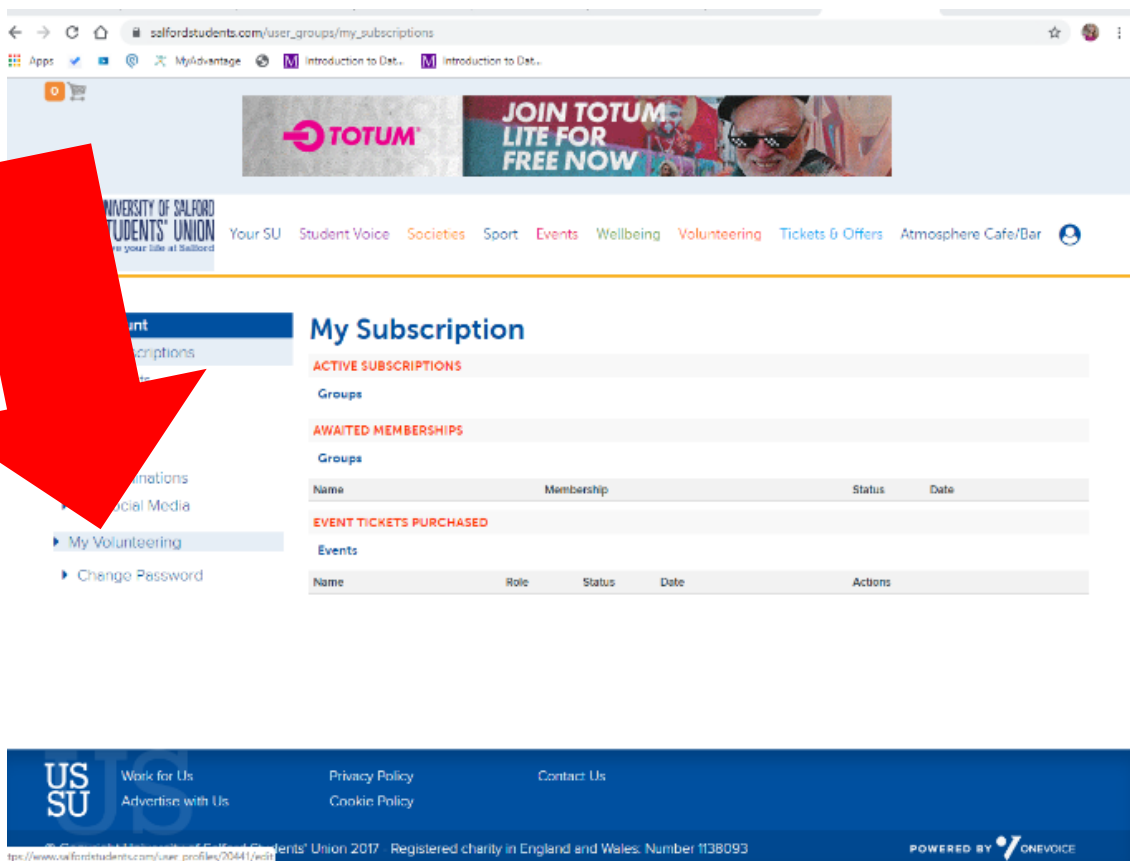


Reflect on your Volunteering journey

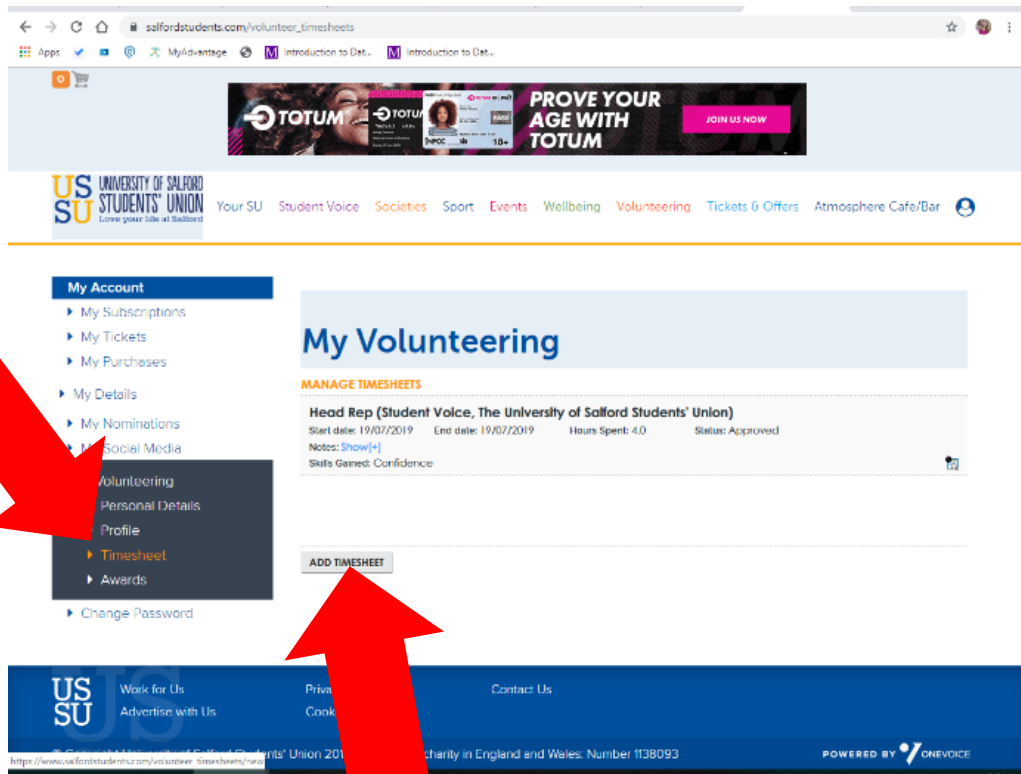
- 1) Make sure you're [registered as a volunteer](#) on our website.
 - a. If you're volunteering with an organisation that is not registered on our system, then [apply for the role 'Your Independent Volunteering'](#), wait to be approved, and then follow the rest of the instructions in this document.
- 2) Go onto salfordstudents.com, and click on 'Account/Profile'



3) Go onto 'My Volunteering'



4) Click 'Timesheet'



5) Click 'Add timesheet'

6) Log the number of hours you did, and briefly describe what you did during that time

E.g 'During this time I had a number of SSC (student staff committee) meetings with program leaders and directors on my course, quantity and surveying. '

7) Add skills gained. Do a SSTARR reflection.

S – Situation - What situation were you in? (Which volunteer role)

S – Skill – Which skill did you develop?

T – Task – What task did you have to do?

A – Action – What action did you take?

R – Result – What was the result of this?

R – Reflection – What did you do well? What could you have done better? What good did you do for others?

Example below:

The screenshot shows the 'ADD SKILLS GAINED' form on the University of Salford Students' Union website. The sidebar on the left lists various account and volunteering options. The main form area has a tab for 'ADD SKILLS GAINED' and a section for 'Confidence' where a comment has been entered. The comment describes the student's experience in developing confidence through presenting feedback and negotiating with staff. A 'Submit For Approval' button is at the bottom of the form.

My Account

- My Subscriptions
- My Tickets
- My Purchases
- My Details
- My Nominations
- My Social Media
- My Volunteering
 - Personal Details
 - Profile
 - Timesheet**
 - Awards
- Change Password

EDIT TIMESHEET ADD SKILLS GAINED

Please select and add comments to skills gained during this opportunity

☒ **Confidence**
Please add supporting comments for this skill *

I developed my confidence during this time, T - I had to present the students' feedback about their disappointment in the number of teaching hours, and demands for more teaching to a large number of staff the the SSC (Staff student committee) A - I practiced my presentation of the feedback many times with my friends and housemates beforehand, so that when it came to the meeting I felt prepared. R - Staff agreed to enhance the teaching provision in the second semester for the most vital modules.

200 characters left

Submit For Approval

Previous

E.g

S - As a course rep for quantity and surveying

S - I developed my problem solving skills, specifically using critical thinking.

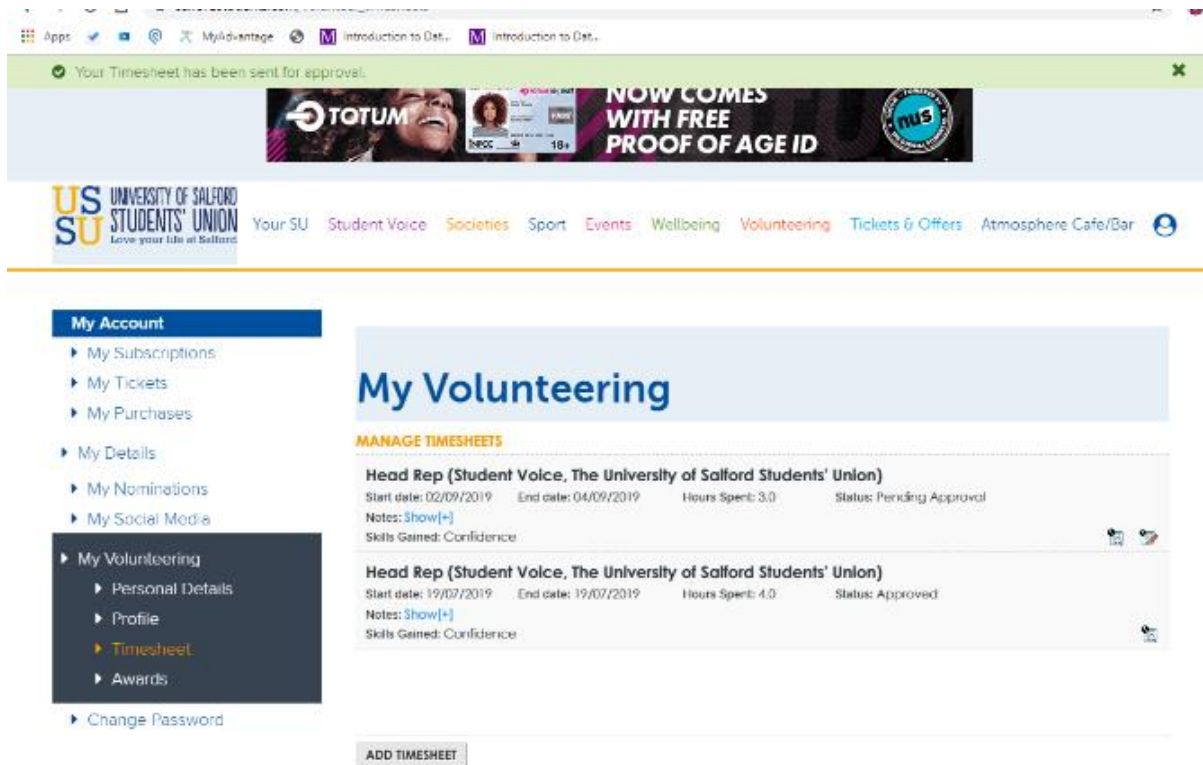
T - Various students wanted to see if we can have additional teaching hours in the 2nd semester.

A - I raised this topic in my SSC. Staff capacity was limited, so I consulted with students to find out which teaching sessions were most vital. I then negotiated with the program leader and director, highlighted the areas of teaching that students had prioritized, and convinced staff of the benefits of putting on these extra sessions.

R - Staff agreed to enhance the provision in the second semester (one seminar and tutorial per each core module).

R - I did well by critically analysing the situation and assessing how much of the problem I was able to solve, negotiating and prioritizing accordingly. I could have done better by ensuring that these changes would be permanent. I did good for others by improving the quality of teaching for my course mates.

a) Wait for your hours to be approved.



Enjoy having a record of your volunteering journey! You can use these examples in job applications and interviews, we will also use them for awards. More details below.

Awards

We will also use your reflections to pick our regular social media '[Volunteer under the Spotlight](#)' and to lead to the silver [USSU Volunteering Skills Awards](#).

Volunteer under the Spotlight

- This is a profile of you, celebrating your volunteering, that will go out on our social media channels
- If you would like to be considered for this, please email ussu-volunteering@salford.ac.uk with
 - o A (high quality) photo of your head and shoulders – get someone to take this in daylight with the light behind them
 - o Why you decided to become an SU volunteer, and your experience of the training the Union has provided so far).
 - o Anything else that you would like to say to encourage students to become a volunteer
 - o Your phone number so we can contact you to arrange an interview



The USSU Volunteering Skills Awards

We want to celebrate the skills you're gaining. Becoming a more skilled volunteer means you can have a greater positive impact in your own life, your Students' Union and your local community. The USSU skills awards are based on the skills that the University believes all Salford students should have when they graduate.



To achieve a bronze award, you must

1. Be a [registered volunteer](#) with USSU
2. Complete the relevant LinkedIn Learning Path (links on the badges above)

Each learning path is made up of four hours of specially selected online courses in the relevant skills area.







To achieve a silver award, you must

1. Have completed the bronze award for that skill area e.g. to be a USSU Silver Communicator, you must first be a USSU Bronze Communicator
2. Complete two SSTARR reflections on our volunteering platform about two occasions when you have developed two separate skills within the relevant skillset.

E.g. for the USSU Silver Communicator award, you could do one reflection about a time when you developed your listening skills, and another reflection about a time when you developed your skill of influencing others.

More information about which skills fall within each skillset below.

Which Skills fall within each skillset?

					
Verbal Communication Confidence Listening Literacy and copywriting Marketing Negotiation and influencing Public Speaking Teaching and training Other skill, please state	Interpersonal Conflict Resolution Counselling Non-judgemental Positive attitude Giving and Receiving Feedback Other skill, please state	Administration and Clerical Driving Event Planning Initiative Being Adaptable Planning and organising Practicality Team Work Networking Self Management Time Management Other skill, please state	Financial Planning Numeracy Fundraising Money Management Other skill, please state	Creative Problem Solver Strategizing Decision Making Project Management Critical Thinking and evaluation Other skill, please state	IT, Computers and Web Skills Office IT (Word, Excel, etc.) Creative and design Other skill, please state

Skill up on your Volunteering profile

If you have gained skills from paid employment, you can still add them to your volunteering profile. This is how to do that.

- a) Go onto salfordstudents.com, and click on 'Account/Profile'



- b) Go onto 'My Volunteering'

salfordstudents.com/user_groups/my_subscriptions

UNIVERSITY OF SALFORD STUDENTS' UNION

JOIN TOTUM LITE FOR FREE NOW

Your SU Student Voice Societies Sport Events Wellbeing Volunteering Tickets & Offers Atmosphere Cafe/Bar

My Subscription

ACTIVE SUBSCRIPTIONS

Groups

AWAITED MEMBERSHIPS

Groups

Name	Membership	Status	Date
No data available			

EVENT TICKETS PURCHASED

Events

Name	Role	Status	Date	Actions
No data available				

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US SU UNIVERSITY OF SALFORD STUDENTS' UNION

Students' Union 2017 Registered charity in England and Wales. Number 1138093

POWERED BY ONEVOICE

c) Go on 'Profile'

US SU UNIVERSITY OF SALFORD STUDENTS' UNION

Your SU Student Voice Societies Sport Events Wellbeing Volunteering Tickets & Offers Atmosphere Cafe/Bar

My Account

- My Subscriptions
- My Tickets
- My Purchases
- My Volunteering
- My Social Media
- My Volunteering
- Personal Details
- Profile
- Timesheet
- Awards
- Change Password

ENROLMENT DETAILS

Term time address details [Hide -]

University House,

The Crescent,

Greater Manchester

State

M5 4WT

United Kingdom

Is your term time address the same as home address?

☒ Yes ☐ No

Home address details [Hide -]

University House,

The Crescent,

Greater Manchester

State

d) Click 'save and next' through the pages until you get to 'Skills I have'

← → ↻ 🏠 salfordstudents.com/user_profiles/15954767/profile_setup?click=next_update§ion=1#no-back-button ☆

Apps 📱 MyAdvantage 🌐 Introduction to Dat... 📖 Introduction to Dat... 📖 Volunteering @ Uni... 📱 NUS Student Volun... 📱 Policy Papers & Gui... 📱 Category:English p

US UNIVERSITY OF SALFORD STUDENTS' UNION Love your life at Salford

Your SU Student Voice Societies Sport Events Wellbeing **Volunteering** Tickets & Offers Atmosphere Cafe/Bar 🧑

My Account

- ▶ My Subscriptions
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 - ▶ **Profile**
 - ▶ Timesheet
 - ▶ Awards
- ▶ Change Password

ENROLMENT DETAILS **PROFILE** VOLUNTEERING RECORD

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

Areas of interest

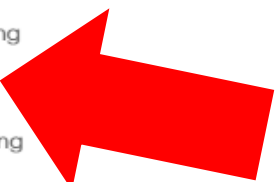
Please select which areas of interest you'd like to volunteer for. This will help us and volunteering organisations / projects match opportunities to your interests. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page.
(At least one is mandatory)

<input checked="" type="checkbox"/> Animals and Wildlife	<input type="checkbox"/> Arts and Culture
<input type="checkbox"/> Business and Leadership	<input type="checkbox"/> Campaigning and Fundraising
<input type="checkbox"/> Children and Young People	<input type="checkbox"/> Creative and design
<input type="checkbox"/> Disability Rights	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Sports and Coaching	<input type="checkbox"/> Teaching and Mentoring
<input type="checkbox"/> Women's Rights	<input type="checkbox"/> Organising Student Activities
<input type="checkbox"/> Student Sport	<input type="checkbox"/> Student-led Volunteering Projects
<input type="checkbox"/> Social Enterprise Projects	<input type="checkbox"/> Academic Matters
<input type="checkbox"/> Representing Marginalised Students	

Save & Next

e) Tick a skill you have developed through your volunteering, and click 'Add/Edit Evidence'

<input type="checkbox"/> Positive attitude	<input type="checkbox"/> Practicality
<input type="checkbox"/> Presentation	<input checked="" type="checkbox"/> Problem solving [Add/Edit Evidence]
<input type="checkbox"/> Project Management	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Research	<input type="checkbox"/> Reviewing and evaluation
<input type="checkbox"/> Sales	<input type="checkbox"/> Teaching and training
<input type="checkbox"/> Team Work	<input type="checkbox"/> Telephone Skills
<input type="checkbox"/> Time Management	<input type="checkbox"/> Networking



f) Add skills gained. Do a SSTARR reflection.

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Example below:

[J](#)
[Student Voice](#)
[Societies](#)
[Sport](#)
[Events](#)
[Wellbeing](#)
[Volunteering](#)
[Tickets & Offer](#)

☐ Non judgemental
 ☐ Humour

☐ Office IT (Word, Excel etc)
 ☐ Planning and organising

Problem solving

Please add supporting evidence

S - I developed my problem solving skills as course rep for quantity and surveying, specifically using critical thinking, negotiation and prioritization.
 T - Various students wanted to see if we can have additional teaching hours in the 2nd semester.
 A - I raised this topic in my SSC. Staff capacity was limited, so I consulted with students to find out which teaching sessions were most vital. I then negotiated with the program leader and director, highlighted the areas of teaching that students had prioritized, and convinced staff of the benefits of putting on these extra sessions.
 R - Staff agreed to enhance the provision in the second semester (one seminar and tutorial per each core module).
 R - I did well by critically analysing the situation and assessing how much of the problem I was able to solve, negotiating and prioritizing accordingly. I could have done better by ensuring that these changes would be permanent. I did good for others by improving the quality of teaching for

Please add supporting document

Volunteering... Crop 2.png

☐ Opportunity and Recognition
 ☐ Self Management

g) Upload a picture of yourself volunteering as evidence.

That's it! Enjoy having a record of your skills journey! You can use these examples in job applications and interviews.