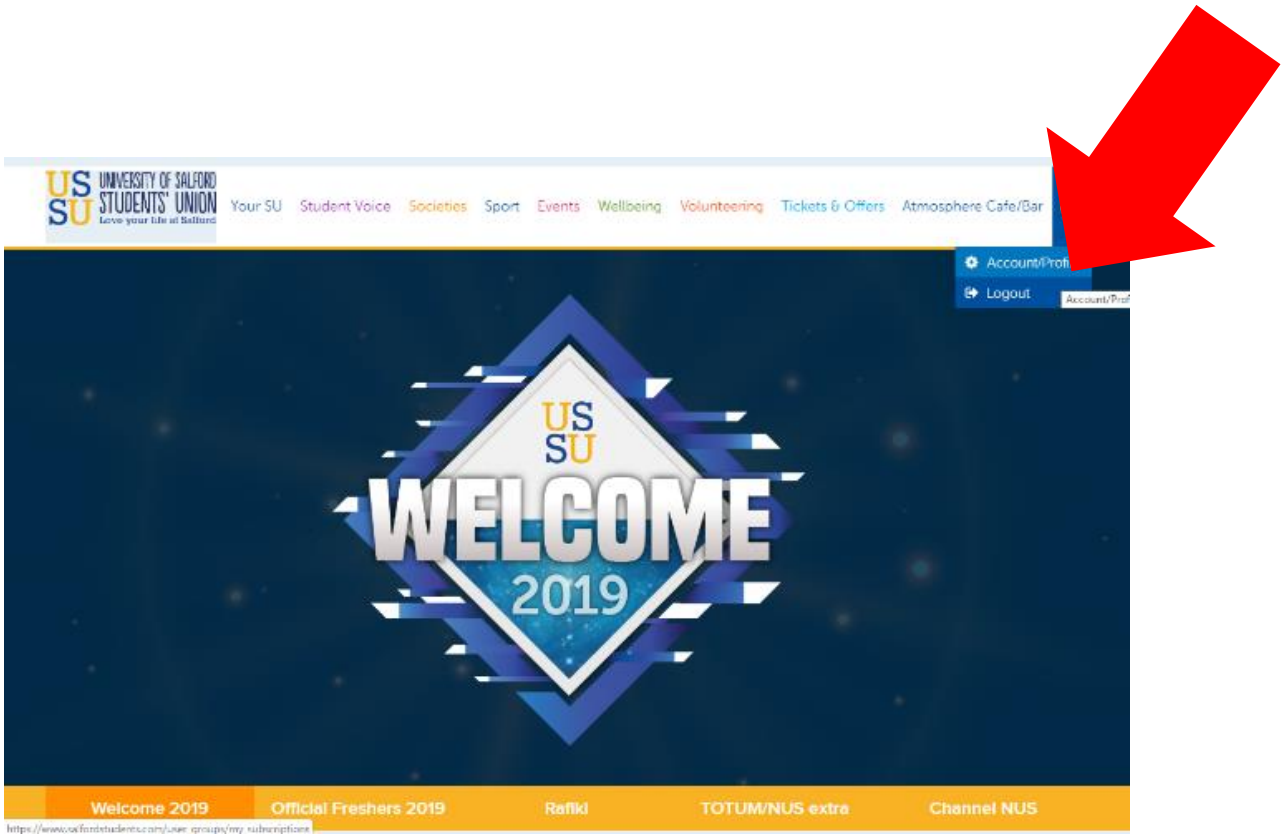
Salford Students Volunteering – Skill up

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.

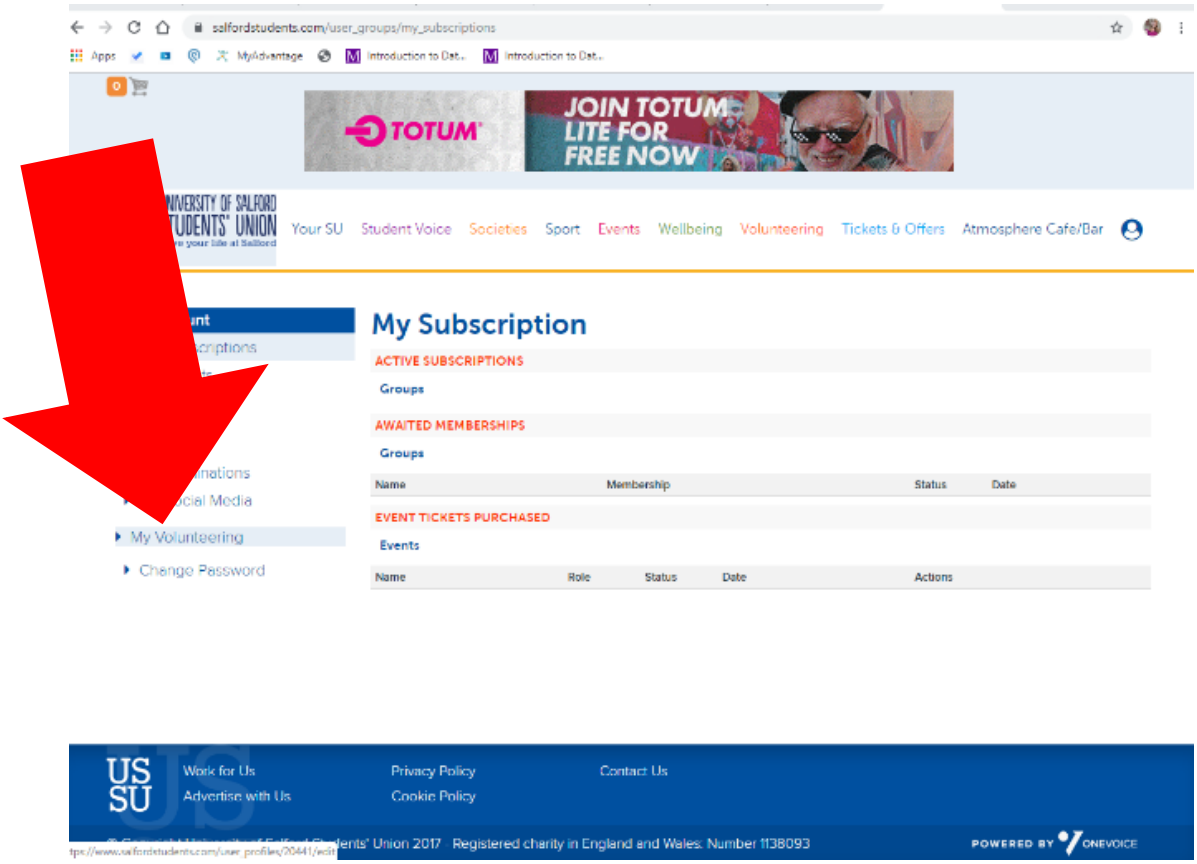
Reflect on your Volunteering journey

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.

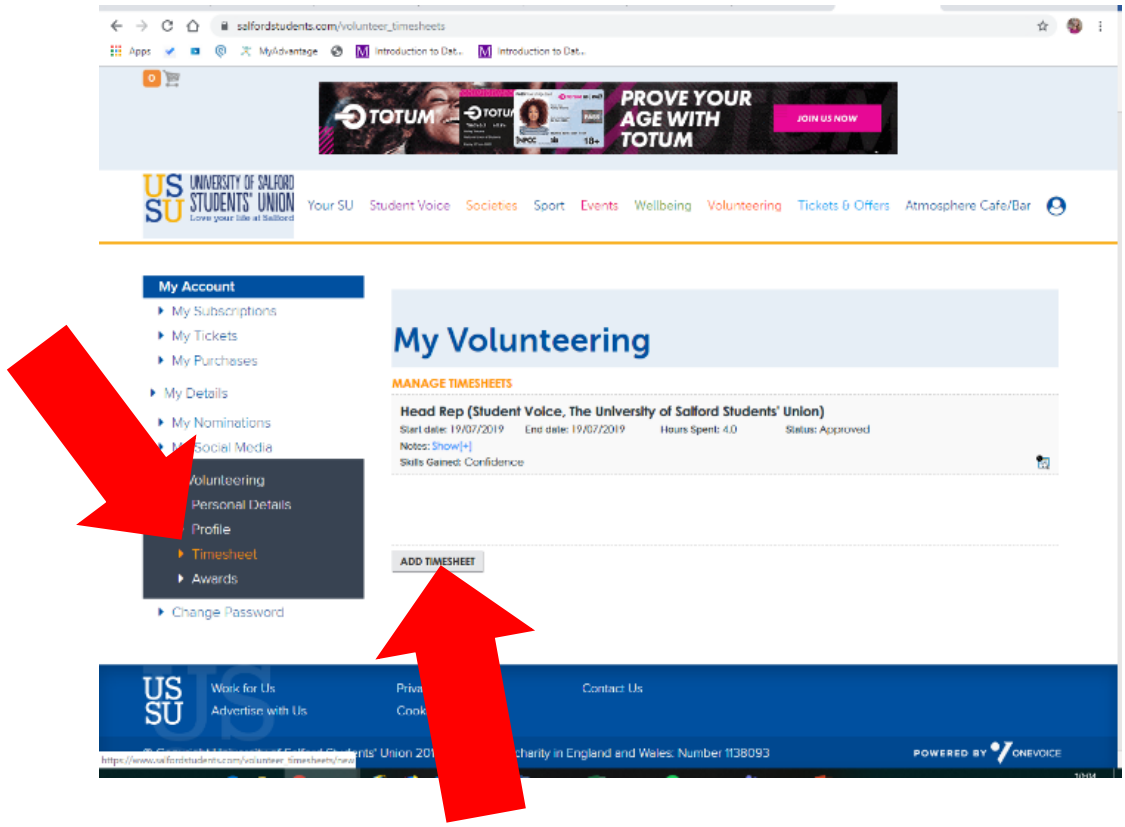
2) Go onto salfordstudents.com, and click on 'Account/Profile'



3) Go onto 'My Volunteering'



4) Click ‘Timesheet’



5) Click ‘Add timesheet’

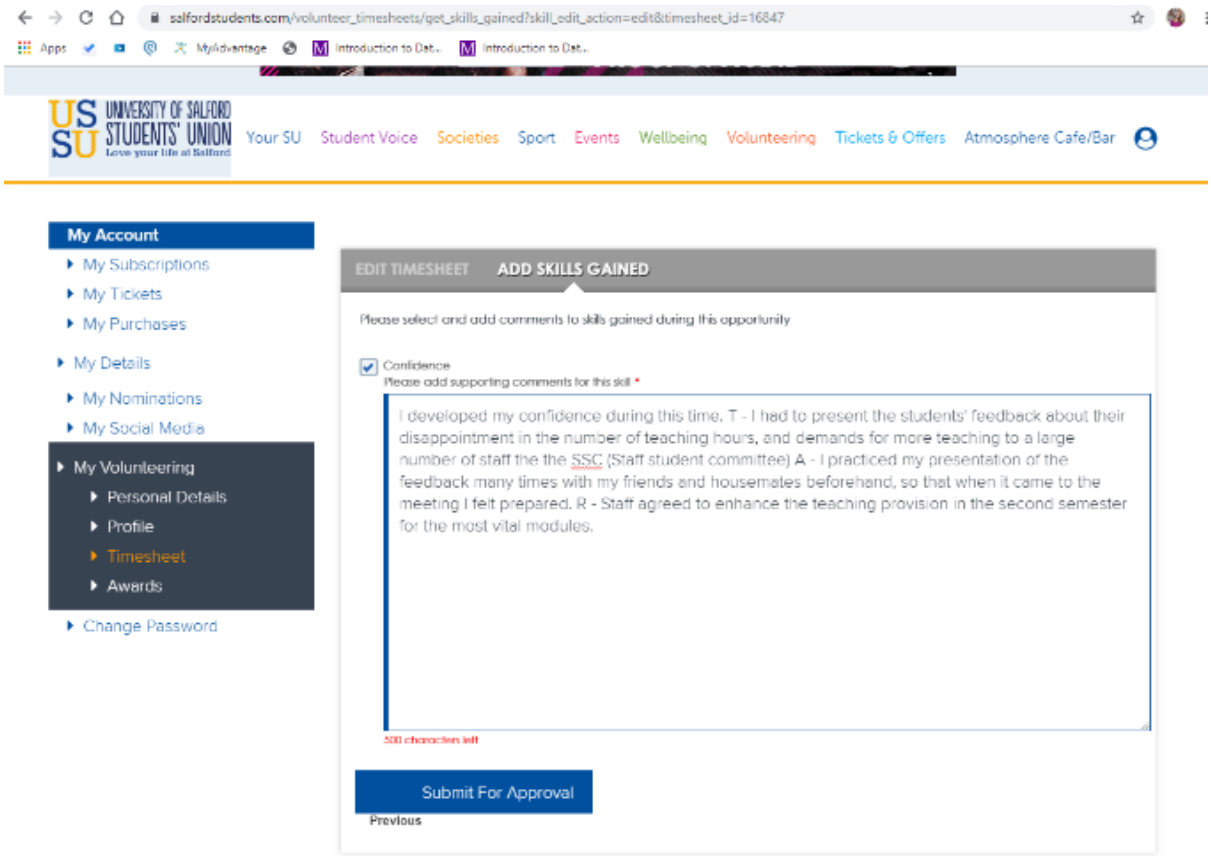
6) Log the number of hours you did, and briefly describe what you did during that time

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:



E.g

S - As a course rep for quantity and surveying

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

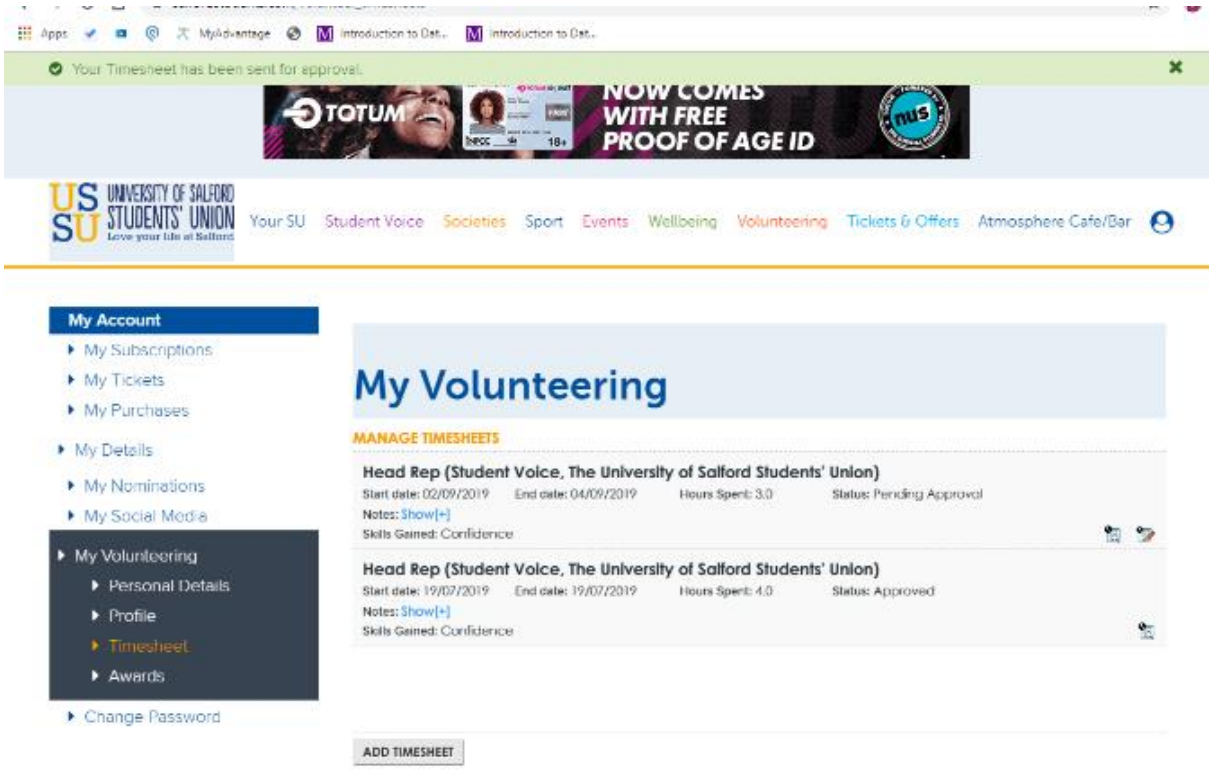
T - Various students wanted to see if we can have additional teaching hours in the 2nd semester.

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

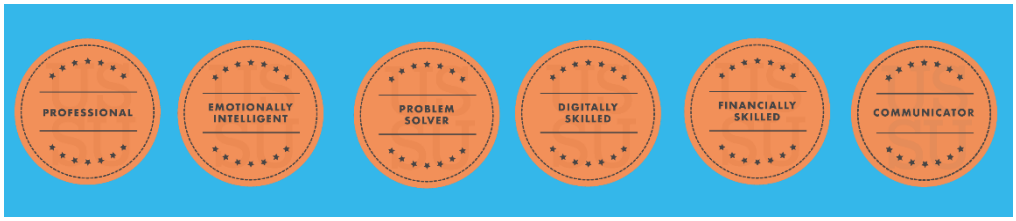
We will also use your reflections to pick our regular social media '[Volunteer under the Spotlight]' and to lead to the silver [USSU Volunteering Skills Awards].

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
    - A (high quality) photo of your head and shoulders – get someone to take this in daylight with the light behind them
    - Why you decided to become an SU volunteer, and your experience of the training the Union has provided so far).
    - Anything else that you would like to say to encourage students to become a volunteer
    - 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.

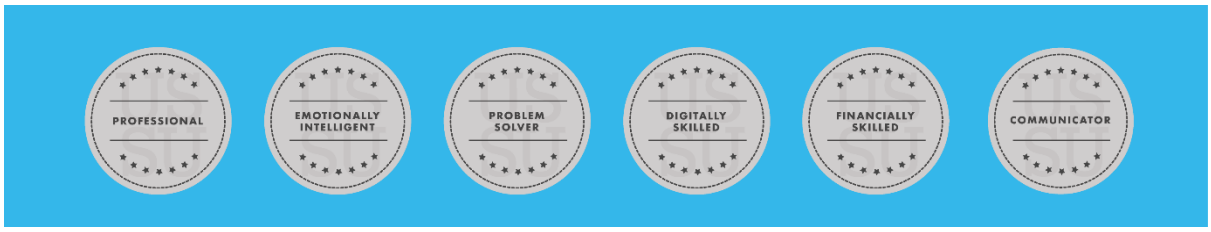


To achieve a bronze award, you must

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

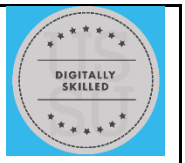
1. Have completed the bronze award for that skill area e.g. to be a USSU Silver Communicator, you must first be a USSU Bronze Communicator

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.

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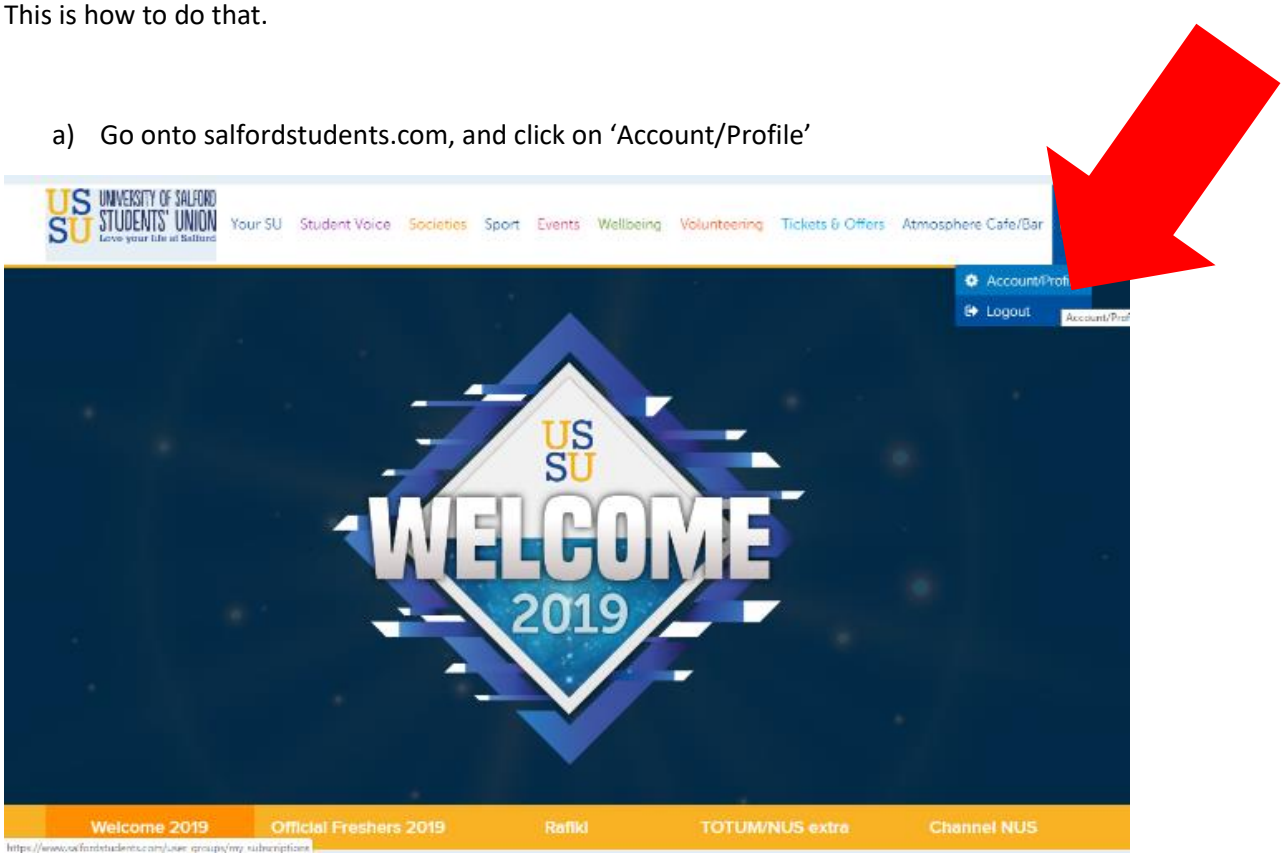
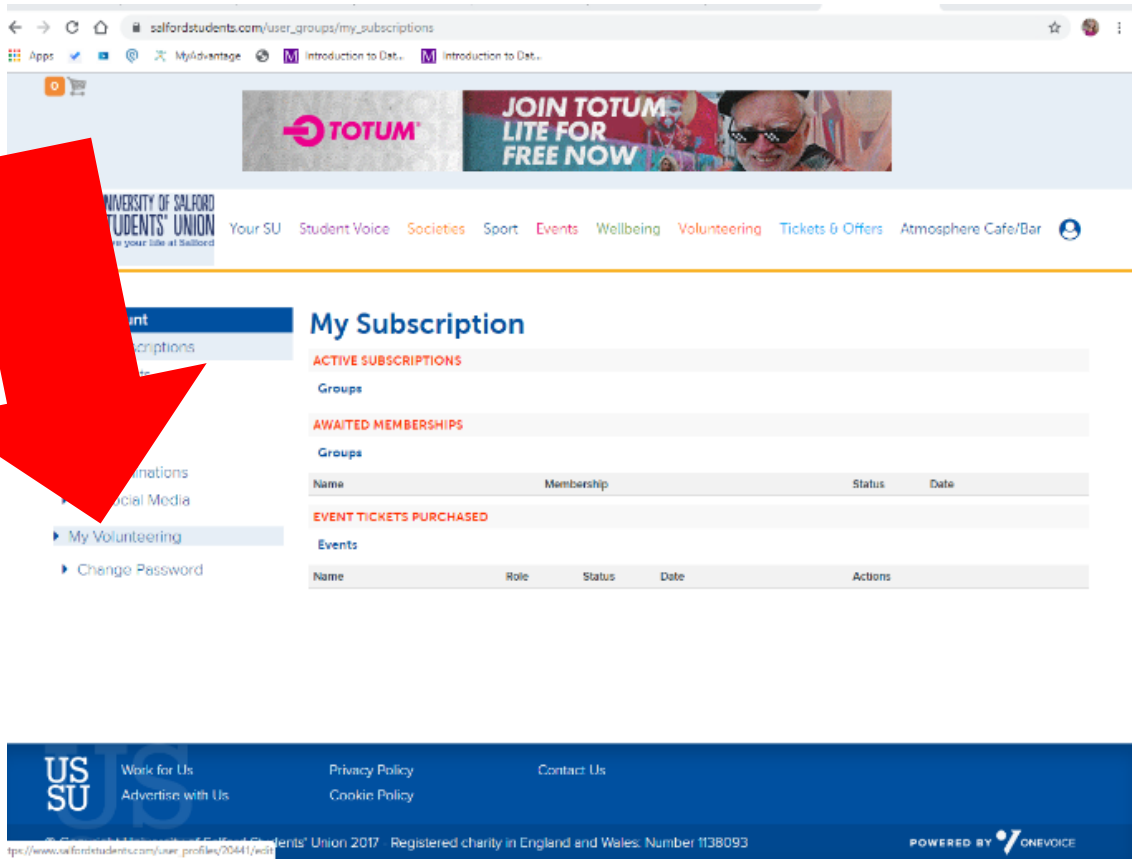
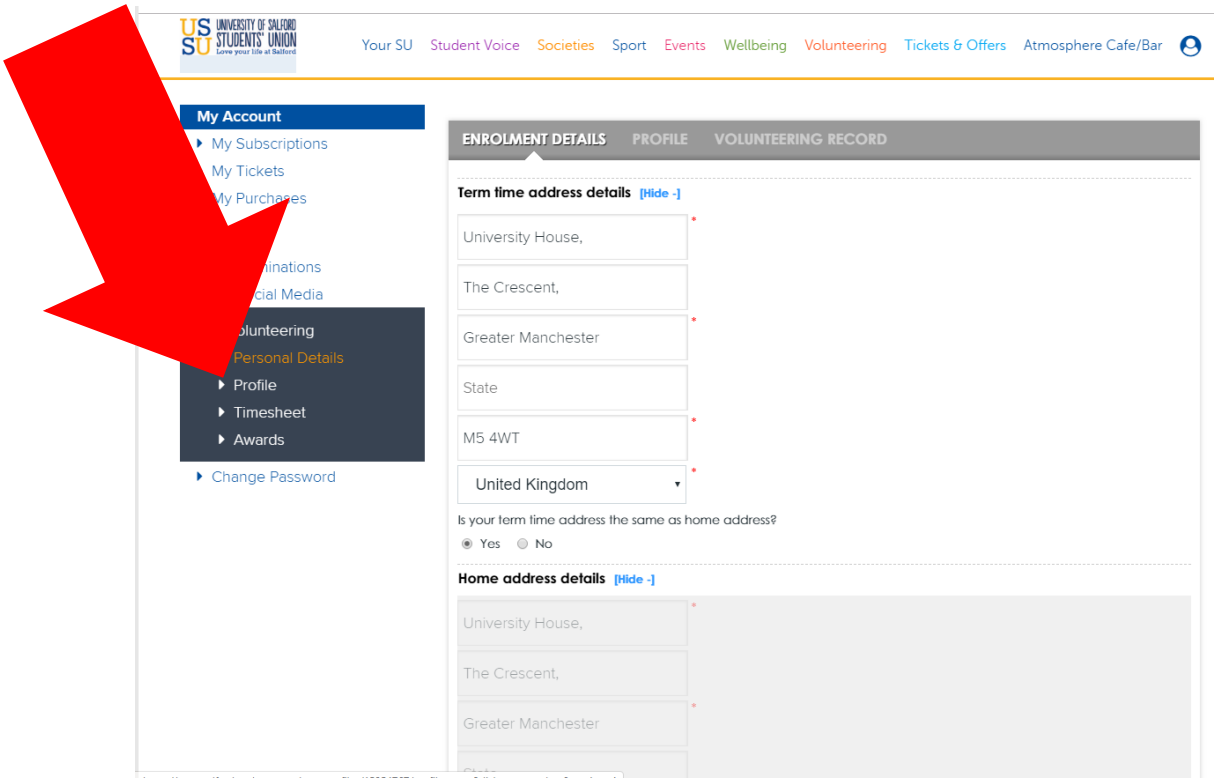


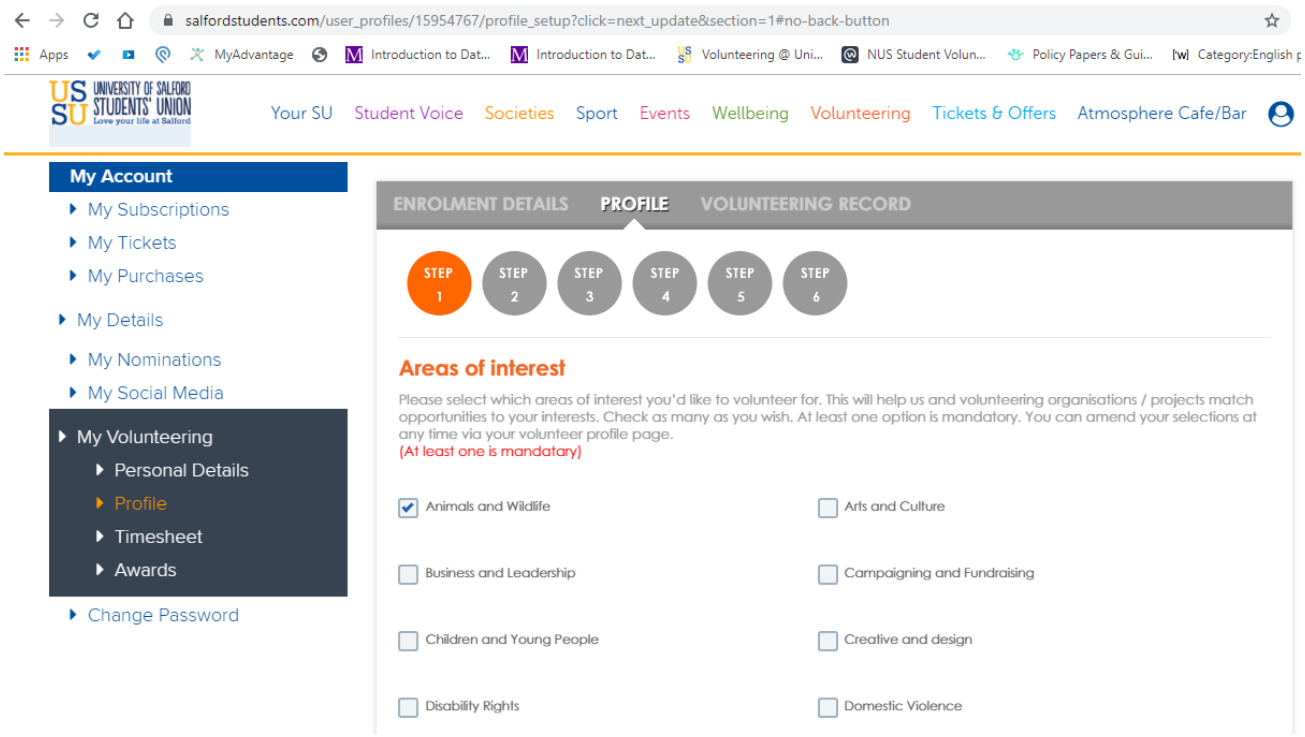
b) Go onto 'My Volunteering'

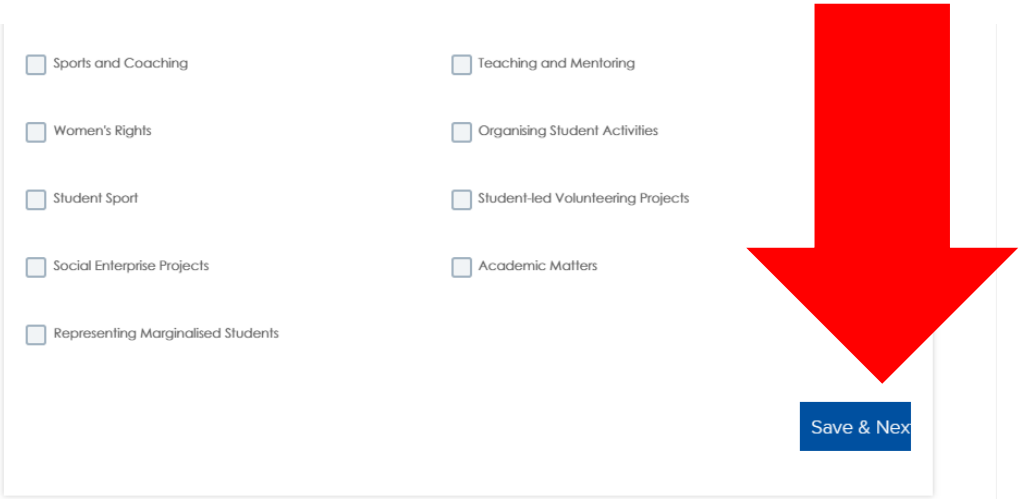


c) Go on ‘Profile’

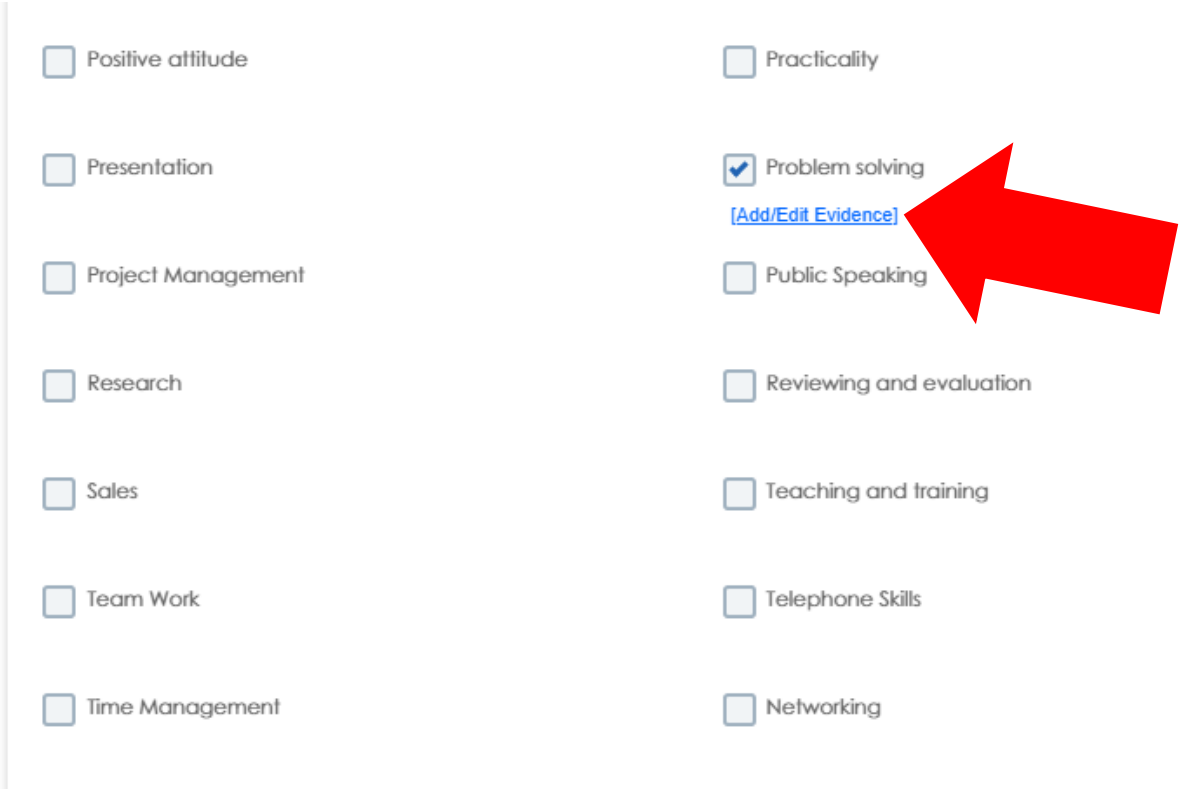


d) Click ‘save and next’ through the pages until you get to ‘Skills I have’





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



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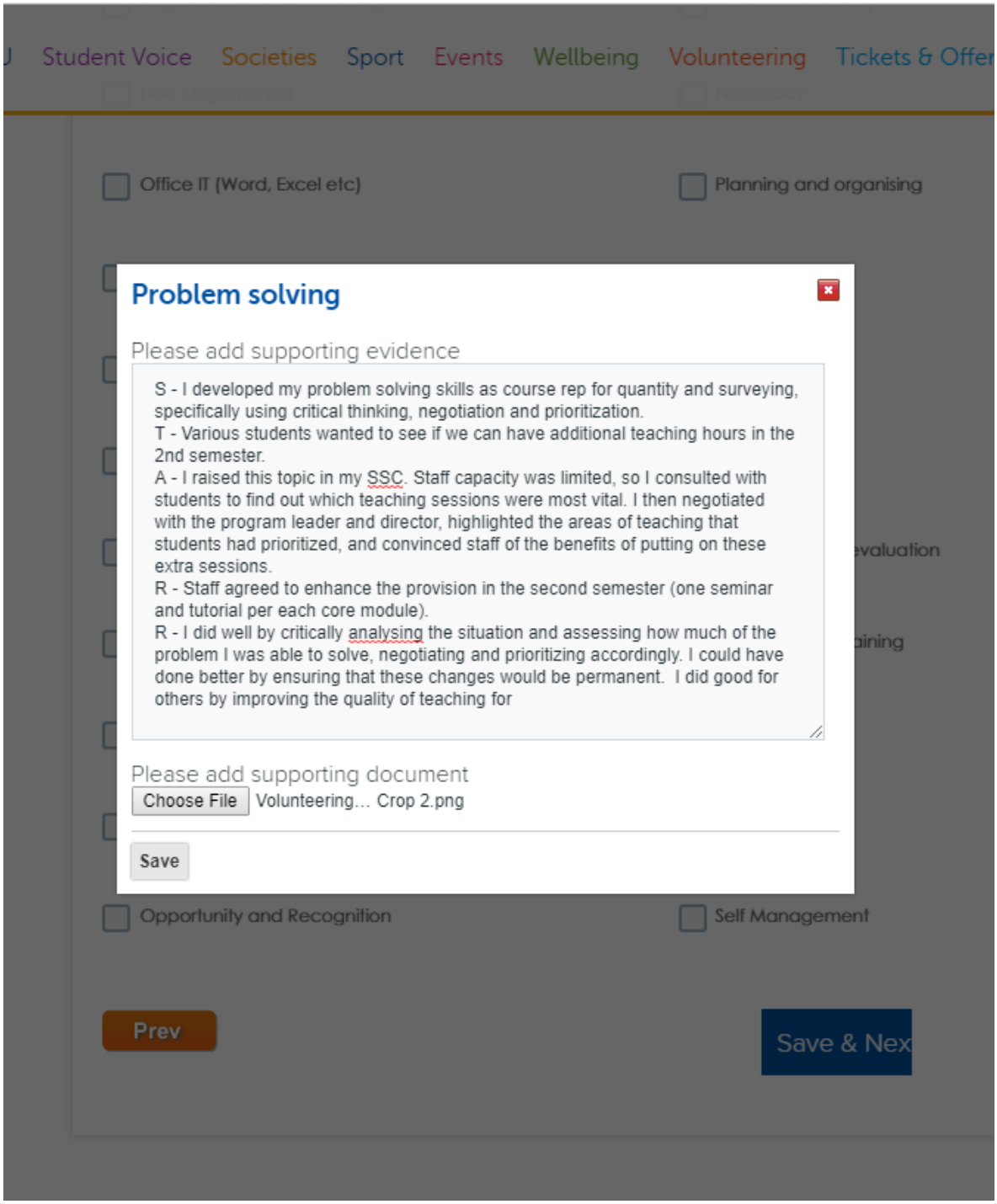

g) Upload a picture of yourself volunteering as evidence.

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