

## 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 contribute to the decision about which volunteers win our annual awards at the SU Ball in May.

### Reflect on your Volunteering journey

You're now at the stage where you're giving your time to do good for the people around you. What a lovely person you are. You're also at the stage of 'Crash and burn, learn and grow.' Time to start reflecting on what you're learning.

Every time you volunteer, log on, and write something down about it.

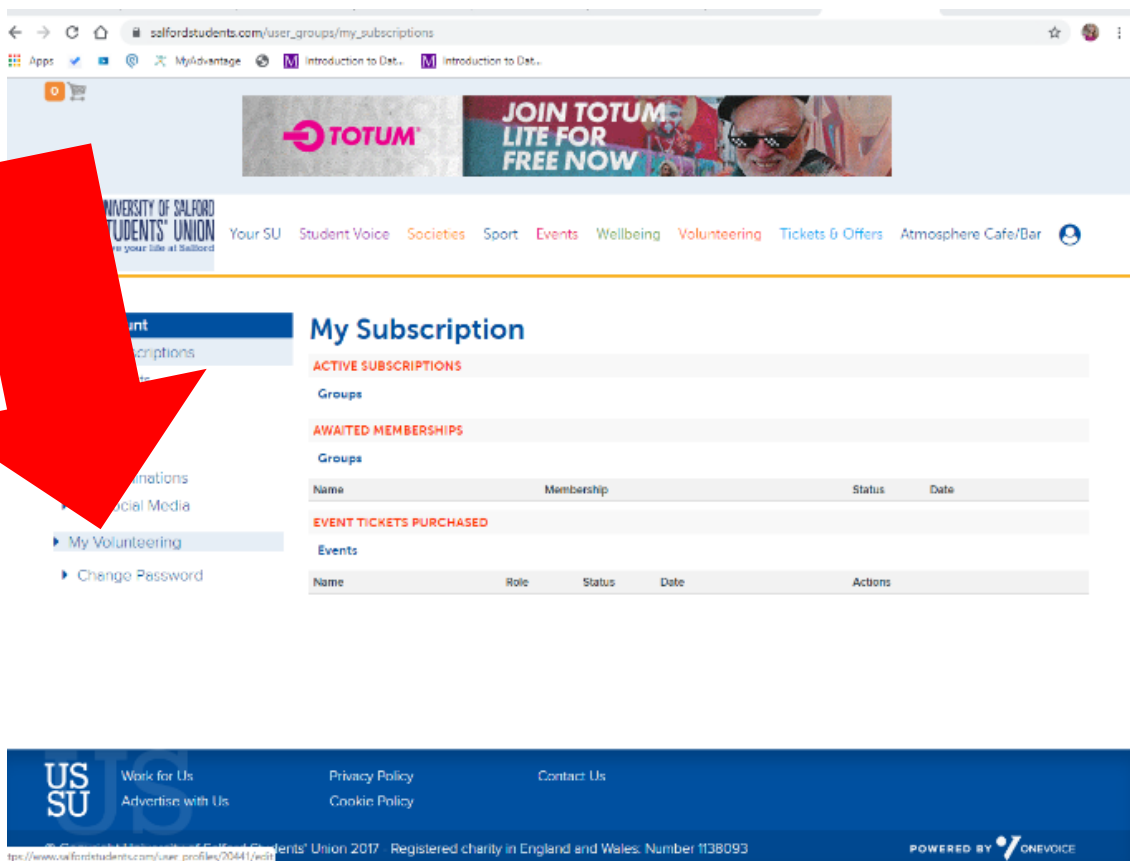
The following directions are for what to do if you're volunteering with one of the union's official registered volunteering partners.

If you're volunteering or working elsewhere, and still want to use our platform to reflect on your skills, follow the instructions from page seven.

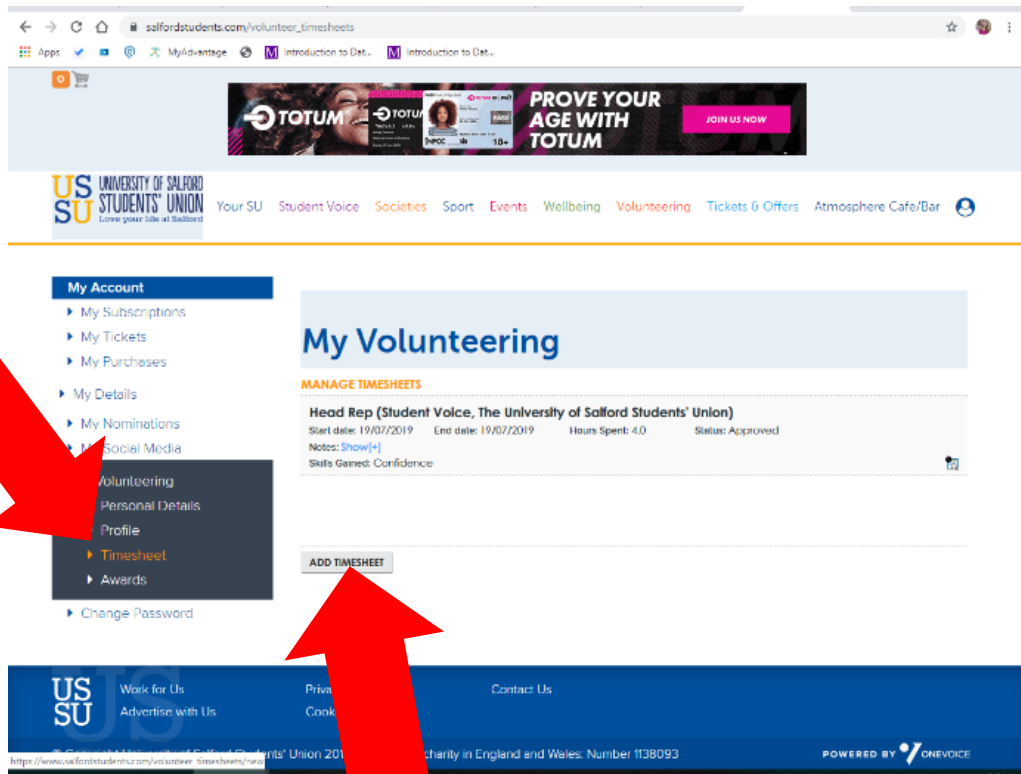
- a) Go onto [salfordstudents.com](https://salfordstudents.com), and click on 'Account/Profile'



b) Go onto 'My Volunteering'



c) Click 'Timesheet'



d) Click 'Add timesheet'

e) 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. '

f) 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:

selfordstudents.com/volunteer\_timesheets/get\_skills\_gained?skill\_edit\_action=edit&timesheet\_id=16847

Apps MyAdvantage Introduction to Dat. Introduction to Dat.

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
- 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 - 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 my course mates.

a) Wait for your hours to be approved.

Apps MyAdvantage Introduction to Dat.. Introduction to Dat..

✓ Your Timesheet has been sent for approval.

**TOTUM** **NOW COMES WITH FREE PROOF OF AGE ID**

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

**My Volunteering**

**MANAGE TIMESHEETS**

**Head Rep (Student Voice, The University of Salford Students' Union)**

Start date: 02/09/2019 End date: 04/09/2019 Hours Spent: 3.0 Status: Pending Approval

Notes: [Show\[+\]](#)

Skills Gained: Confidence

**Head Rep (Student Voice, The University of Salford Students' Union)**

Start date: 19/07/2019 End date: 19/07/2019 Hours Spent: 4.0 Status: Approved

Notes: [Show\[+\]](#)

Skills Gained: Confidence

**ADD TIMESHEET**

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 as a contributing factor towards you winning an award at the SU Ball.

## 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](mailto:ussu-volunteering@salford.ac.uk) with
  - A (high quality) photo or video of yourself volunteering
  - 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

## USSU Ball



- Our judging panel for the USSU Ball awards will look at your reflections to help decide who wins the awards in May.
- The USSU Ball is a glitzy celebration evening for all student volunteers, held on May 23<sup>rd</sup> 2020.
- We're taking over Maxwell Hall to turn it into an amazing venue for one night where we can celebrate your success as Salford students including live acts and entertainment.
- There are awards up for grabs in the following categories
  - o Student Volunteer of the Year
  - o Students' Union Personality of the Year
  - o Academic Society of the Year
  - o Cultural Society of the Year
  - o Society of the Year
  - o Competitive Sports Club of the Year
  - o Recreational Sports Club of the Year
  - o Student Group Collaboration of the Year
  - o Student Group Inclusivity Award
  - o Most Improved Student Group of the Year
  - o Student-Led Event of the Year
  - o Student Group Project of the Year
  - o Societies Newcomer of the Year
  - o Sports Newcomer of the Year
  - o Course Representative of the Year
  - o School Representative of the Year
  - o Student Group Committee Member of the Year

## Skill up on your Volunteering profile

- a) Go onto [salfordstudents.com](https://salfordstudents.com), and click on 'Account/Profile'



- b) Go onto 'My Volunteering'

Screenshot of the Salford Students' Union website showing the 'My Subscription' page. A large red arrow points to the 'My Subscriptions' link in the left-hand navigation menu.

Page URL: [salfordstudents.com/user\\_groups/my\\_subscriptions](https://salfordstudents.com/user_groups/my_subscriptions)

Navigation links: 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
------	------------	--------	------

**EVENT TICKETS PURCHASED**

Events

Name	Role	Status	Date	Actions
------	------	--------	------	---------

Footer: US SU, Work for Us, Advertise with Us, Privacy Policy, Contact Us, Cookie Policy, Students' Union 2017, Registered charity in England and Wales. Number 1138093, POWERED BY ONEVOICE

c) Go on 'Profile'

Screenshot of the Salford Students' Union website showing the 'Profile' page. A large red arrow points to the 'Profile' link in the left-hand navigation menu.

Page URL: [https://www.salfordstudents.com/user\\_profiles/20441/edit](https://www.salfordstudents.com/user_profiles/20441/edit)

Navigation links: 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&section=1#no-back-button](https://salfordstudents.com/user_profiles/15954767/profile_setup?click=next_update&section=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
- ▶ My Tickets
- ▶ My Purchases
- ▶ My Details
  - ▶ My Nominations
  - ▶ My Social Media
- ▶ My Volunteering
  - ▶ Personal Details
  - ▶ **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**

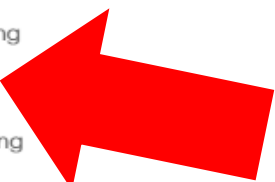
Please select which areas of interest you'd like to volunteer for. This will help us and volunteering organisations / projects match opportunities to your interests. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page.  
**(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 <a href="#">[Add/Edit Evidence]</a>
<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.

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:

[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 volunteering journey! You can use these examples in job applications and interviews.