

Salford Students Volunteering – How to use our reflection system



During your time as a student volunteer, you're going to smash it on behalf of the people and organisations that need your help. You're also going to 'Crash and Burn, Learn and Grow'.

Want to skip straight to the 'Learn and Grow'? Keep. A. Journal.

Keeping a reflective journal has been proven to increase your IQ, make you more mindful, and help you achieve your goals. Also, it makes you look good in yellow.*

Salford Students Volunteering has an online platform where you can do this. Register, reflect, and rock that mustard mackintosh.

*Writing a journal may or may not make you look good in yellow.

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Step 1 – Make sure you're registered on the website

Go on www.salfordstudents.com and register as a student using your normal University log-in details.

Step 2 – Register as a Volunteer

- a) Go on the 'Opportunity Finder' within the volunteering tab

There are screenshots below to show you how to do this:

MASSIVE STUDENT DISCOUNTS
[SIGN UP FOR FREE!](#)

[Your SU](#)
[Student Voice](#)
[Societies](#)
[Sport](#)
[Events](#)
[Wellbeing](#)
[Volunteering](#)
[Tickets & Offers](#)
[Atmosphere Cafe/Bar](#)

[Opportunity Finder](#)
[Fundraising \(RAG\)](#)

Enhance your CV while supporting your Union

Volunteering

- Opportunity Finder
- Fundraising (RAG)

You can volunteer right here at the Students' Union. On our [Opportunity Finder](#) you can find volunteering roles in which you can support your fellow students, plan their sports and societies activities, and represent their views to the university and beyond.

If you're organizing a sports game or planning a social event for your society, you're volunteering! Volunteering is freely choosing to spend time, unpaid doing something to benefit the environment or others. (NCVO)

We are working to make connections with charities for you to have volunteering opportunities in your local area. In the meantime, you may

b) Click on a volunteering Opportunity

[Your SU](#)
[Student Voice](#)
[Societies](#)
[Sport](#)
[Events](#)
[Wellbeing](#)
[Volunteering](#)
[Tickets & Offers](#)
[Atmosphere Cafe/Bar](#)

DATE FILTER ▾

AVAILABILITY ▾

AREA OF INTEREST ▾

- ☐ Animals and Wildlife
- ☐ Arts and Culture
- ☐ Business and Leadership
- ☐ Campaigning and Fundraising
- ☐ Children and Young People
- ☐ Creative and design
- ☐ Disability Rights

INTERESTED ACTIVITIES ▾

SKILLS CAN BE GAINED ▾

REQUIRED SKILLS ▾

School Rep for Postgraduate (PGT & PGR) ...

Once a week

Academic Matters

Be the Voice of Students in your Directorate & School, and secure academic change for your peers.

MORE...

School Rep for Acoustics, Digital Media ...

Once a week

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School Rep for International Finance, Ac ...

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MORE...

Rafiki Volunteer

Once a week

Student-led Volunteering Projects

Rafiki volunteers offer peer support to students in our drop-in centre and online.

MORE...

[Load more opportunities...](#)


- c) Click the orange box 'Apply for this opportunity' you will then be asked to register for the volunteering platform in a banner at the top of the page. Click on this link to register.

The screenshot shows a web browser at the URL https://www.salfordstudents.com/volunteering-opportunities/school-rep-for-nursing-ed24/apply_for_opportunity. At the top, there is a banner for 'MYPROTEIN'. Below this is the Salford Students Union navigation bar with links: Your SU, Student Voice, Societies, Sport, Events, Wellbeing, Volunteering, Tickets & Offers, Atmosphere Cafe/Bar, and a user profile icon. A red arrow points to an orange button labeled 'APPLY FOR THIS OPPORTUNITY' in the top right corner of the page content area.

Back

School Rep for Nursing

About organisation / project
We are a democratically run charity led by elected student representatives – working to represent students' academic interests and to make sure their University experience is the amazing, life changing experience it should be. We are independent of the University and work entirely for students. Our aim is to help you love your life at Salford. The Student Voice department ensures that student views are communicated to the University, whether that be through Student Reps, whom we train and support, or student-led campaigns to lobby for change.



Details **Hide[]**

School Representatives play a crucial role in improving the student experience. They act as the point of contact between all Course Representatives in their Directorate and the Head of School. They also liaise with their Sabbatical Officer to ensure that student issues and concerns are raised and dealt with at an appropriate level when they fall outside of the School's scope. They work in partnership with senior staff to ensure the department is listening to, and acting on, student feedback to deliver an excellent student experience. Full training will be provided for this role, as well as many development opportunities.

Responsibilities of the role:

- Collating the feedback from Course Reps on their experience, face-to-face & online.
- Analysing data to identify directorate-level issues and writing reports when required.
- Conducting further research into School-wide issues, with support of the Students' Union. Disseminating Students' Union led research to Course Reps when required.
- Working with other School Reps across Directorates to represent students' views to the Union + University and seeking to improve student life.
- Attending relevant meetings with University staff to discuss feedback on behalf of the Directorate. Taking part in quality enhancement, reviewing current courses and making recommendations for change.
- Assisting with the training of Course Representatives when required.
- Acting as the Library Champion for the Department and using the Library Champion budget to request books to order.

- d) Fill in your personal details, and your volunteering profile.

Please take your time to fill in this information. We are collecting it so that we know what you want from your volunteering experience and how to improve the Salford Students Volunteering service for you.

- e) For the 'Skills I Have' section please click 'Add evidence' and attach evidence of the skills that you have.

Organisations that you apply to will be able to see these skills reflections.

- f) In the box, write about a time when you have shown or developed a skill, using the 'SSTARR' formula (Situation, Skill, Task, Action, Result, Reflection)

S – Situation - What situation were you in? (This could be a job or 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?

Upload any files that you have that support your example. This could be a picture, video, or document.

An example of how to do this is featured in the screenshots below.

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

Your SU Student Voice Societies Sport Events Wellbeing Volunteering Tickets & Offers

Hi, Joanna Smith
Thank you for enrolling for volunteering.

STEP 1 Areas of Interest STEP 2 Activities I'd like to do STEP 3 Skills I have

Please select which skills you already have. This will help us to match you with the right volunteering opportunities. You can amend your selections at any time via your volunteer profile.
(At least one is mandatory)

☐ Administration and Clerical ☐ Communication ☐ Creative ☐ Initiative ☐ Listening ☐ Mentoring

☐ Driving ☐ Events ☐ Leadership and Management ☐ Literacy and communication ☐ Marketing ☐ Mediation

☒ IT, Computers and Web Skills

[Add/Edit Evidence]

IT, Computers and Web Skills

Please add supporting evidence

STAR Example

Situation – I am a third year student and secretary of the committee for Women's Football.

Task – I had to design the training manual for next year's committee. I used the skills I gained from my Microsoft Office specialist exam in word.

Action – I saved lots of time, because my exam taught me how to quickly highlight, bold, and make green all the titles in our training manual.

Result, – Creating the manual only took 30 minutes, when it could have taken hours.

Reflection – I did good for others by creating an attractive, easy to read manual that will be of use to future Women's Football members and teach them how to overcome common challenges faced on committee.

Please add supporting document

Choose File Training Manual .docx

Save

- g) Fill in your personal statement. Please be specific if there is a particular type of volunteering that you would like to do. Below is an example.

"I want to become a volunteer because I want to improve my spoken English and make a difference in the local community.

I am an international student from Valencia in Spain, and I am at Salford for my undergraduate degree in Mechanical engineering.

However, I want to do things apart from my course, and it's important to me to feel connected to the local area.

I used to volunteer at a care home back in Spain, and I enjoyed playing drama games with the residents. "

i This information is being collected to get your preferences in volunteering opportunities. This will help us provide you with opportunities of your interest.

Use this space to write a personal statement on why you want to become a volunteer.

I want to become a volunteer because I want to improve my spoken English and make a difference in the local community.

I am an international student from Valencia in Spain, and I am at Salford for my undergraduate degree in Mechanical engineering.

However, I want to do things apart from my course, and it's important to me to feel connected to the local area.

I used to volunteer at a care home back in Spain, and I enjoyed playing drama games with the residents.

I would like to do something similar here. |

Prev

Finish

Step 3 - Apply for an Opportunity

- a) Go onto the opportunity finder and browse for a volunteering role
 - o You can search according to your interests, availability, skills you have, skills you want, and the dates of the opportunity.

[Your SU](#)
[Student Voice](#)
[Societies](#)
[Sport](#)
[Events](#)
[Wellbeing](#)
[Volunteering](#)
[Tickets & Offers](#)
[Atmosphere Cafe/Bar](#)

School Rep for Postgraduate (PGT & PGR) ...

Once a week

Academic Matters

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MORE...

School Rep for Acoustics, Digital Media ...

Once a week

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MORE...

CHANGE

School Rep for Law

Once a week

Academic Matters

Be the Voice of Students in your Directorate & School, and secure academic change for your peers.

MORE...

CHANGE

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Once a week

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MORE...

RAFIKI

Rafiki Volunteer

Once a week

Student-led Volunteering Projects

Rafiki volunteers offer peer support to students in our drop-in centre and online.

MORE...

Search opportunities

DATE FILTER

AVAILABILITY

AREA OF INTEREST

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SKILLS CAN BE GAINED

REQUIRED SKILLS

☐ Animals and Wildlife
☐ Arts and Culture
☐ Business and Leadership
☐ Campaigning and Fundraising
☐ Children and Young People
☐ Creative and design
☐ Disability Rights

Load more opportunities...

b) Do a 'one-click apply' to apply for this role.

The screenshot shows the Salford Students' Union website. The header includes the logo and navigation links: Your SU, Student Voice, Societies, Sport, Events, Wellbeing, Volunteering, Tickets & Offers, and Atmosphere Cafe/Bar. The main content area is titled 'When can you do this role/Calendar'. It specifies a minimum commitment level of 'Once a week', a start date of '09-09-2019', an end date of '29-05-2020', and a start time of '12:00 AM'. A calendar grid shows availability with orange checkmarks for Monday through Friday, with options for Morning, Afternoon, and Evening slots. Below the calendar, there are two buttons: 'Back' and 'APPLY FOR THIS OPPORTUNITY'. A yellow box contains the following text: 'To one-click apply for this opportunity you need to have completed the following:'. Below this, a list of requirements is provided:

- You need to have an active account on this website
- You need to have an active volunteering account
- You need to have fully completed the volunteering profile set-up

The footer of the page includes the US SU logo, links for 'Work for Us', 'Advertise with Us', 'Privacy Policy', 'Cookie Policy', and 'Contact Us', along with copyright information and a 'POWERED BY' logo.

c) Register externally (If this is an opportunity outside the students' Union)

- If you are registering for an opportunity with an external organisation e.g. the Science and Industry Museum you may be taken to their external registration page
- On the external page please **mention that you are a volunteer from the University of Salford Students' Union**, this way the external organisation will know to approve you as an official union volunteer.

d) Wait for contact from the volunteering organisation

- The organisation may need more details from you, so follow their guidance.

Step 4 – 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.

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



- b) Go onto 'My Volunteering'

← → ↻ 🏠 salfordstudents.com/user_groups/my_subscriptions ☆ 👤 ⋮

Apps 📱 MyAdvantage 📧 Introduction to Dat... 📧 Introduction to Dat...

TOTUM JOIN TOTUM LITE FOR FREE NOW

UNIVERSITY OF SALFORD STUDENTS' UNION 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				

US SU Work for Us Advertise with Us Privacy Policy Contact Us Cookie Policy

https://www.salfordstudents.com/user_profiles/20441/edits Students' Union 2017 Registered charity in England and Wales. Number 1138093 POWERED BY ONEVOICE

c) Click 'Timesheet'

← → ↻ 🏠 salfordstudents.com/volunteer_timesheets ☆ 👤 ⋮

Apps 📱 MyAdvantage 📧 Introduction to Dat... 📧 Introduction to Dat...

TOTUM PROVE YOUR AGE WITH TOTUM JOIN US NOW

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

My Volunteering

MANAGE TIMESHEETS

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

US SU Work for Us Advertise with Us Privacy Policy Contact Us Cookie Policy

https://www.salfordstudents.com/volunteer_timesheets/new Students' Union 2017 Registered charity in England and Wales. Number 1138093 POWERED BY ONEVOICE

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:

The screenshot shows a web browser at the URL salfordstudents.com/volunteer_timesheets/get_skills_gained?skill_edit_action=edit×heet_id=16847. The page features the University of Salford Students' Union logo and a navigation bar with links: Your SU, Student Voice, Societies, Sport, Events, Wellbeing, Volunteering, Tickets & Offers, and Atmosphere Cafe/Bar. A left sidebar menu includes 'My Account' (with sub-links: My Subscriptions, My Tickets, My Purchases, My Details, My Nominations, My Social Media) and 'My Volunteering' (with sub-links: Personal Details, Profile, Timesheet, Awards, and Change Password). The main content area is titled 'EDIT TIMESHEET' and 'ADD SKILLS GAINED'. It prompts the user to 'Please select and add comments to skills gained during this opportunity'. A checkbox for 'Confidence' is checked, with a note 'Please add supporting comments for this skill'. A text box contains the following reflection: '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.' A red text indicator shows '500 characters left'. At the bottom of the form are buttons for 'Submit For Approval' and '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.

- e) 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.

The screenshot shows a web browser displaying the University of Salford Students' Union website. At the top, a green notification bar states "Your Timesheet has been sent for approval." Below this is a banner for "TOTUM" and "NOW COMES WITH FREE PROOF OF AGE ID". The main navigation bar includes links for "Your SU", "Student Voice", "Societies", "Sport", "Events", "Wellbeing", "Volunteering", "Tickets & Offers", and "Atmosphere Cafe/Bar". The "My Account" sidebar on the left lists options like "My Subscriptions", "My Tickets", "My Purchases", "My Details", "My Nominations", "My Social Media", "My Volunteering" (which is expanded to show "Personal Details", "Profile", "Timesheet", and "Awards"), and "Change Password". The main content area is titled "My Volunteering" and features a "MANAGE TIMESHEETS" section. It displays two volunteering entries for "Head Rep (Student Voice, The University of Salford Students' Union)". The first entry has a start date of 02/09/2019, end date of 04/09/2019, 3.0 hours spent, and a status of "Pending Approval". The second entry has a start date of 19/07/2019, end date of 19/07/2019, 4.0 hours spent, and a status of "Approved". Both entries include a "Notes: Show(+)" link and "Skills Gained: Confidence". At the bottom of the page, there is an "ADD TIMESHEET" button.