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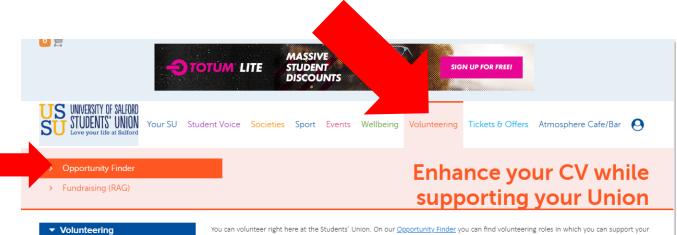
Step 1 – Make sure you're registered on the website

Go on <u>www.salfordstudents.com</u> 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:



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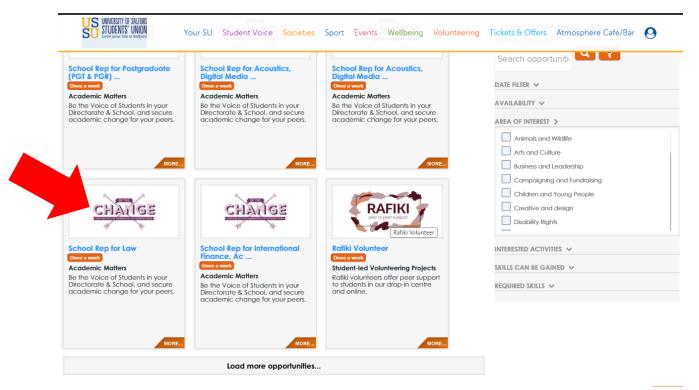
- Opportunity Finder
- Fundraising (RAG)

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

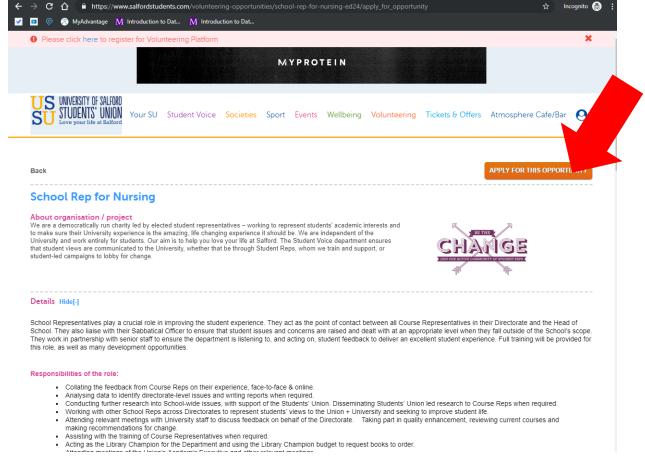


We are working to make connections with charities for you to have volunteering opportunities in your local area. In the meantime, you may

b) Click on a volunteering Opportunity



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.



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.

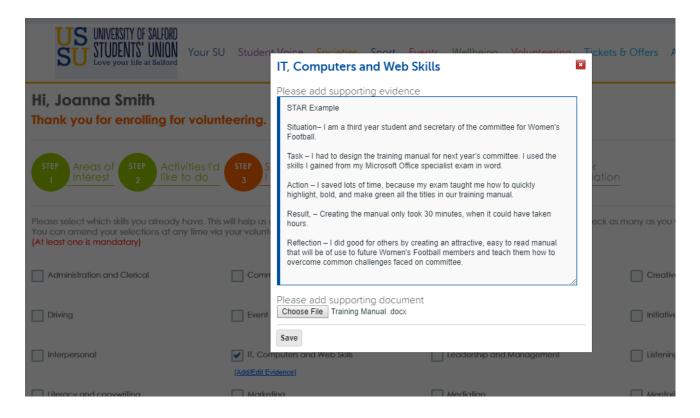
Organisations that you apply to will be able to see these skills reflections.

- 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.



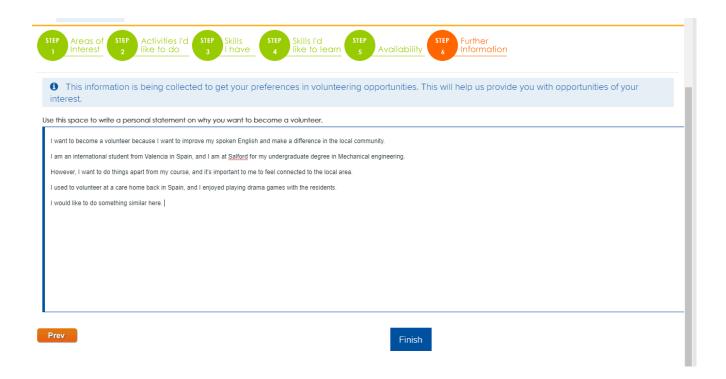
g) Fill in your personal statement. Please be specific if there is a particular type of volunteering that you would like to do. Below is an example.

"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. "

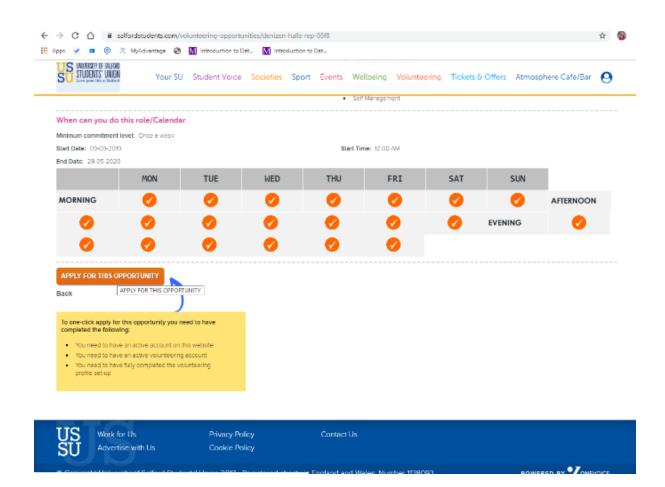


Step 3 - Apply for an Opportunity

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

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	Load more opportunities		

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



- 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'

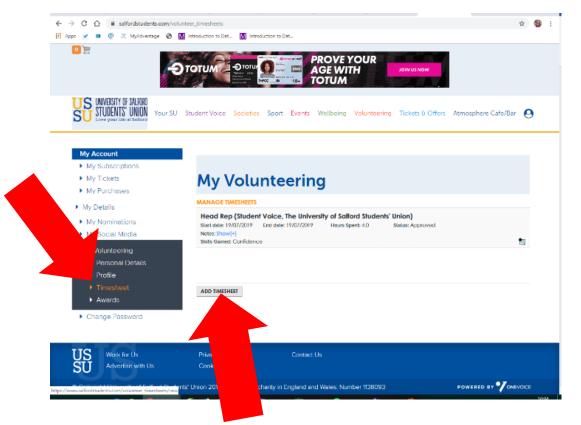


b) Go onto 'My Volunteering'

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c) Click 'Timesheet'



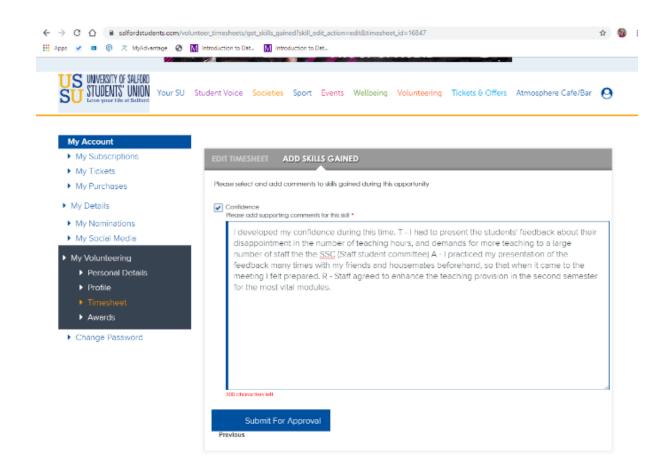
- d) Click 'Add timesheet'
- e) Log the number of hours you did, and briefly describe what you did during that time

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:



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.

