Volunteering

Sample
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Your Volunteering on Record

You are now a volunteer!

This short course is all about capturing, recognising and rewarding the volunteering work you do.

There are lots of volunteering opportunities you could be involved with...

- Events
- Mentoring
- Animal Care
- International Aid
- Environment
- Human Rights
- Community Projects
- Fundraising
- Educational Projects
- Charity Work
- Sports
- Politics
- Faith-based work
- Music
- Media/ICT

Stewarding
Working at a sports event
Helping at festivals
Animal rescue
Improving locality
Gardening
Working in residential homes
Working on farms
Working in a cafe
Working in a soup kitchen
Working at a homeless shelter
Doing DIY
Awareness raising
Decorating
Dog walking
Helping with shopping
Reading to children
Making cakes
Collecting money

This book will help you get the most out of your volunteering.

- learn about volunteering
- plan what you will be doing
- keep a record of the work you do
- review your experience and achievements
- count it towards qualifications
- develop your skills to be more effective in life
Portfolio - Collecting Evidence

What evidence goes into the portfolio?

- Completed Volunteering as an Adult Short Course book
- Record of Progress (page 5)
- Sets of Skills Sheets (pages 26-32)
- Evidence of volunteering (see below)
- Summary of Achievement (pages 33-35)
- Personal Statement (page 36)

Examples of evidence you could include in your portfolio

- Diary or log
- CDs or DVDs (for sound or video)
- Witness statements
- Photographs
- Diagrams
- Charts
- Diaries
- Reports
- Attendance sheets
- Notes
- Lists
- Leaflets
- Company profiles
- Letters
- Emails
- Artwork
- Employer’s records
- Minutes of meetings

Information for tutors

To download A Quick Guide to Short Courses, go to: www.asdan.org.uk/short_courses_secure. This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.
Get Ready to Volunteer!

Volunteering Planner
Volunteering Planner

Get off to the best start in your volunteering with these preparation activities. Complete at least THREE over ten hours for 1 credit.

1. Spend a couple of hours with someone who is volunteering at the moment. Record your observations of the types of work they are doing.
   - Ask them more about their volunteering experience, for example:
     - How they found out about the volunteering work
     - Why they decided to do it
     - What they enjoy about it and what they don’t
     - What they plan to do afterwards

2. Find out about the world of volunteering and why it is important.
   - Investigate the volunteering opportunities available to you in your local area or further afield.

3. Take part in a group discussion about the benefits and drawbacks of volunteering. Share any examples of experiences – both good and bad – that you, or other volunteers you know, have had.
   - Record the key points of the discussion.

4. Find out about the issue of confidentiality that arises in some volunteering placements.
   - Make a fact sheet with information about this topic.

Skills Used
- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths
Volunteering Extra

Volunteering Extra Log
You have already participated in *at least one* volunteering role. Show with this log how you have taken on a further volunteering role, perhaps with greater responsibility and independence, such as fundraising or awareness-raising. **Complete ten hours for 1 credit and twenty hours for 2 credits.**

<table>
<thead>
<tr>
<th>Date and time</th>
<th>What I did and what I thought about it</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Where I volunteered..........................</td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td>AM/PM</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>AM/PM</td>
<td></td>
</tr>
<tr>
<td>Total hours:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you have any extra responsibility?</td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>If yes, what was it?</td>
<td>........................................</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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</table>
Making the Most of Your Volunteering

Volunteering Review
Discuss the highs and lows of volunteering with other volunteers.

Make a group booklet of everyone’s volunteering stories and publish it.

Using the experience you have gained, explore ways in which you could progress from your volunteering into areas of work, training courses, positions of responsibility or more volunteering.

Complete this questionnaire about the volunteering work you have done:

What type of volunteering have you done?

Did this include a placement with an organisation?  
Yes ☐  No ☐
If yes, what did you think of the organisation?

What skills do you have that were useful for your volunteering?

What skills did you develop most through the volunteering?

How did your volunteering benefit the community, other people and you?

Did you achieve what you wanted to when you started?
Adding Value

Your Volunteering as an Adult Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent volunteering. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your volunteering skills and experience.

**OPTIONS**

- **Volunteering as an Adult Short Course**
- **AoPE**
  - Award of Personal Effectiveness
  - Use the Volunteering as an Adult Short Course to demonstrate your personal effectiveness skills and achieve the AoPE qualifications
- **CoPE**
  - Certificate of Personal Effectiveness
  - Follow on from the Volunteering as an Adult Short Course into CoPE and use 6 curriculum credits towards the CoPE qualifications
- **WKS**
  - Wider Key Skills
  - Develop the Volunteering as an Adult Short Course into Wider Key Skills qualifications
- **Employability**
  - Develop the Volunteering as an Adult Short Course into Employability qualifications

**CERTIFICATED OUTCOMES**

- **Volunteering as an Adult Short Course (Non-Qualification)**
- **Volunteering as an Adult Short Course**
  - AoPE Qualifications
- **Volunteering as an Adult Short Course**
  - CoPE Qualifications
- **Volunteering as an Adult Short Course**
  - Wider Key Skills Qualifications
- **Volunteering as an Adult Short Course**
  - Employability Qualifications

If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Volunteering as an Adult Short Course.