



# Volunteering

## Short Course

Student name:

Centre name:

ASDAN tutor:

Sample

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# Volunteering Short Course

## Contents

Introduction	2
Achieving Your Short Course	3-4
Record of Progress	5
Recording Your Skills	6
<b>Module 1 Get Ready to Volunteer</b>	<b>7</b>
Volunteering planner challenges	8-9
<b>Module 2 Your Volunteering Experiences</b>	<b>11</b>
Volunteering challenges	12
Volunteering log examples	13
Volunteering log	14-21
<b>Module 3 Making the Most of Your Volunteering</b>	<b>13</b>
Volunteering review challenges	24-25
<b>Recording Documents</b>	<b>27-34</b>
Adding Value	35
Space for Notes	36
<b>Summary of Achievement</b>	<b>Yellow centre pages</b>



# Achieving your Short Course

How long will the Short Course take?	Hours	Credits
You have the option of accrediting up to 60 hours of volunteering activities. For every 10 hours, you are awarded one credit, for example:	10	1
	30	3
	60	6

These credits can contribute towards other programmes and qualifications.

The **Volunteering Short Course** can lead to:

**ASDAN Personal Development Programmes**  
(Bronze, Silver, Gold or Universities)

**ASDAN Qualifications (Levels 1 and 2)**

AoPE (Award of Personal Effectiveness) Levels 1 and 2

CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead on to:

**ASDAN Qualifications (Level 3)**

CoPE (Certificate of Personal Effectiveness) Level 3

## What must I do?

**Read through** these introductory pages carefully.

**Look at the modules and challenges** and decide which challenges you wish to complete – your tutor will be able to help you decide.

**Create an evidence portfolio** to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

**Plan, organise and carry out** your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

**Before asking your tutor to check your work** and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 27-34)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

## What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

## Information for tutors

To download A Quick Guide to Short Courses, go to: [members.asdan.org.uk/my-courses/short-courses](https://members.asdan.org.uk/my-courses/short-courses)

This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.



# Recording Your Skills

## Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Volunteering activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

## The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

## Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

## Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

## Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.



## Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

## Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

## Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



# Module 1

## Get Ready to Volunteer

### Volunteering planner



# Module 1

## Get Ready to Volunteer

**Section A:** Complete at least THREE challenges over 10 hours (1 credit)

This module is optional. If chosen, you must also complete at least 10 hours (1 credit) of volunteering activities from Module 2.

**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

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**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.

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**3** Take part in a group discussion about the benefits and drawbacks of volunteering. Share any good or bad volunteering experiences that you are aware of.

Record the key points of the discussion.

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths



Module 2  
Your Volunteering  
Experiences  
Volunteering log



## Volunteering log examples

Date and time	What I did and what I thought about it	Evidence
Date: 14th June	<p>Where I volunteered: Whyteleaf Nursing Home</p> <p>My main task today was to make and serve lunch to the residents. I had to follow the instructions to ensure everything was ready in line with the agreed timetable; it is important to keep the residents' routine consistent.</p> <p>Catering for such large numbers was a new experience for me but I was pleased that it all seemed to go according to plan.</p>	<p>Daily staff rota</p> <p>Timesheet signed by Carole</p>
Start time: 11.30am		
Finish time: 1.30pm		
<b>Total hours: 2</b>		
Did you have any extra responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		
Date: 16th June	<p>Where I volunteered: Whyteleaf Nursing Home</p> <p>The main morning duties were to clean the residents' bedrooms and help them make their beds. After this had been completed, I was able to spend some time talking and playing games with the residents.</p> <p>This was a very rewarding part of my volunteering because you get to see the difference you are making to people's lives.</p>	<p>Daily staff rota</p> <p>Timesheet signed by Carole</p>
Start time: 9.30am		
Finish time: 1.30pm		
<b>Total hours: 4</b>		

Date and time	What I did and what I thought about it	Evidence
Date: 18th July	<p>Where I volunteered: Betty Henderson's house (neighbour)</p> <p>I spent the day carrying out a number of manual labour jobs for my elderly next-door neighbour, who lives alone and is unable to do these tasks herself. I did some general tidying and landscaping in the garden, before mending a couple of cupboards in the kitchen and lifting some heavy items into the loft.</p> <p>Carrying out some informal volunteering made me realise just how much opportunity there is in the local community for helping out in this way.</p>	<p>Letter from Betty</p>
Start time: 9am		
Finish time: 4pm		
<b>Total hours: 7</b>		
Did you have any extra responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		
Date: 20th July	<p>Where I volunteered: Cancer Research Charity Shop</p> <p>I spent two hours working at the charity shop, sorting through donations in the back room. There are a lot of important unseen steps in processing donations like this - such as checking the item, logging it on the system and pricing.</p> <p>I enjoyed working as part of a group while doing this task, there was a good team spirit between the different volunteers at the shop.</p>	<p>Timesheet signed by Peter Heart</p>
Start time: 10am		
Finish time: 12pm		
<b>Total hours: 2</b>		



# Module 3

Making the Most of Your  
Volunteering

Volunteering review

# Module 3: Making the Most of Your Volunteering

**4** Write a letter or email of thanks to the organisers of your volunteering.  
Describe the skills and qualities you believe you have developed as a result.

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

**5** Discuss the highs and lows of volunteering with your friends.  
Make a group booklet of everyone's best, worst, funniest, silliest, most embarrassing and most positive volunteering stories and publish it.

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

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

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

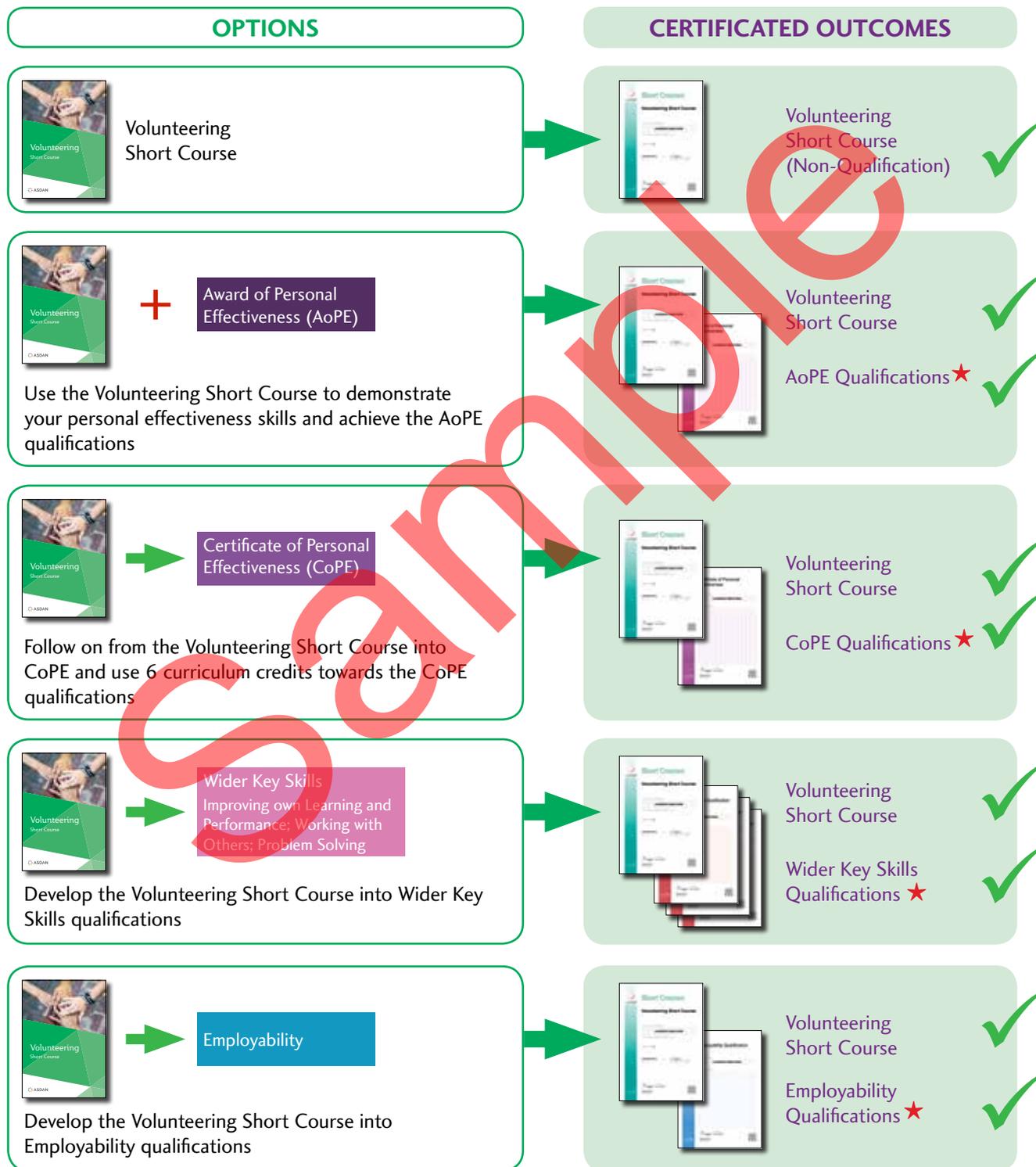
**7** Complete this questionnaire about your volunteering:

- What type of volunteering have you done?
- Did this include a placement with an organisation? 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?

- Skills I used:**
- Learning
  - Teamwork
  - Coping with Problems
  - Use of IT
  - Use of English
  - Use of Maths

# Adding Value

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



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

Sample



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