

Bronze Award

Introduction to Volunteering



Print name: _____

Date Submitted: _____

The Bronze Award applies when you have completed approximately 25 hours of voluntary work through VE @ Keele.

Please complete your workbook and submit to the VE Project leader, attaching any evidence and your hour's log.

Bronze Award

Learning Outcome UNIT 1	Assessment Criteria	Evidence submission
1. Identify an appropriate organisation to have a volunteer placement.	1.1 Identify the type of work and different groups of interest. 1.2 Apply and develop the areas identified to the database of opportunities available.	1.1 Original application form, interest's identification form. 1.2 Print out from database.
2. Identify and understand the tasks that you undertake in the organisation.	2.1 Describe the work undertaken. 2.2 Describe how that work fits into the over all aims and objectives of the organisation, with which you are volunteering.	2.1 & 2.2 Placement log 2.2 Aims and objectives organisation form.
3. Develop an understanding of the strengths and weaknesses of yourself and identify areas for improvement.	3.1 Identify your own strengths and weaknesses in relation your organisation. 3.2 Develop and apply an action plan for skills development.	3.1 Skills assessment 1. 3.2 Personal Action Plan.
4. Construct a personal skills development plan.	4.1 Review strengths and weaknesses after 10 hours of volunteering. 4.2 Reflect on skills development action plan. 4.3 Complete the skills development plan.	4.1 Skills Assessment 2 4.2 Reflections form 4.3 Skills development plan



Details About Your Placement

Your Name
Volunteer Placement Organisation Name
Volunteer Placement Organisation Address
Volunteer Supervisors Name
Volunteer Role Title
Date Placement Started



Interest Identification Form (1.1)

Please tick the groups/skills and type of work you are interested in.

Admin/Office IT	
Advice	
Animals	
Art & Culture	
Children	
Community Groups	
Disability	
Domestic Violence	
Drugs & Addictions	
Education & Literacy	
Elderly	
Environment	
Families	
Fundraising/Promotions/Campaigning	
Gay, Lesbian, Transsexual, Bisexual	
Health & Hospital	
Heritage	
Homelessness & Housing	
Human & Civil Rights	
International Placements	
Legal & Justice	
Media & Communications	
Mental Health	
Museums	
Music & Entertainment	
Politics	
Prisoners & Ex Offenders	
Religion	
Sports & Outdoor Activities	
Women's Groups	
Youth	
Other	

Placement Log (2.1)



Please complete at any point when volunteering.

Date: **Point in Placement (please circle)**

Start

Middle

End

1. List the different tasks you have undertaken.

2. Asterisk (*), underline or highlight the tasks above, which you believe contribute significantly to the aims and objectives of the organisation with which you are volunteering.

3. Choose one of the tasks you have asterisked and state why you think it contributes to the organisations aims and objectives.

Organisation Awareness (2.2)



Please complete this form in order to provide evidence that you have a basic understanding of the organisation within which you volunteer.

Name of Organisation

Organisation's mission

Organisation's structure

Organisation's aims and objectives

State your role as a volunteer in the organisation



Skills Assessment 1 (3.1)

Complete this as soon as you start volunteering this will help you:

- To carry out an assessment of your skills.
- To recognise the skills, attributes and knowledge you already have.
- To identify gaps, areas for improvement and plan ahead in order to fill these.

1 = Need more practice

2 = Able to do with help

3 = Competent without help

4 = Able to help others

SKILL	DESCRIPTION (Below – briefly describe a situation/occasion you have used these skills)	Rate yourself			
		1	2	3	4
Communication 1 to 1					
Listening Skills					
Team Work					
Time Management					
Problem Solving					
Written Skills					
Leadership					
Project Management					
Information Technology					
Initiative					
Responsibility					
Confidence					

Action Plan (3.2)

Completing the action plan will enable you to:

- Identify five personal goals for your period of voluntary experience.
- Improve on low rating skills from your skills assessment 1.
- Decide upon methods for achieving these goals.
- Enable you to record your progress, with evidence as appropriate.

Goals as a volunteer	Future action to be taken
<i>Example</i> <i>To gain experience with special needs children</i>	<i>Get involved in local play schemes</i>
1.	
2.	
3.	
4.	
5.	



Skills Assessment 2 (4.1)

The skills assessment will enable you to measure your progression since starting the volunteer placement with a direct comparison with skills assessment 1.

- It will also help you to gather evidence of skills essential for future applications forms and interviews.
- Ideally complete this section after you have done over 10 hours of volunteering.

1 = Need more practice 2 = Able to do with help 3 = Competent without help 4 = Able to help others

SKILL	DESCRIPTION (Below – briefly describe a situation/occasion you have used these skills)	Rate yourself			
		1	2	3	4
Communication 1 to 1					
Listening Skills					
Team Work					
Time Management					
Problem Solving					
Written Skills					
Leadership					
Project Management					
Information Technology					
Initiative					
Responsibility					
Confidence					

Personal Development Reflections (4.2)

This form is to be completed after you have completed Skills Assessment 1 & 2. Reflecting will help you to identify where you have improved since the start of your voluntary placement and where improvement can still be made.

- 1. List the skills for which you have graded yourself higher on 'Skills Assessment 2 (4.1)' than on 'Skills Assessment 1 (3.1)'.**

- 2. List the skills that you scored a 1 or 2 in 'Skills Assessment 2 (4.1)'**



Skills Development Plan (4.3)

Completing the Action Plan will enable you to:

- Identify personal goals whilst volunteering.
- Decide upon methods for achieving these goals.
- Set yourself an obtainable deadline within which to improve the skill.

Identified Weakness (any skill you rated 1 or 2 on Skills Assessment 2 (4.1))	How Do I Plan To Improve This Skill	Estimated Date of Completion
<i>Example: Problem solving</i>	<i>When identifying problems don't avoid or choose the easiest solution, consider all available options.</i>	<i>By graduation 2005</i>
1.		
2.		
3.		
4.		
5.		

Well done! You have now completed the bronze award. Submit your booklet to the VE Office and we will assess your submission. You will be notified of your result. You will receive a certificate from Keele University in association with the VE Project and invited to a celebration evening where we will present you with your certificate.

