Please ensure you complete reading this booklet prior to attending the workshop
What will you get out of ANU+?

- Develop your skills related to your employability prospects
- Encouragement to give back to your community
- A structured program to maximise your learning from volunteering
- Reflect on your co-curricular experiences to gain a deeper understanding of yourself and the world around you
How to complete ANU+
After reading this booklet, you will be attending the compulsory introductory workshop.

Attend introductory ANU+ workshop → Sign code of conduct → Volunteer 20 hours → Reflect on your development (200-300 words) → Share your experience: written/video/presentation, etc → Complete the program and receive certificate

Undergraduate: repeat x 5 (total of 100 hours)
Postgraduate: repeat x 3 (total of 60 hours)
After attending the workshop, you will be sent two emails – the first will allow you access to the ‘ANU+ workflow’ in CareerHub. All ANU+ submissions will be made in the area of CareerHub, and the first step will be to sign the code of conduct. This is shown on the following page.

The second email will be to receive a code to complete the Clifton Strengths survey. This survey is one of the development opportunities you will get while doing ANU+. You will receive more information about this at the workshop.
What the ‘ANU+ workflow’ will look like in CareerHub

ANU+ workflow

ANU+ is a program that formally recognizes your experience and contribution achieved through volunteering. It encourages you to give back to the community, to develop skills related to your employability prospects and to reflect on your co-curricular experiences to gain a deeper understanding of yourself and the world around you. In this Program, you will develop skills in the following development outcomes:

- self-awareness
- resilience
- inclusion and awareness of diversity
- communication skills
- community and global engagement
- personal and social responsibility
- leadership skills and understanding of organisational dynamics

Code of conduct and volunteering acknowledgement

Submit ‘ANU+ code of conduct and volunteering acknowledgement’
How to get to the ANU+ workflow in CareerHub

Disclaimer
The university follows a specific process for approving job listings. The Australian National University and its staff are not endorsing the particular organisations that are advertising employment opportunities on this site. It will be up to individuals to make their own decisions based around their own values and beliefs as to what organisations they choose to work with.

Prepare for your career

What's new?
• You must volunteer for a minimum of 100 hours if you are an undergraduate, or 60 hours if you are a postgraduate to complete ANU+.

• These hours need to be completed before you graduate, though we recommend to complete it at least a semester before you graduate so you can use what you’ve learnt when applying for jobs when you graduate.

• Over these 100 or 60 hours, you must volunteer with at least two organisations, and one has to be external, i.e. off campus. Examples of internal are roles as part of your residence and ANUSA Clubs and Societies.

• Generally, if you want to volunteer interstate or overseas, this is capped at 40 hours for undergraduate or 20 hours for postgraduates. However, to promote social isolating, we are encouraging online volunteering, and the cap does not apply to semester 2 2020.

• At the workshop, you will learn more about your rights and responsibilities as a volunteer.

• The next page provides you with the time sheet you will need to complete for all your volunteering activities. Each time sheet should add up to 20 hours (a little bit less or over is ok, as long as the total adds up to 100 or 60 hours). They are done in 20 hour blocks as this is an ideal amount of hours to complete the next step, the reflection. However, to promote social distancing, we will accept an email from the organisation stating your name and hours, or a screenshot where some organisations record your hours. Otherwise, you can send your time sheet to get signed digitally if they would prefer.

• You can backdate up to three months of volunteering from the day you have completed the workshop.

• Once you have completed a time sheet, or received an email or record of your volunteering, simply take a photo or screenshot of it and upload it to CareerHub (please note: this link will only work after you have attended the workshop).
ANU+ is a program run by the Australian National University (ANU) that formally recognises students’ experience and contribution achieved through volunteering. It encourages them to give back to the community, to develop skills related to their employability prospects and to reflect on their co-curricular experiences and gain a deeper understanding of themselves as well as the world around them. In this Program, our students will develop skills such as self-awareness and communication.

ANU students can volunteer anywhere, and will need to do a total of 100 hours if they are undergraduates and 60 hours if they are postgraduates. They need to volunteer with at least two organisations.

What do I need you to do as part of the program?

The ANU requires this timesheet as evidence that the student has completed the volunteer work. The ANU please requests that someone from the organisation sign off on a student’s time sheet. This is often a volunteer co-ordinator, or could be someone in an ongoing volunteer capacity, i.e. a store manager in a second hand goods store, or an activity host.

It’s up to you as to when you sign off on the hours completed – this could be after each shift, weekly, monthly, etc. It is the student’s responsibility to work this out with you and bring the time sheet.

We request your email or phone number as we do a check on 10 percent of all timesheets submitted.

Further information? Questions for the ANU?

Website: www.anu.edu.au/students/careers-opportunities/volunteering/anu
Email: anuplus@anu.edu.au

Student name and number:

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<th>Organisation</th>
<th>Short description of activities</th>
<th>Dates and hours</th>
<th>Organisation representative name and email or phone number</th>
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For the student: please print this time sheet, have a representative at your organisation sign off on your hours and submit on CareerHub. Each time sheet add up to 20 hours (it can be slightly more than this if your hours add up to that). It can include one or more organisations. Please email anuplus@anu.edu.au if you have any questions.
Please remember

To promote social distancing, we will accept an email from the organisation stating your name and hours, or a screenshot where some organisations record your hours. Otherwise, you can send your time sheet to get signed digitally if they would prefer.
After each 20 hours of volunteering, you will need to complete a reflection.
Each reflection needs to be on one of the development outcomes:
- self-awareness
- Resilience
- inclusion and awareness of diversity
- communication skills
- community and global engagement
- personal and social responsibility
- leadership skills and understanding of organisational dynamics

If you have included more than one organisation in your 20 hours, only reflect on one of these organisations.
You will learn more about reflective writing and these development outcomes at the workshop.
On top of the Clifton Strengths survey you get at the start, there are other incentives and development opportunities you get such as badges to collect after each reflection, coffee voucher with a not for profit, ANU+ t-shirt and a one on one session with a career consultant to learn how to translate your skills learnt on your resume. You will be offered these after each reflection has been approved.
Once you have completed your 100 or 60 hours, you must complete a piece that covers all your volunteering you’ve completed.

As you get closer to this step, we will contact you to set up a discussion to work through what you want to do, and in what format – this can be anything from a written piece, video, etc.
Attend introductory ANU+ workshop

Sign code of conduct

Volunteer 20 hours

Reflect on your development (200-300 words)

Share your experience: written/video/presentation, etc

Undergraduate: repeat x 5 (total of 100 hours)
Postgraduate: repeat x 3 (total of 60 hours)

Complete the program and receive certificate

Once all requirements are met, you will be awarded the certificate
How to find volunteering opportunities
You’ll learn more about this at the workshop, however, here are some links to get you started:

- **Volunteering and Contact ACT** is the peak body of volunteering for the ACT and is starting to promote some online volunteering opportunities. You’ll learn more about them at the workshop. They also are providing telephone support to find opportunities.

- **Go Volunteer** – there are plenty of online opportunities – select ‘Online / Remote Opportunities’

- Attend one of our Zoom ANU+ Ambassador social sessions – they are held regularly and can be found on the events section of the [ANU+ Facebook page](#).

- Follow the [ANU+ Facebook page](#), as organisations will get us to post opportunities directly to you.

**Remember:** you can backdate your volunteering up to three months prior to the workshop, so it’s not too early to start!
ANU+ contact details

✉️ Email: anuplus@anu.edu.au

facebook: ANU+ Facebook page