Volunteer, make a difference and enhance your employability

Pre workshop booklet

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
- Receive the ANU+ Award, which will appear on your transcript
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).

Final submission: written/video/presentation.

Receive the ANU+ Award.

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

How to complete ANU+
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.

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’ looks 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 organizational dynamics

Code of conduct and volunteering acknowledgement

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

Search Jobs
- e.g. Graduate, Analyst, Intern
- Any Location

Bookmarked Jobs
- Experienced/ Professional Employment
- Volunteer
- Internship / Work experience

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
- Upcoming events:
  - Interests, Skills and Values: 23 July 2020
  - Jobs, Jobs, Jobs - there’s...: 23 July 2020
  - Employer Visits Program 2020: 23 July 2020
  - GradWise - Career development: 23 July 2020
  - Find more events

Appointments
- Our counsellors offer guidance and advice, at any stage of your career preparation
- 27 appointments still available.
- Book an appointment

Resources
- Industry and Employer Information
- Video and Online Interviews
- Job
- Design
- More resources

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 for 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 1 2021.

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. Emails must be from an organisation email and letters must include the organisation’s logo. 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).
What is ANU+?

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 minimum 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. Training does not count as part of the hours.

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/anuplus
Email: anuplus@anu.edu.au

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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 timesheet, have a representative at your organisation sign off on your hours and submit on CareerHub. Each timesheet 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. Emails must be from an organisation email and letters must include the organisation’s logo. 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

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

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. There is also a reflective writing guide.

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 final submission. This piece is future focussed and you articulate your ideal workplace culture.

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.

Please refer to the final submission guide.
Attend introductory ANU+ workshop

Sign code of conduct

Volunteer 20 hours

Reflect on your development (200-300 words)

Final submission: written/video/presentation

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

Receive the ANU+ Award

Once all requirements are met, you will be awarded the ANU+ Award. This will appear on your academic transcript.
Refer to the ANU+ FAQs for common questions
How to find volunteering opportunities
You’ll learn more about this at the workshop, however, here are some links to get you started:

- **Volunteering 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’

- 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!
Student stories
Personal & Social Responsibility

Taking care of yourself and being accountable for your decisions and actions; and making decisions and having practices that benefit (or do not negatively impact) society.

What were your responsibilities and why were they important?

While I volunteer in my areas of interest, I recognise that some tasks can be less enjoyable, but necessary to ensure overall success of an organisation or event. Perhaps it is a niggling inner sense of responsibility which drives me to take on those tasks.

For instance, for the Masters of Business Administration Students and Alumni Association, I undertook responsibilities that are important but not what I would consider exciting, including checking regulations and ensuring compliance with ANUSA and other regulatory bodies, writing up annual reports, recording transactions, event logistics planning and event summary write-ups. Contributing to overall success motivates me to accept and embracing these important tasks. This mindset is also important in the workplace.

What is your drive to volunteer?

It really depends! For example, I volunteered with the Canberra Moon festival because it is a well-organised event that showcases Chinese culture, reconnectioning me with my land of birth. For PARSA board, it was an opportunity to develop my strategic thinking, governance, evidence-based decision-making and initiative-taking. With InnovationACT, their program directly aligns with my interests and experience, allowing me to help entrepreneurs with their business models and give them feedback.

I have volunteered for:

- Volunteering ACT
- Food Co-op
- InnovationACT
- ANU Postgraduate and Research Students’ Association (PARSA)
- Canberra Moon Festival
Communication Skills
Strategies for delivering or exchanging information and ideas between people, which occur deliberately, sub-consciously and unconsciously.

How did ANU+ help you develop your communications skills?

I developed my skills in several ways including:

1. Passive to active: rather ‘react’ to questions, I take the initiative to start a conversation;
2. Unconfident to confident: I have improved my language skills which is essential for an international student;
3. Shallow to deep conversation: I didn’t know how to continue a conversation after a few rounds of questions. Now I can follow up and ask open questions, which improve my relationship with others and create better connections.

A tip for others who want to join ANU+

Find someone to volunteer with, as it will be more motivating to complete with companionship. Besides, the information exchange between you and your buddy will give you more exposure to varied opportunities. If you don’t think you have someone, volunteering is a great way to make friends. Even just come to ANU+ events! I met great people at the ANU+ Volunteering Expo and we have been keeping in touch since.

I have volunteered for:

The Food Co-op, SciScouts
Northside Community Service
St Vincent de Paul Society
Canberra Moon Festival
Dragon Boat ACT
ANU Global Programs
Southern ACT Catchment Group
Self-Awareness

To know yourself - your strengths and areas of development, your beliefs and values, your reactions and emotions, how others perceive us and how our actions impact and influence others.

What did you learn about yourself when volunteering?

Volunteering has made me realise that self-development can only occur by first being self-aware; and by harnessing my qualities and interests, I am able to contribute to the lives of others in a meaningful way.

One of my key learnings is that I really enjoy interacting with other people. This has made me realise that I would enjoy a career in healthcare or medicine, in which I can interact with people on a daily basis and witness the positive contributions that I can help make in their lives through the utilisation of teamwork skills. Volunteering has offered countless opportunities to communicate with people and learn about their stories and journeys through life, which has served as the catalyst for this realisation.

What excites you about volunteering?

I love helping others and making positive contributions to our community. Volunteering has fostered this and enabled me to develop a number of invaluable skills that are beneficial for my personal and professional lives, such as teamwork, communication and cultural awareness.

One fond memory is during my time teaching English in a migrant and refugee program at a local primary school. The classroom was very culturally diverse, so I had to be flexible in my teaching approaches. It was gratifying to witness the improvements that the students made over time. One student even drew me a thank-you picture during my final volunteer visit of the school year, which was very touching.

I have volunteered for:

- St Vincent de Paul Society
- Dementia Australia
- Canberra Hospital
- Rise Above Cancer Convoy
- ANU Students Association (ANUSA)
Inclusion & Awareness of Diversity

Effectively recognising and accommodating differences by openly discussing one’s own and other viewpoints, and showing willingness to negotiate within and between different viewpoints.

How have you embraced diversity and what did you learn?

Learning to compromise is integral to everyone’s life, and I was able to learn and practice different ways by volunteering. It has developed my mindset to accept that we all have different life experiences, to listen to what people are trying to convey and ultimately, understand that a diverse team produces the best outcomes.

For example, when volunteering at the Canberra Multicultural Service Radio, we had different preferences in topics to discuss - I had an interest in discussing social and political issues, and others wanted to focus on more relaxing themes like films and books. Furthermore, some of us wanted to approach it in a fact-based matter, while I wanted to focus on people’s opinions. We decided to compromise and cover different segments with opinion/facts, and we made sure we set clear boundaries so listeners can distinguish between facts or opinions. We all acknowledged that this made the best show; making sure it is not too fact-based (might be dry) or opinion-based (might not be true). Part of what I will pursue in the future is working with locals in Thailand and marginalised groups, hence this skill will be vitally important.

A tip for others who want to join

If you are wanting to volunteer and don’t know where to start, I suggest just jumping straight into it. The first step may be challenging, and you might overthink it so much you end up not doing anything. Also, don’t worry if you don’t like what you are doing, as you can always change and explore new options. You will soon feel comfortable enough and have more drive to keep going. Writing your ANU+ reflections will also help you as it will shape the way you think. I now think ahead the purpose of an action, predict the outcomes and recognise my own contribution and my growth.

I have volunteered for:

- Canberra Multicultural Service Radio
- St Vincent de Paul Society
Email: anuplus@anu.edu.au

ANU+ Facebook page