GUIDE TO AUBSU'S VOLUNTEERING MODULE

Arts University Bournemouth Students' Union (AUBSU) leads on student volunteering at Arts University Bournemouth (AUB). We've created a volunteering module, where you can browse what volunteering opportunities are coming up from local and national charities, as well as from AUBSU (RAG fundraising events, Green environmental activities etc.).

AUBSU
ARTS UNIVERSITY BOURNEMOUTH STUDENTS' UNION

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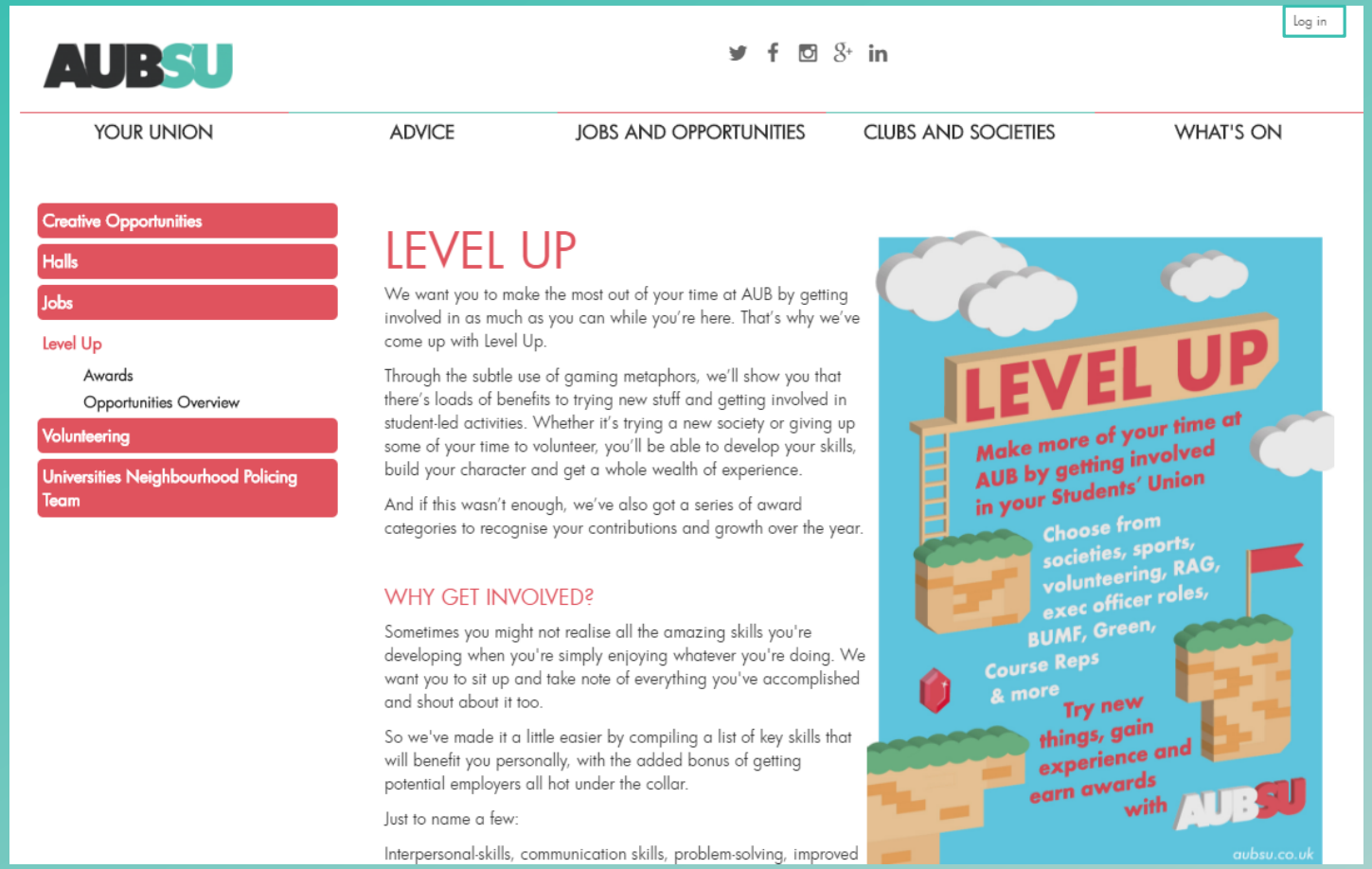


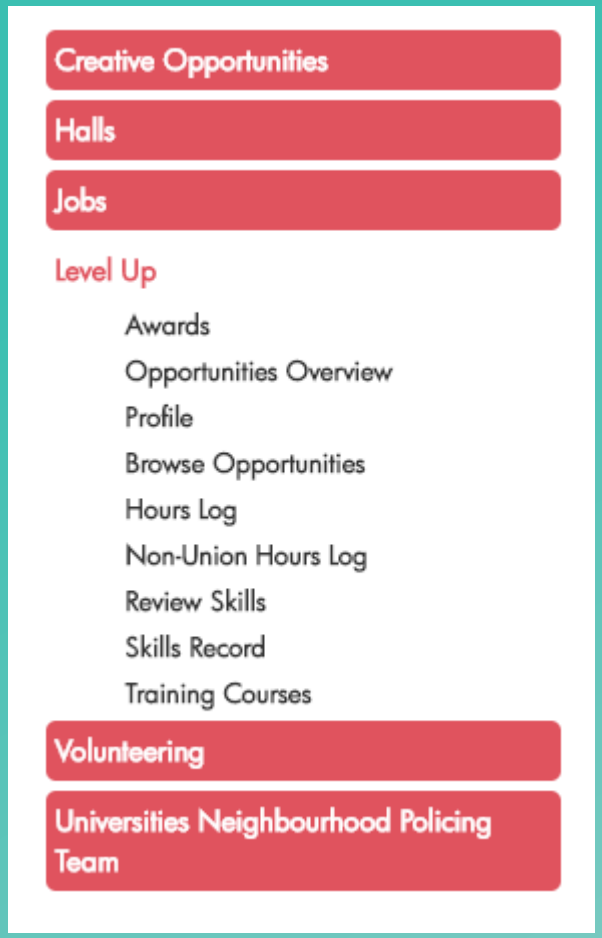
Log in to view the module!

Our volunteer module can be found on our website aubsu.co.uk under 'Jobs and Opportunities':

https://www.aubsu.co.uk/community/volunteering/

As you can see from the tabs on the left, the module allows you to customise your preferences via your profile, browse opportunities, log your hours, review your skills and view our relevant training courses.

You'll need to log-in with your student account to view these tabs and use the module.



Our Volunteering Module is the hub to all your volunteering activities during your time at AUB.

The module lets you:

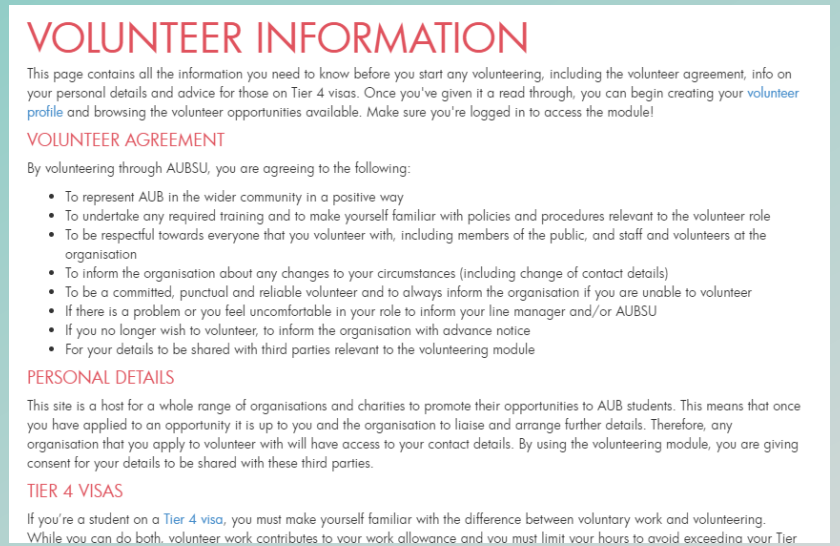
- Set up a profile where you can set your preferences
- Browse volunteer opportunities from AUBSU, charities and not-for-profit organisations
- Log your volunteer hours for all volunteering, including officer voles, society roles and other AUBSU related roles, as well as community volunteering.
- Review the skills your have developed whilst volunteering and view & export your skills record (this is very useful for job applications!)
- View volunteering-related training opportunities

Before you start

Make sure you have read through our Volunteer Information page. This includes a volunteer agreement and information on volunteering on a Tier 4 Visa.

This is the first tab on the left called 'Volunteer Agreement':

https://www.aubsu.co.uk/community/volunteer/agreement/



VOLUNTEER INFORMATION

This page contains all the information you need to know before you start any volunteering, including the volunteer agreement, info on your personal details and advice for those on Tier 4 visas. Once you've given it a read through, you can begin creating your volunteer profile and browsing the volunteer opportunities available. Make sure you're logged in to access the module!

VOLUNTEER AGREEMENT

By volunteering through AUBSU, you are agreeing to the following:

- To represent AUB in the wider community in a positive way
- To undertake any required training and to make yourself familiar with policies and procedures relevant to the volunteer role
- To be respectful towards everyone that you volunteer with, including members of the public, and staff and volunteers at the organisation
- To inform the organisation about any changes to your circumstances (including change of contact details)
- To be a committed, punctual and reliable volunteer and to always inform the organisation if you are unable to volunteer
- If there is a problem or you feel uncomfortable in your role to inform your line manager and/or AUBSU
- If you no longer wish to volunteer, to inform the organisation with advance notice
- For your details to be shared with third parties relevant to the volunteering module

PERSONAL DETAILS

This site is a host for a whole range of organisations and charities to promote their opportunities to AUB students. This means that once you have applied to an opportunity it is up to you and the organisation to liaise and arrange further details. Therefore, any organisation that you apply to volunteer with will have access to your contact details. By using the volunteering module, you are giving consent for your details to be shared with these third parties.

TIER 4 VISAS

If you're a student on a Tier 4 visa, you must make yourself familiar with the difference between voluntary work and volunteering. While you can do both, volunteer work contributes to your work allowance and you must limit your hours to avoid exceeding your Tier

To begin… Creating your profile

Then add your contact information. This is the email and phone number that providers will have access to when you register for one of their opportunities.

You can then choose whether you would like to receive emails with the latest opportunities matching your preferences. (You can change this preference any time.)

You will also need to provide the details of your chosen emergency contact.

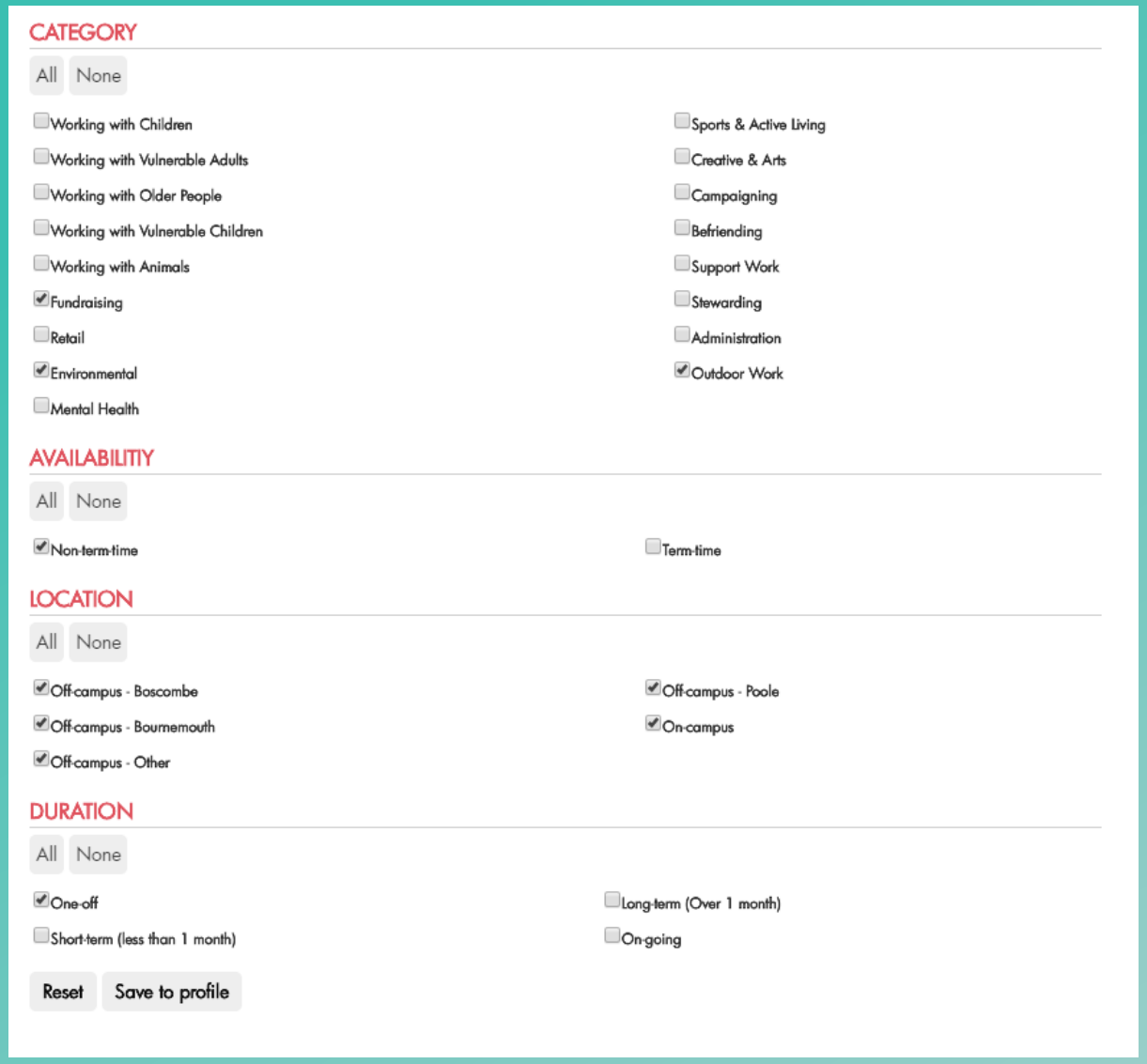
1. Create your profile. Choose your preferences…

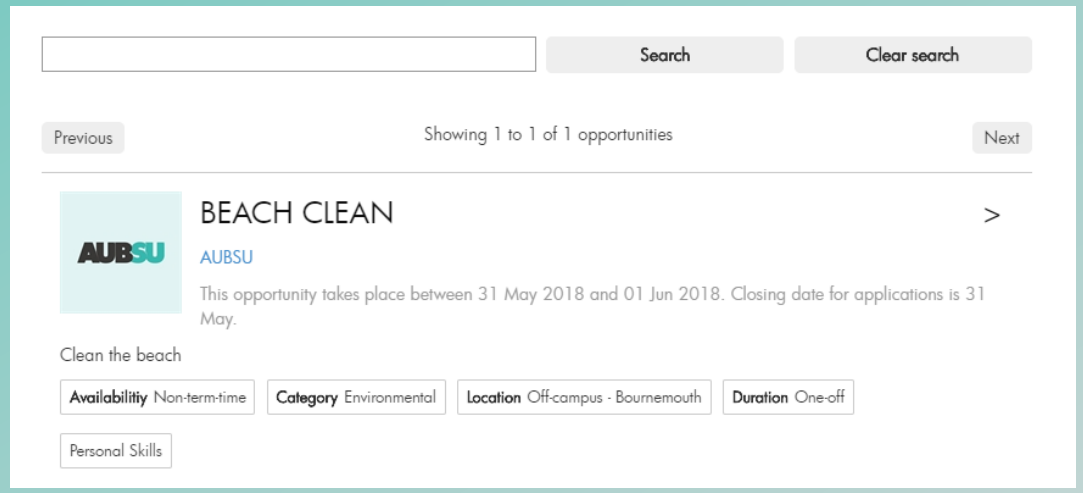
- Category: What sort of volunteering are you interested in? Environmental? Mental Health? You can choose as many of these as you'd like and edit it any time.
- Availability: Do you only want to see term-time opportunities?
- Location: Where can you get to and are you willing to travel?
- Duration: Can you commit to a long-term project or are you looking for one-off or short-term opportunities?

These preferences can be changed any time by logging into your profile and clicking 'Edit profile'

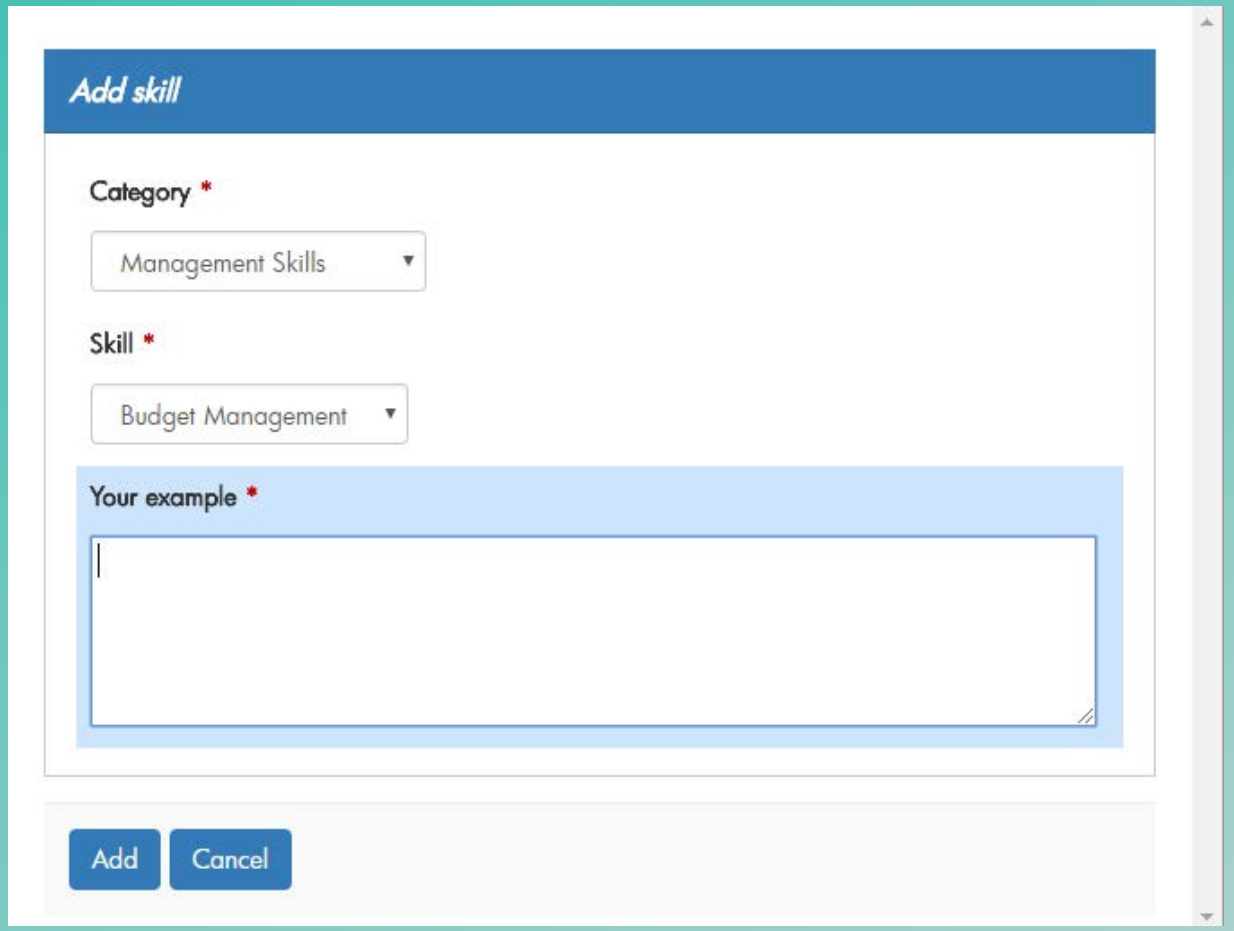
You will then be able to view opportunities! At the top of the browse opportunities page, you can see how your profile preferences have limited your search results. You can edit this to see more or fewer opportunities.

Below this will be all the volunteer opportunities that are looking for volunteers and match your preferences. They are tagged with key info.





If you click on an opportunity you will see more information about it and can apply for the opportunity. To do this, simply click 'Register your interest' or 'Apply'. The provider will then get a notification of your interest and be in touch with further details. They will then officially accept or decline your application. You also have the option to withdraw your interest.



You can add a union role or a non-union role to your account. Simply click on the role you wish to add at the top. Any opportunities which you have officially applied and been accepted for on the module will automatically appear.

By clicking on each role, you will then get the option to add a skill or log your hours. You can add as many skills as are relevant to your role and give examples.

By logging hours, you will become eligible to win volunteer awards so it's worthwhile making sure your hours are all recorded and up to date.

Bronze: 10+ hours over the academic year

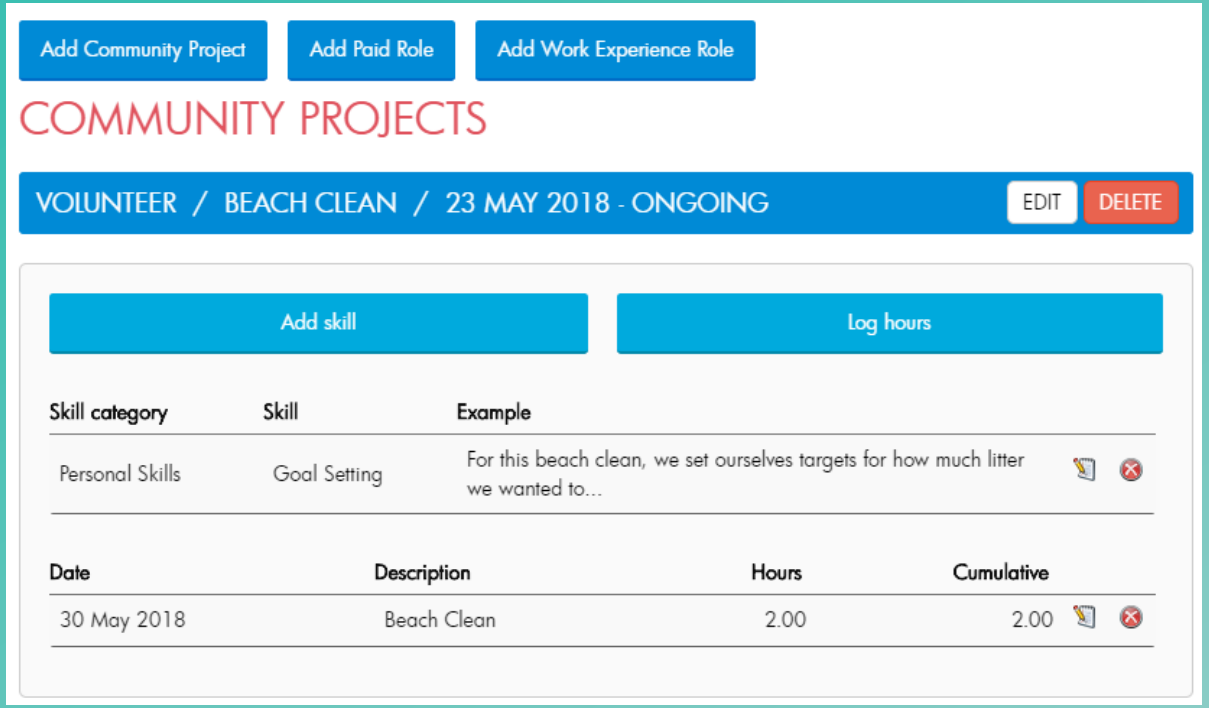
Silver: 25+ hours over the academic year

Gold: 50+ hours over the academic year

(Volunteer hours include non-paid volunteering. They don't count union roles.)

Review Skills

Once you have added your hours and skills for a role, your screen should look like this:



You can come back any time to add more hours to this opportunity or additional skills.

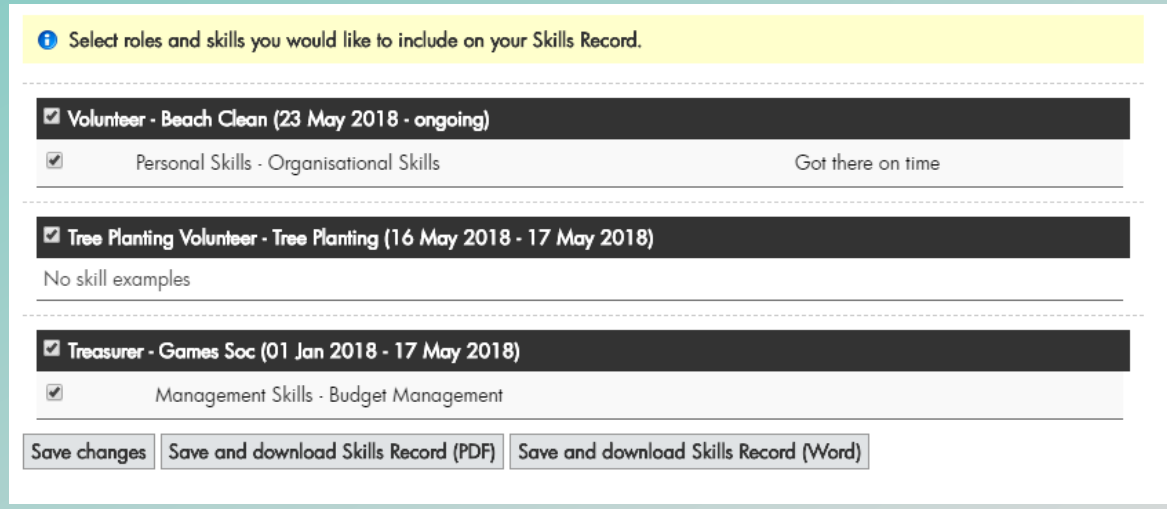
You can edit or delete this information by clicking the notebook icon or the X icon. You can also edit or delete the entire opportunity.

Tip: If you can't see your skills or hours, simply click on the opportunity! They're hidden until the opportunity is selected.

You can see how many skills you have completed and which on the 'Review Skills' tab. Click on the Skills heading for more information on which skills you have completed for this category.

Skills Record

For a full record of the skills you have completed and your examples, view your skills record. You can download your record. Unselect any skills or roles you do not want to be included and then download.



Level Up

We want you to make the most out of your time at AUB by getting involved in as much as you can while you're here. That's why we've come up with Level Up.

Through the subtle use of gaming metaphors, we'll show you that there's loads of benefits to trying new stuff and getting involved in student-led activities. This includes volunteering!

Volunteer Awards

These awards are a way of recognising the hours that you all have dedicated to volunteering and to give you an official award that you can show people or add to CVs. These awards will be given to every volunteer who meets the hours required:

Bronze:	10+ hours over the academic year
Silver:	25+ hours over the academic year
Gold:	50+ hours over the academic year

(Volunteer hours include non-paid volunteering. They don't count union roles. More info on volunteer & Level Up union awards)

AUBUS Thank Yous

In May 2018 we hosted our first AUBSU Thank Yous to recognise the contributions that students have made to the SU over the year. Awards included: Society of the Year, Green Volunteer of the Year and Course Rep of the Year. This year, we will have awards focused on volunteering, such as Volunteer of the Year. That means we're looking for volunteers who go above and beyond, make a real difference or pioneer new volunteering opportunities!

If you have any questions about the Volunteering Module then please contact our Activities and Communities Coordinator, Nuala Clarke:

nclarke@aub.ac.uk or AUBSU studentunion@aub.ac.uk

We look forward to seeing what opportunities you get involved in! If you have any feedback, please do get in touch.

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