



Volunteering *for Adults*

Short Course

Student name: *Janine Symonds*

Centre name: *Above and Beyond*

ASDAN tutor: *Colin Laws*



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Record of Progress

Student Record									
Module	Challenge Requirement	Challenges completed (circle)							Credits
		1	2	3	4	5	6	7	
1 Get Ready to Volunteer – Volunteering planner	optional 3 challenges	1	2	3	4	5	6	7	2
2 Your Volunteering Experiences – Volunteering log	★ mandatory up to 4 challenges	1	2	3	4				2
3 Making the Most of Your Volunteering – Volunteering review	optional 3 challenges	1	2	3	4	5	6	7	2
Summary of Achievement	<input checked="" type="checkbox"/> Completed							Total Credits: 6	
Personal Statement	<input checked="" type="checkbox"/> Completed								

Assessor Record						
Requirements	<input checked="" type="checkbox"/>	Length of Short Course	<input checked="" type="checkbox"/>	Credits	Skills Sheets	<input checked="" type="checkbox"/>
Summary of Achievement completed	<input checked="" type="checkbox"/>	10/20 hours completed	<input type="checkbox"/>	1/2	1	<input checked="" type="checkbox"/>
Record of Progress completed	<input checked="" type="checkbox"/>	30/40 hours completed	<input type="checkbox"/>	3/4	2	<input checked="" type="checkbox"/>
Challenges completed	<input checked="" type="checkbox"/>	50/60 hours completed	<input type="checkbox"/>	5/6	3	<input checked="" type="checkbox"/>
Evidence in portfolio completed	<input checked="" type="checkbox"/>					

I confirm that the work required for the VOLUNTEERING AS AN ADULT SHORT COURSE has been completed satisfactorily

Student:		Date:	4/5/18
Assessor:		Date:	4/5/18



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 1

Get Ready to Volunteer

4 Find out about the issue of confidentiality that arises in some volunteering placements.

Make a fact sheet with information about this topic.

factsheet 2 hours.

Skills I used:

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

5 Complete the required health and safety training for your volunteering placement.

Keep a record of your volunteering placement's health and safety policies for reference.

*NSPCC on line Safeguarding 4 hours.
Internal Safeguarding 2 hours*

Skills I used:

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

6 As part of a group create web pages, a blog or social networking group for your volunteering placement.

Keep everyone posted on your experiences as you go along.

Contributes towards facebook group on a regular basis. 2 hours

Skills I used:

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

7 Complete this questionnaire about the volunteering you are about to begin:

- What type of volunteering have you arranged to do?
- Why have you chosen to volunteer? What is your main aim?
- Is this a placement with an organisation? If yes, give details of what they do.
- What skills do you think you have that could be useful for your volunteering?
- What skills do you hope to learn or develop?
- How will your volunteering benefit the community or another person?

Skills I used:

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

NSPCC

Certificate of achievement

This is to certify that

janine symonds

has successfully completed

Child protection: an introduction (online course)

by NSPCC Training

Date: 28 November 2017



EVERY CHILDHOOD IS WORTH FIGHTING FOR

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Module 4 -

Confidentiality in the Voluntary Placement

- * Make sure personal data is only seen when needed
- * New members of staff need to sign an agreement before they join the Volunteering Sector
- * Keep records, files and all documents safe by being stored in a secure area
- * Get consent when passing on details to other people/websites
- * Anything told to you while in the volunteer role is to be kept there unless needed to pass on

Keeping yourself safe:

It is your responsibility to keep yourself safe. Staff and volunteers should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

- Staff and volunteers will not give out to young people and families their home address or personal landline phone numbers. If ever a young person or family discovers such information, the worker should discuss with a Director how best to deal with this.
- Do not have any communication with young people and families through any Social Media. Do not become 'friends' with young person or family – Above and Beyond have an active, monitored closed Facebook group – ask young people and their families to join the group – you can also add to the Above and Beyond Facebook content. Ask a Director for more information.
- Staff and volunteers are not permitted to take a young person to their home address in any circumstances.
- Contact between staff, volunteers and young people will only take place in 'work' hours. a worker or volunteer is expected to inform a Director of when they are working and where they will be.
- If a member of staff or volunteer encounters a young person or family in their 'own' time pleasantries etc should be exchanged but 'work' issues should not be discussed.
- Dress appropriately and sensibly.
- Try not to hold one to one support sessions at homes – uses public spaces such as cafes or local youth centres. Think visibility.
- If working at the office do not have the door closed.

Staff Behaviour towards young people:

- Team members will never lend young people money, or give young people money from their 'own' pocket.
- Team members will never sell young people or their families anything, no matter how good the bargain may be to the young person.
- Team members must never buy anything from a young person or their families
- Team members may give young people things 'for free', but strict adherence should always be given to health and safety issues (especially when such gifts include electrical goods).
- Team members should only generally accept gifts from young people (and then only if this is at the young person's initiation!) at special holiday time such as Christmas or at a time when the team member/young person's working relationship is ending. Such gifts should be 'proportionate'; if in doubt at any time what this might mean the worker should consult a Director as to whether receiving such a gift would be an appropriate thing to do. Occasionally it is acknowledged that gifts could be given for good reason outside of these times but they should always be proportionating and regular gift giving should be sensitively but politely discouraged and refused.
- Receiving thank you, birthday or Christmas cards from young people is acceptable. Above and Beyond do allow a team member to give a young person a small birthday gift – this is limited to no more than £10. Such gifts should be given by the worker, but also on behalf of Above and Beyond.

Thus, the gift or card would say 'from Fred Bloggs, and all at Above and Beyond'. Any other cards would be similarly signed.

- Staff and Volunteers will not be complicit in buying/giving young people and families things which could be illegal or harmful to their health. This will thus include alcohol, drugs and cigarettes.
- Staff and Volunteers will not use aggressive (verbal or physical) language either directly to, or in front of, young people and families. This will especially apply when young people themselves are irate or causing a member of staff and volunteer to feel irate. Instead the worker will act as clearly and calmly as possible at all times.

Relationship Building:

Because of the nature of our work, it will be accepted that Above and Beyond staff and volunteers should behave as a 'human being' towards young people and families, and that in so doing giving out a level of personal information or expressing certain viewpoints will be an inevitable part of developing such relationships. Without this young people could view staff mechanically and without respect.

- However, staff and volunteers should always behave towards young people and families in a professional way, bearing in mind the staff or volunteer is always the professional service giver and the young person and families the service receiver.
- Staff and volunteers will not bring their own needs into a conversation, nor ever leave the young person in a situation where they are worried or concerned about the staff or volunteer.
- Staff and volunteers will never form sexual or personal relationships with a young person whilst that young person is in receipt of our services. Should such a relationship develop with an ex service user, no matter what their age, this must be discussed with a Director.
- Staff and volunteers will never tell young people that it is 'ok' to share secrets. Above and Beyond's confidentiality and safeguarding procedures must be followed at all times.
- Staff and volunteers should be aware of the potential misconstruing of issues around actual physical contact with young people and families. In general, therefore such contact should be avoided. However, seeing someone in considerable distress or upset, it may only be human to not only be sympathetic but a light touch on the arm or shoulder may naturally indicate empathy and fellow feeling. However once again awareness should be a key factor on the part of the staff or volunteers and any such contact should be professional and in the context of staff or volunteers /young person and or families, not friend to friend or parent to child capacity.
- If you drive, make sure that your vehicle has enough fuel, is well maintained and that you are covered by appropriate insurance.

Short Courses

Skills Sheet 1: Review

Name:	Janine Symonds		
Short Course:	Volunteer for Adults		
Module:	1	Challenge:	

What I did:

read all the policies online
 did the Safeguarding course
 Did my D.B.S
 Had my induction

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

What went well:

Everything went well and came back online

What could have gone better:

nothing as all was o.k

Changes I made to my plan:

Nothing was changed

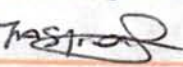
Who helped:

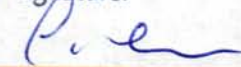
Colin Laws

Evidence I have for my portfolio:

Certificate for Safeguarding
 write up on confidentiality
 Induction Talk evidence

I confirm that the information above is correct and has been agreed with my tutor.

Student signature:


Tutor signature:


Date: 2/5/18

Short Courses

Skills Sheet 1: Plan

Name: Janine

Short Course: Volunteer for Adults

Module: 1

Description of the activity that will help me develop my skills: _____

Challenge: _____

Induction to Above + beyond
 Safeguarding course
 D.B.S
 A+B policies

- Skills I plan to use:**
- Teamwork
 - Learning
 - Coping with Problems
 - Use of English
 - Use of Maths
 - Use of IT

How I plan to do it:

Online course
 Talk to relevant people - directors
 Attend Meetings with directors
 read up on the policies

What I will need:

Access to a p.c
 Time planning for Meeting
 details on address for directors

Who else is involved:

Above + beyond team
 Myself

When it will be done by:

June 2018

Where it will be done:

Charwood

I confirm that I have planned what I need to do and have agreed it with my tutor.

Signature: [Signature] Tutor signature: [Signature] Date: 4/5/18



Module 2
Your Volunteering
Experiences
Volunteering log



Module 2

Your Volunteering Experiences

Section A: Complete between ONE and FOUR challenges over 10-40 hours (1-4 credits)

- 1** Complete volunteering activities over a period of 10 hours.
Capture your participation and skills development using the volunteering log (pages 14-21).

10 hours of Volunteer logs
(streetwise 16 hours)

- 2** Complete volunteering activities over a period of 10 hours.
Capture your participation and skills development using the volunteering log (pages 14-21).

(Adventure Service Challenge 8 hours)

- 3** Complete volunteering activities over a period of 10 hours.
Capture your participation and skills development using the volunteering log (pages 14-21).

- 4** Complete volunteering activities over a period of 10 hours.
Capture your participation and skills development using the volunteering log (pages 14-21).

✓ Skills I used:

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

✓ Skills I used:

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

✓ Skills I used:

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

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 25/9/2017	Went along to the first meeting of the Streetwise group held at Warwick way, Loughborough.	Photos
Start time: 6pm	Today I heard out the groups code of conduct by doing a brain storming session with the young members who attended.	
Finish time: 8pm	The session went well and everyone had lots of ideas to add onto the code of conduct.	
Total Hours: 2hrs		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 25/9/2017	Streetwise Session - Making chicken wraps on a camp stove for scratch.	
Start time: 6pm	I helped set up the items needed and then when the young members started to arrive I helped the other members of the team with given out instructions on what was going to happen - I made sure everyone had used hand gel before heading to the cooking area and then onto the camp stove.	
Finish time: 8pm	The session went really well and at the end I was given a wrap to try which tasted great!.. It was nice to see them all given it a try as most wouldn't of cooked like this.	
Total Hours: 2hrs		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 9/10/2017	Streetwise session - Sand art In this session I helped to supervise the streetwise young members making sand art bracelets, necklaces and bottles. My main task was controlling the coloured sand and hopefully not getting them all mixed up.	
Start time: 6pm	And hopefully not getting them all mixed up.	
Finish time: 8pm	This session went well with some great results but I do think we could of had bigger tabs for the sand due to it unfortunately getting a little mixed up and lots of mess on the floor.	
Total Hours: 2hrs		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 23/10/2017</p>	<p>Streetwise session - Making Cottage Pie</p> <p>I was in charge of the cutting section with the young members of the group. Here I made sure they understood how to use a share knife safely before they went ahead and prepared carrots, onions, potatoes and mince all before cooking on a camp stove and taken home for tea.</p>	
<p>Start time: 6pm</p>		
<p>Finish time: 8pm</p>		
<p>Total Hours: 2hrs</p>		
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Keeping the share knife safe when not in use.</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 4/12/2017</p> <p>Start time: 6pm</p> <p>Finish time: 8pm</p> <p>Total Hours: 2hrs</p>	<p>Sneak-peek session - Xmas craft Traillight holders</p> <p>Today I just hoped surprise the session as the young members got to use their imagination using glass art pens to decorate lots of different size jars which then got a battery operated tea light added for safety reasons.</p> <p>This session went great and all results were different and given to young members for Christmas.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 4-1-2018	Attended a meeting with some other volunteers around our group leaders house to discuss the new group we are going to run on a Tuesday called the adventure service challenge. I got to see the paper work which explained everything we needed and also saw the certificates/badges the children can gain.	
Start time: 1pm	The session went well and I now understand what is involved ready to start on Tuesday 9/1/18	
Finish time: 3pm		
Total Hours: 2hrs		
Did you have any extra responsibilities? ✓ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Making sure the two young volunteers got home safely.		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 4-1-2018	Attended a meeting with our group leader about doing the ASDan adult Volunteering qualification. I got shown the relevant area my page will be on the groups website and how to upload / get other information sheets that are needed.	
Start time: 1pm		
Finish time: 3pm		
Total Hours: 2hrs		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 12/2/2018</p>	<p>Sheetwise - pancake for @half term</p>	
<p>Start time: 11am</p>	<p>Today I helped with supervising the group members who attended our pancake making session - my main task was to start the pancake races of by blowing my whistle (the winner got sweets).</p>	
<p>Finish time: 2pm</p>	<p>The session was lots of fun but the pancakes needed a little longer to cook as we were using camping stoves in the wind so they kept going out.</p>	
<p>Total Hours: 3hrs</p>		
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 16-1-18	Adventure Service Challenge - Session Two	
Start time: 4pm	Today we designed the front cover of our folders that will hold all the evidence for the award. These also told the group what interests we have and we all spoke to the other members	
Finish time: 5.30pm	Was a small group but I know what everyone likes and hopefully remember names.	
Total Hours: 1 1/2 hrs 2		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Take the session money for the attendees and take the register.		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 9-1-18	Start of the new group Adventure Service Challenge - Discussed what we were doing with the other Volunteers and how to promote the group more. At this meeting I got to introduce myself to other people and exchange details so we keep in touch	Photos
Start time: 4pm		
Finish time: 5.30pm		
Total Hours: 1 1/2 hrs 2		
Did you have any extra responsibilities? ✓ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Meet new members/parents - introduce group by given out information leaflets.		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
Date: 6-2-2018	Adventure Service Challenge - In this session we had a discussion with the group about what rules we should have during the sessions and we called it our 'code of conduct', I also passed a piece of paper around the table so we understood what they liked/didn't like during our session. We also played games and finished other important work of. The session went well with everyone adding to our code of conduct.	
Start time: 4pm		
Finish time: 5.30pm		
Total Hours: 1 1/2 hrs		
Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Take the register/cash		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 23-1-18</p> <p>Start time: 4pm</p> <p>Finish time: 5.30pm</p> <p>Total Hours: 1 1/2 hrs 2</p>	<p>Adventure Service Challenge - Session Three</p> <p>In this session we played team building games of some the rope and plank walking. My role was to encourage all the members to have a go and cheer everyone on.</p> <p>The session went well and everyone who attended had a try.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Take the group register in case of a fire</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 13-2-2018</p> <p>Start time: 10am</p> <p>Finish time: 12pm</p> <p>Total Hours: 2hrs</p>	<p>Adventure Service Challenge -</p> <p>I sat and read the main folder for A.S.C and wrote down the main points that were needed to complete some of the criteria for the qualification. From this I made a programme which we follow for the group - This was sent to every parent for reference.</p> <p>This was harder than I thought as it had to be age appropriate for all, I will know how to plan for the next group now.</p>	<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Making sure all the programme was included / getting the programme printed and sent to all.</p>



Our Reference:

Your Reference:

Date: 6th March 2018

Dear Parents, Carers & Young People

First, thanks you for making Adventure Service Challenge an amazing success.

Now we have a bit of a programme formulating and we will try to stick to it as much as possible.

For up to date info please join the Facebook Group by searching for 'Above & Beyond – Developing Potential', please answer the question security question, this is there to safeguard our children.

Programme – All sessions are 4 to 5.30pm and at Gorse Covert unless stated

13 th March	The Police are visiting the group
20 th March	Fire Station Visit – meet at the Fire Station for 4 pm
10 th April	Wildlife Walk
17 th April	Growing Seeds
1 st May	'Help Your Neighbour Month' – Litter Pick
8 th May	Hygiene Night
15 th May	Emergency Session – What to do
22 nd May	Emergency Session – First Aid
28 th May	Games Night

This is just a quick overview of the session however we will be taking advantage of good weather and the local area.

On the 20th March we need you to meet us at the Fire Station for a bit of a tour around, please let us know if you can't attend and please make sure we have an up to date consent/health from for your young person.

Any questions call me direct on 07932 873 052


Many thanks

Director

Contact us for more information on

Phone: 0845 226 8074 Email: info@aboveandbeyondcic.org Web: www.aboveandbeyondcic.org

Address: PO Box 10497 Loughborough LE11 9JA

Find us on:     

Company Registration Number: 10255609 Founded June 2016

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 27-2-2018</p> <p>Start time: 4 pm</p> <p>Finish time: 6 pm</p>	<p>Adventure Service Challenge -</p> <p>Today the session was about communication and how to use different items - we used flags, Morse code and our voices. I helped the group read the instructions and decide on a simple message to show everyone else, who had to guess what we had said using codes.</p> <p>The session was fun and we all learnt how to use different communication items.</p>	
<p>Total Hours: 2 hrs</p> <p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>* get everything ready for activity</p> <p>* Take the register</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 13-3-18</p> <p>Start time: 12pm</p> <p>Finish time: 2pm</p> <p>Total Hours: 2hrs</p>	<p>contacted the police and fire brigade to arrange a visit for the grave in the following weeks coming up. This was done through email to both companies - The main contacts were :- crew manager for red watch Mr Kris Platts @ Loughborough Fire Station. The police contact was Ian Taylor for Loughborough police.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Making sure my details were professional and returned in a sensible manner for making changes.</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 13-3-2018</p> <p>Start time: 4pm</p> <p>Finish time: 6pm</p>	<p>This session the group went on a wildlife walk and we all had to find objects on a sheet to take off - These were like ducks, Trees, park etc. we got a little wet and muddy as it had been raining!</p> <p>In this session it went really well as everyone got involved and had fun - we also are having a follow up session later on in the year for a litter pick.</p>	
<p>Total Hours: 2 hrs</p> <p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p>	<p>Take the register with us in case of emergency and keep counting for any lost children .</p>	

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 20-3-2018</p> <p>Start time: 4pm</p> <p>Finish time: 6pm</p> <p>Total Hours: 2hrs</p>	<p>Adventure Service challenge - we visited the local fire station and all got a tour of the station and what was needed to be a firefighter - they also shown the group the fire engine and all the emergency equipment used (The group all had a go on the hose and sat in the fire engine).</p> <p>This session was fun for everyone and we all learnt how to keep safe in a fire.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Keep in contact with the fire station in case we had to change days, also make sure we had parent consent forms signed.</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 17-4-2018</p> <p>Start time: 4pm</p> <p>Finish time: 4pm</p>	<p>Adventure Service challenge -</p> <p>This Session the local Police officers came and visited. The group learnt about the job they do and also got to have a go on the equipment and ask questions.</p> <p>From this Session I have learnt lots about the police force and all the children had fun - I will invite more groups to visit on next Planning Session.</p>	
<p>Total Hours: 2hrs</p>	<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>keep in touch with the police incase they cancelled</p> <p>Took the register</p>	

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 10-4-2018</p>	<p>Adventure Service challenge -</p> <p>In this session we based it on nature following on from our recent walk. We planted Sunflower seeds and also runner beans - we decided to also run a highest Sunflower competition within the group.</p>	
<p>Start time: 4pm</p>		
<p>Finish time: 6pm</p>	<p>This session was great fun and everyone took home something to grow ready for the competition</p>	
<p>Total Hours: 2hrs</p>		
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>get relevant items - Seeds, Soil, Pots</p> <p>Take the register + collect the subs</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 1-5-2018</p> <p>Start time:</p> <p>4pm</p> <p>Finish time:</p>	<p>Adventure Service Challenge -</p> <p>In this session the group decided to do a local litter pick of the area we use for our sessions and to work with the national help the neighbour month.</p> <p>The session went well and the children got to use special equipment to help.</p>	
<p>Total Hours: 2hrs</p>		
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Showing the children how to use equipment safely</p> <p>Take the session register/money</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 8-5-2018</p> <p>Start time: 4pm</p> <p>Finish time: 6pm</p> <p>Total Hours: 2hrs</p>	<p>Adventure Service Challenge -</p> <p>Today we started our hygiene section of the badge work - This was looking at how to wash your hands properly, cleaning your teeth. Everyone made a poster to take home so they can remember.</p> <p>The session was great fun and a few shocks at how dirty our hands were even after washing them.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 15-5-2018</p> <p>Start time: 4pm</p> <p>Finish time: 6pm</p> <p>Total Hours: 2hrs</p>	<p>Adventure Service Challenge -</p> <p>Today's session is about what to do in a Emergency Situation - we covered what to do, who to call and how to handle it.</p> <p>The session went well and everything was understood by the group.</p>	
<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it? Taking the money register before the session</p>		

Volunteering Log



Date and time	What I did and what I thought about it	Evidence
<p>Date: 22-5-2018</p> <p>Start time: 4pm</p> <p>Finish time: 6pm</p> <p>Total Hours: 2hrs</p>	<p>Adventure Service Challenge -</p> <p>The Second Session of our what to do in a Emergency Situation - Basic first aid skills.</p> <p>we learnt how to deal with bleeding, Scolds, broken bones etc and what is in the first aid kit.</p> <p>The Session went really well and we have learnt lots of things to help in a emergency until help arrives</p>	<p>Did you have any extra responsibilities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was it?</p> <p>Took the register / cash for the session</p>



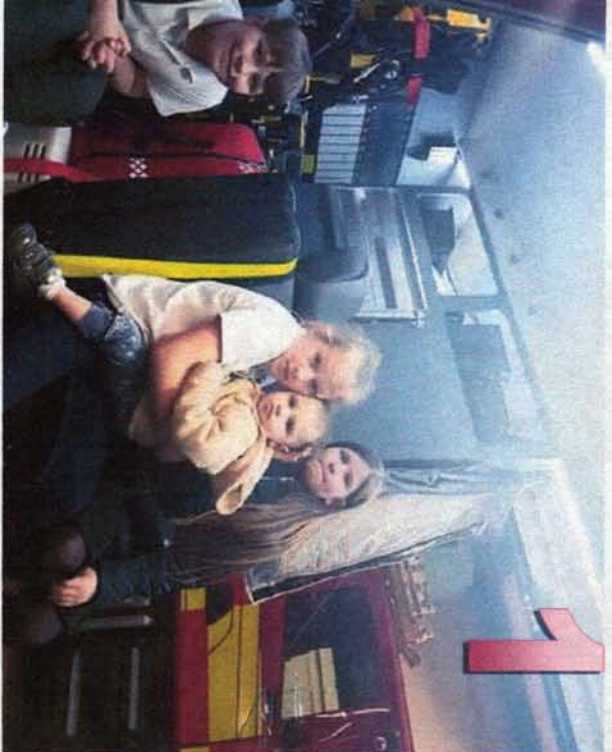
1. PSCO Visit which I arranged

2. Communication Workshop

3. Badge Making Workshop

4. Starting the children's portfolios





1. Fire Station

Visit



2. Nature

Hike



3. ASC



Short Courses Skills Sheet 2: Plan

Name: Janine Symonds

Short Course: Volunteer for Adults.

Module: 2

Challenge:

Description of the activity that will help me develop my skills:

Visit everything on offer through Above + Beyond

Skills I plan to use:

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

How I plan to do it:

Saturday visit Forest School

Monday visit Streetwise

Tuesday visit Adventure Service Challenge

What I will need:

Times of meetings

details of meeting place

Transport

What I will do if anything goes wrong:

Contact the relevant people

Who else is involved:

All of the Above + beyond team

When it will be done by:

June 2018

Where it will be done:

Charnwood

I confirm that I have planned what I need to do and have agreed it with my tutor.

Student signature:

Tutor signature:

Date:

4/5/18

Short Courses Skills Sheet 2: Review

Name: Janine strands

Short Course:

Module:

Challenge:

What I did:

Attend all the meetings

How I made sure I worked safely:

Follow rules + regulations

What went well:

Met new people involved in
Above + Beyond

What could have gone better:

Times of the meetings

Skills I used:

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

Changes I made to my plan:

decided to only go along to Adventure Service
challenge.

Who I asked for help and what it was for:

Everyone involved in above
+ Beyond - Ask questions on
what was happening.

Evidence I have for my portfolio:

Volunteer logs
Photos

I confirm that the information above is correct and has been agreed with my tutor.

Student signature:

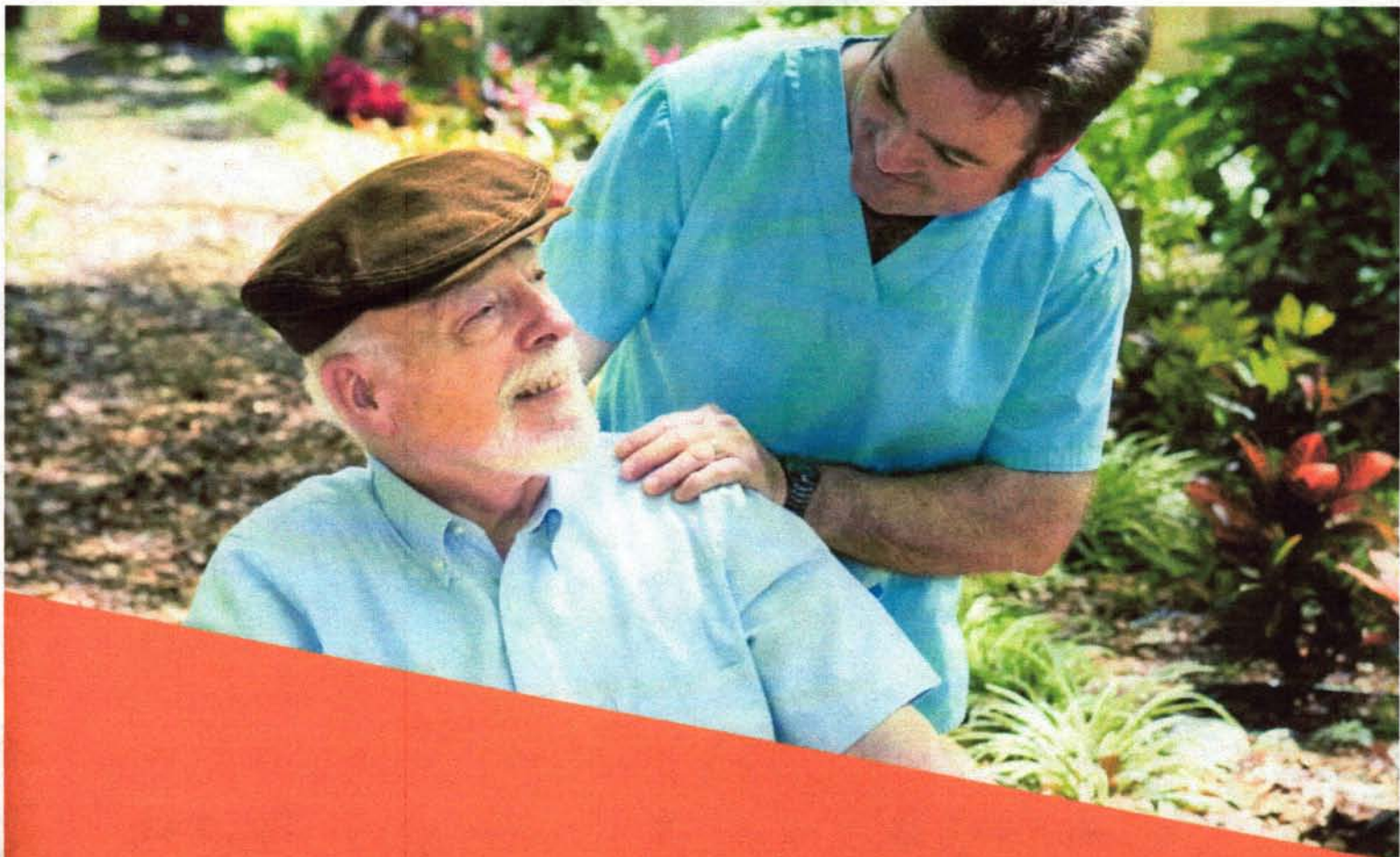
Janine strands

Tutor signature:

[Signature]

Date:

4/5/18



Module 3

Making the Most of Your Volunteering

Volunteering review



Module 3: Making the Most of Your Volunteering

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 Give a presentation about your volunteering experiences.

Skills I used:

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

2 Update your CV with details about your volunteering.

Skills I used:

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

3 Encourage others to give volunteering a go.
You could do this by describing your own participation:

- On a web page or blog
- In a youth radio interview
- In a youth group bulletin
- In volunteering organisation's own media
- Another way

Skills I used:

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

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

Janine Symonds

Sileby

janinesymonds@yahoo.co.uk - 07783723797

I am a friendly and supportive person with experience of working in a caring environment. My personal strengths include good communication and interpersonal skills which includes using my own initiative. I'm also reliable, trustworthy and dedicated to my job.

WORK EXPERIENCE

Unemployed and looking for work

Career Break -

2007 to Present

To raise a family

Teaching Assistant

Highgate Community School - Sileby -

2014 to 2015

Sileby

Assisting the teacher in class with a wide range of tasks and helping children with their learning on a one-to-one basis.

School Cleaner

Leicestershire County Council, County Hall - Glenfield -

2004 to 2007

Glenfield

Cleaning the classrooms after the school has closed, using the relevant equipment which included a buffer, colour coded mops and cloths. I also reported any problems to my supervisor and if any equipment needed replacing. I attended a c.o.s.h.h training course as well.

Care Worker

Epinal Way Care Centre - Loughborough -

2002 to 2004

Looking after the elderly in a care home setting. This involved the care plans for every client in my care on my shift and reporting problems to the manager. I also did stock control of the items used in the setting.

Factory worker

Boden Central - Leicester -

2001 to 2002

Leicester, LE19 1PX

Dealing with customer returns in a factory environment, using a pc to store information and print documents

Nursery worker

handkerchief day nursery - High Street -

1998 to 2000

Handkerchief day nursery, High Street, Kegworth

Responsible for looking after a group of children in a nursery environment. This involved planning sessions, talking to parents and dealing with problems as they accrued

EDUCATION

Highgate School

2014

Moira Centre

2013

Certificate in childcare

Loughborough College

1997 to 1998

GCSE in English and Maths

Burleigh College

1990 to 1994

AWARDS

Level 1 mathematics

April 2014

Level 2 mathematics

July 2014

Level 2 English

June 2014

CERTIFICATIONS/LICENCES

Level 2 support in teaching in schools

January 2015 to Present

Ocr level two certificate in support teaching and learning in schools

Level 1 health and safety

March 2013 to Present

Level 1 in food safety in catering

June 2013 to Present

Level 2 in emergencies first aid at work

March 2013 to March 2016

Level 2 paediatric first aid

May 2013 to May 2016

ADDITIONAL INFORMATION

KEY SKILLS

- Working with others in a team
- Excellent customer care and communication skills
- Good time management skills
- Good at problem solving
- Good motivational skills
- Ability to prioritise my workload

Challenge 6

Take more responsibility
in the group I help at

Attend more volunteering
roles to get ideas to progress
and gain confidence.

look at other courses
to help get into work

Attend a
first aid
course

What can I do next
to progress from my
volunteering into a
work placement?

Do my food hygiene
course

Research local jobs
involving children

Attend open days/
sessions

Contact local companies
for information

Challenge 7

What type of volunteering have you done?

I joined Above and Beyond which is a youth organisation local to the area I live.

Did this include a placement?

For my volunteering time with Above and Beyond I was with our young members who have joined the Adventure Service challenge group which is on every Wednesday after school based in Loughborough.

What do I think of the organisation?

Above and Beyond are very helpful and if I had any problems during my voluntary work with them I could talk to the team and it always got sorted quickly.

What skills do you have that were useful for volunteering?

- * experience with children (have a daughter)
- * easy to get on with
- * good on time management
- * communication skills with all age ranges including adults
- * flexibility
- * good at planning / problem solving

What Skills did I develop through Volunteering?

- * Added more certificates to my folder
- * More experience with children from a range of backgrounds
- * Met lots of different adults to keep in touch / exchange ideas
- * plan more in detail
- * Handling cash from doing the register at group
- * Time keeping

How did the Volunteering benefit the community?

When Above and Beyond opened The Adventure Service Challenge it gave local children in the area a chance to get out of the house and mix with other children after school who they can now call friends and all belong to a group which soon they will all of gained a certificate / badge they can be proud of. It also gave the groups running in the local community to get together and share ideas for the group to use.

Did you achieve what you wanted to when you started?

Doing Volunteering with Above and Beyond has been lots of fun... I have definitely achieved more things than when I started which includes made new friends and contacts for future volunteering roles, How to handle money when running a business, planning sessions relevant to the age ranges.

Short Courses

Skills Sheet 3: Plan

Name:	Janine Symonds		
Short Course:			
Module:	3	Challenge:	

Description of the activity that will help me develop my skills: Do my c.v Use internet for information read Above + Beyond Policy	Skills I plan to use: <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Learning <input checked="" type="checkbox"/> Coping with Problems <input checked="" type="checkbox"/> Use of English <input type="checkbox"/> Use of Maths <input checked="" type="checkbox"/> Use of IT
--	--

How I plan to do it:

Use a c.v template from online
 get all the A+B policies
 Time keeping on work

What I will need: Computer all the policies relevant	What I will do if anything goes wrong: Contact Colin Laws my tutor
Who else is involved: Colin Laws	

When it will be done by: June 2018	Where it will be done: Charnwood	Who will check my progress: <input checked="" type="checkbox"/> tutor <input type="checkbox"/> supervisor <input type="checkbox"/> teacher <input type="checkbox"/> assessor <input type="checkbox"/> trainer <input type="checkbox"/> other (please state)
--	--	---

I confirm that I have planned what I need to do and have agreed it with my tutor.

Student signature: Janine Symonds	Tutor signature: C. Laws	Date: 4/5/18
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Short Courses

Skills Sheet 3: Review

Name:	Janine Symonds	
Short Course:		
Module:	3	Challenge:

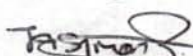

What I did: Update my c.v used a p.c read all the policies	Skills I used: <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Learning <input checked="" type="checkbox"/> Coping with Problems <input checked="" type="checkbox"/> Use of English <input type="checkbox"/> Use of Maths <input checked="" type="checkbox"/> Use of IT
How I made sure I worked safely: Followed the guide lines Time keeping	

What went well: new c.v done got to understand more about A + B	What could have gone better: Added more information on my c.v
---	--

How I learned: <input checked="" type="checkbox"/> using pictures/diagrams <input checked="" type="checkbox"/> reading/talking/writing <input checked="" type="checkbox"/> listening <input checked="" type="checkbox"/> watching <input checked="" type="checkbox"/> doing	Things I have learnt using the methods I ticked: policies of different areas Above + Beyond have lots of different Volunteer roles available
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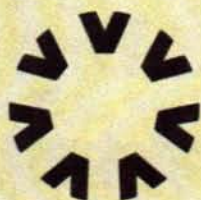
Changes I made to my plan: none made
--

I have discussed with my tutor/supervisor: <input type="checkbox"/> what I think I have learnt from completing this challenge <input type="checkbox"/> what I could do to improve my performance	Evidence I have for my portfolio: c.v what to do next what volunteering I have done
---	---

I confirm that the information above is correct and has been agreed with my tutor.		
Student signature: 	Tutor signature: 	Date: 4/5/18



Recording Documents



SUMMARY OF ACHIEVEMENT and PERSONAL STATEMENT

Volunteering as an Adult Short Course

NAME: *Janine Symonds*

Congratulations!

You have now completed the required number of challenges. This is an opportunity to highlight some of your achievements and describe the skills you have shown. Please check with your Short Course Co-ordinator to make sure that you fully understand how to complete this summary and that you have enough evidence in your portfolio to support your statements, including the appropriate Skills Sheets.

Completing the Summary of Achievement:

In your own words, please try to describe at least one example of a challenge or activity where you have shown each of the following skills:

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

The more detailed the description, the more helpful it will be for your Short Course Co-ordinator and other people to find and understand your evidence.

Example: Teamwork

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

During my volunteering at the Cancer Research Charity Shop, I worked with Julie and Peter to sort through donations in the back room. I checked the quality of the items and worked with Julie to come up with prices and write out price stickers. Peter logged the items on the computer system. We worked quickly together and got on well as a group - there was a good team spirit.

Evidence page reference in portfolio

Portfolio ref
Mod 2, p. 11-15

Plan p16
Review p17

Completing the Personal Statement

Complete the Personal Statement on page iv, describing what you feel you have gained as a result of completing the programme and what your plans are for the future. You may also ask your Short Course Co-ordinator to comment on your skills development, achievements and future plans. At the end of your summary both you and your tutor must sign to say that your achievements are true and that a portfolio of supporting evidence, with Skills Sheets, has been produced.

Please describe in your own words how you have developed your skills while completing Short Course challenges. For each skill, describe at least one challenge in which you have developed that skill and provide page references to show where the corresponding evidence can be found in your portfolio.

Teamwork:

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

While volunteering with Above + Beyond I have worked with a variety of people and ages.

**Evidence
page reference
in portfolio**

See logs
and
Evidence
sections.

Learning:

This skill is about learning something new or doing something better. It is about planning and working towards targets to improve your performance, and reviewing your progress.

While with Above + Beyond I have learnt about youth work and all involved.

**Evidence
page reference
in portfolio**

11

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.

While with Above + Beyond I had problems getting to the groups due to transport issues and the times they ran.

**Evidence
page reference
in portfolio**

11

Use of English:

This skill is about how you communicate and obtain information, for example, by taking part in discussions, researching a topic and presenting your findings, or writing a report.

Communicate with everyone involved

Write up relevant reports

Taking register

**Evidence
page reference
in portfolio**

See logs
and
Evidence
Sections.

Use of Maths:

This skill is about applying your number skills in straightforward tasks, doing calculations, interpreting results and presenting findings.

Dealing with the cash from Adventure Service
Challenge

**Evidence
page reference
in portfolio**

11

Use of IT:

This skill is about how you use information technology for different purposes: finding, exploring, developing and presenting information, including text, images and numbers.

Looking for all the policies

Updating my CV

**Evidence
page reference
in portfolio**

12

Personal Statement

Write a brief personal statement, describing what you feel you have gained as a result of completing the programme, and what your plans are for the future.

Achievements (and things I am good at):

Winning the Adventure Service Challenge
Meeting new friends / contacts
Time keeping
Doing courses

Things I need to improve:

Try and get to more sessions

Future Plans:

Move forward with more volunteering roles
at Above + Beyond.
Do more online courses

Your Short Course Co-ordinator may also comment on your skills development, achievements and future plans.

Short Course Co-ordinator Comment:

Jamie has been the first to complete this award "Volunteering for Adults"
Very please with her progress, great to see
he going from the sidelines to running a group.

Declaration:

The achievements described are accurate and are supported by a portfolio of evidence, including Skills Sheets.

Student signature:

.....
.....

Date:

..... 4/5/18

Short Course Co-ordinator signature:

.....
.....

Date:

..... 4/5/18