



The Plus Award recognises the additional skills gained from volunteering. **Before you apply for the Plus Award you must complete a minimum of 50 hours volunteering.**

In order to achieve the Plus Award, you must:

Apply for the Voluntees Plus Award opportunity – in your application you must include a summary of your volunteering experience to date, role description and additional skills required for the role. This validates your role for suitability for the Plus Award. For example:

I am a PASS Leader leading and delivering sessions for students. I have completed the Bronze Award. By delivering sessions I have developed my communications skills, used my initiative when problems have arisen and led other PASS leaders in the development of sessions.

I am the Treasurer for the Psychology Society – responsible for organising finances for the society, completing the Gold Award. I have developed communication skills through liaising with society members as well as how to budget.

Skills-based volunteering

You should record ten hours of volunteering which demonstrate clearly the skills gained through volunteering. You should:

Record hours under the hours type **Plus Award**.

Give a detailed description of the tasks completed through your volunteering role and name of project/organisation.

Add three skills gained through your volunteering role such as:

Leadership	Communication	Initiative
Team Work	Problem Solving	Time Management

Reflective summary

Once you have completed the additional ten hours you will have a one-to-one session with a Careers Advisor. Once completed, add an additional hour with your reflective summary which is verified by the Careers Advisor.

Once all of the above are completed you are awarded the relevant Plus Award depending on the number of hours you have recorded for example Bronze, Silver, Gold or Platinum Plus Award. This is presented at the Voluntees Awards Ceremony in May.



Reflective summary

Please complete sections 1 - 6 and email to volunteering@tees.ac.uk prior to your session with the Careers Advisor

Name: _____ Email: _____

1 Please provide a brief summary of your volunteering activities.

2 What have you gained from your volunteering activities?

3 How did your volunteering role contribute to the organisation?

4 Did your volunteering role provide you with an insight into your potential future career choice? If so – how?

5 Which of these employability skills have you either demonstrated or developed during your volunteering role/s?

- | | |
|---|--|
| <input type="checkbox"/> Team skills | <input type="checkbox"/> Task management |
| <input type="checkbox"/> Customer awareness | <input type="checkbox"/> Decision-making |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Business skills |
| <input type="checkbox"/> Time management | <input type="checkbox"/> Negotiation skills |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Other (you specify) |

6 Choosing only one, please provide an example of how you have demonstrated/ developed the skills listed above.

To be completed with Careers Advisor

Career summary (for use on CV, letters and application forms)

Recommended next steps