

Pre workshop booklet

Please ensure you complete reading this booklet prior to attending the workshop



Welcome to ANU+

On behalf of the ANU, I am delighted to welcome you to the ANU+ program. You are now part of a student group that highly values volunteering and which, since its inception in 2017, has connected with more than 40 organisations and made a positive impact on both society and the environment.

The ANU prides itself on its students and who they become. We at ANU believe that co-curricular learning—learning outside the classroom—plays an important role in shaping who you are and how you will, in the words of the *Vision for Excellence in Teaching and Learning at The Australian National University*, 'create and apply knowledge to improve the lives of people, the nation and the world'.

As part of the ANU+ program, you will have the chance to expand your skills and experiences to maximise your employability and be empowered to develop your resilience, self-awareness, and leadership. Thank you for making a commitment to being a volunteer and improving our world.

I look forward to hearing about your ANU+ journey, and trust that you will find ANU+ a truly enriching student experience.

A handwritten signature in black ink, appearing to be 'R. Gustavson', with a long horizontal stroke extending to the right.

Royston Gustavson

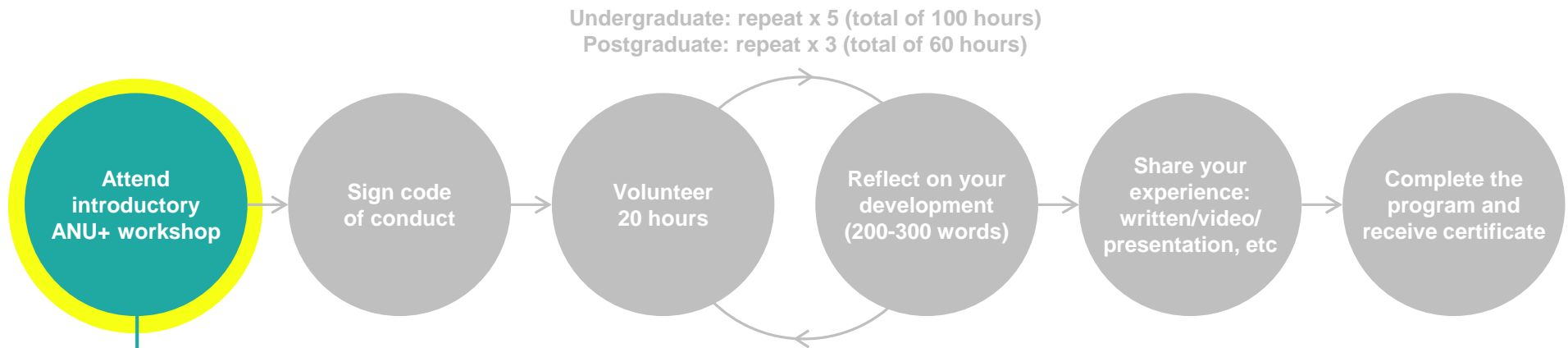
Pro-Vice Chancellor (Education) (Acting)

What will you get out of ANU+?

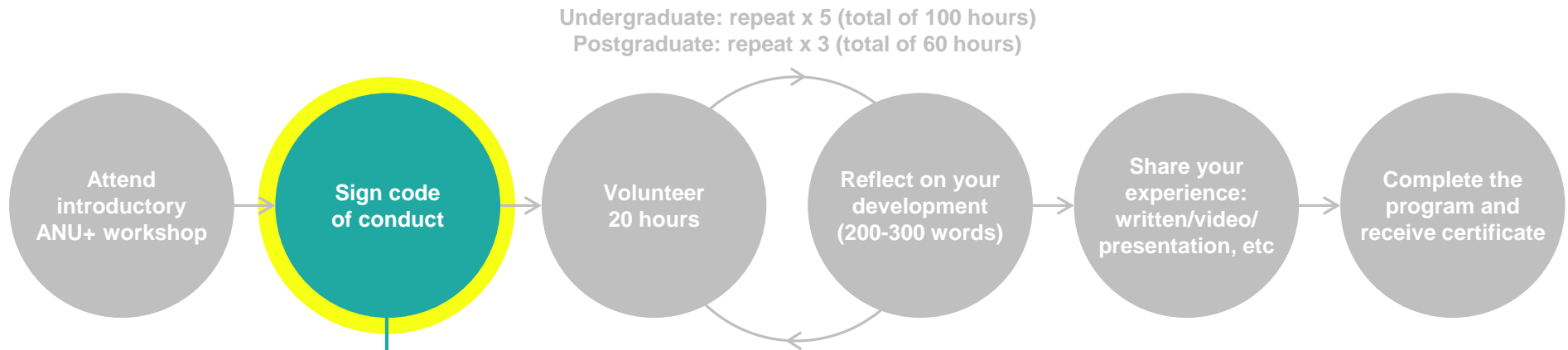
- Develop your skills related to your employability prospects
- Encouragement to give back to your community
- A structured program to maximise your learning from volunteering
- Reflect on your co-curricular experiences to gain a deeper understanding of yourself and the world around you



How to complete ANU+



After reading this booklet,
you will be attending the
compulsory introductory
workshop



- 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

The screenshot shows a web browser window with the URL <https://careerhub.anu.edu.au/students/workflows/detail/11>. The page is titled "ANU+ workflow" and features the ANU+ logo. Below the logo, a paragraph explains the ANU+ program: "ANU+ is a program that formally recognises 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:" followed by a bulleted list of outcomes. At the bottom, there is a section titled "Code of conduct and volunteering acknowledgement" with a sub-link "Submit 'ANU+: code of conduct and volunteering acknowledgement'". The browser's taskbar at the bottom shows icons for Windows, Outlook, File Explorer, Chrome, PowerPoint, Word, and Excel.

ANU+ workflow

ANU+

ANU+ is a program that formally recognises 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 – step 1

The screenshot shows the ANU CareerHub website interface. The top navigation bar includes links for Home, Jobs, Organisations, Events, Appointments, Resources, and Ask a Question. A user profile dropdown menu is open, showing options like Dashboard, Profile, Preferences, Communication Settings, Account, Contact Us, Terms and Conditions, and Logout. The main content area features a 'Search Jobs' section with filters for Type Of Work (Any) and Location (Brisbane, QLD, Australia). Below this, there are sections for 'Prepare for your career' (Upcoming Events, Appointments, Resources) and 'What's new?' (New on CareerHub, News, Association of Chartered Certified Accountants).

ANU Careers
Division of Student Life

Home Jobs Organisations Events Appointments Resources Ask a Question

Search Jobs

Graduate, Analyst, Intern...

Type Of Work: Any

Location: Brisbane, QLD, Australia

Bookmarked Jobs Volunteer

Prepare for your career

Upcoming Events

Event	Date
ANU+ compulsory workshop	Next Monday
ANU+ compulsory workshop	22 January 2018
ANU+ compulsory workshop	1 February 2018
ANU+ compulsory workshop	8 February 2018

Find more events

Appointments

Our counsellors offer guidance and advice, at any stage of your career preparation

6 appointments still available.

Book an appointment

Resources

- Study and Scholarship Links
- Indigenous students
- Science
- Graduate recruitment
- More resources

What's new?

New on CareerHub

Event	Date
ANU+ compulsory workshop	15 Nov
Intern, National Congress of...	10 Nov
Successful Job Applications...	7 Nov
Assistant Coordinator - Bar...	7 Nov

News

No Drop-in Consultations or Resume/CV Workshops on Wednesday 22nd November 16 Nov 2017

Come and volunteer to help the Student Experience and Career Development (SECD) with Semester 1 2018 Orientation Week activities!

Association of Chartered Certified Accountants

ACCA is the global body for professional accountants. We aim to offer business-relevant qualifications to people of application, ability and ambition seeking a rewarding career in accountancy, finance and management. We support 188,000 members and 480,000 students in 181 countries, helping them develop successful

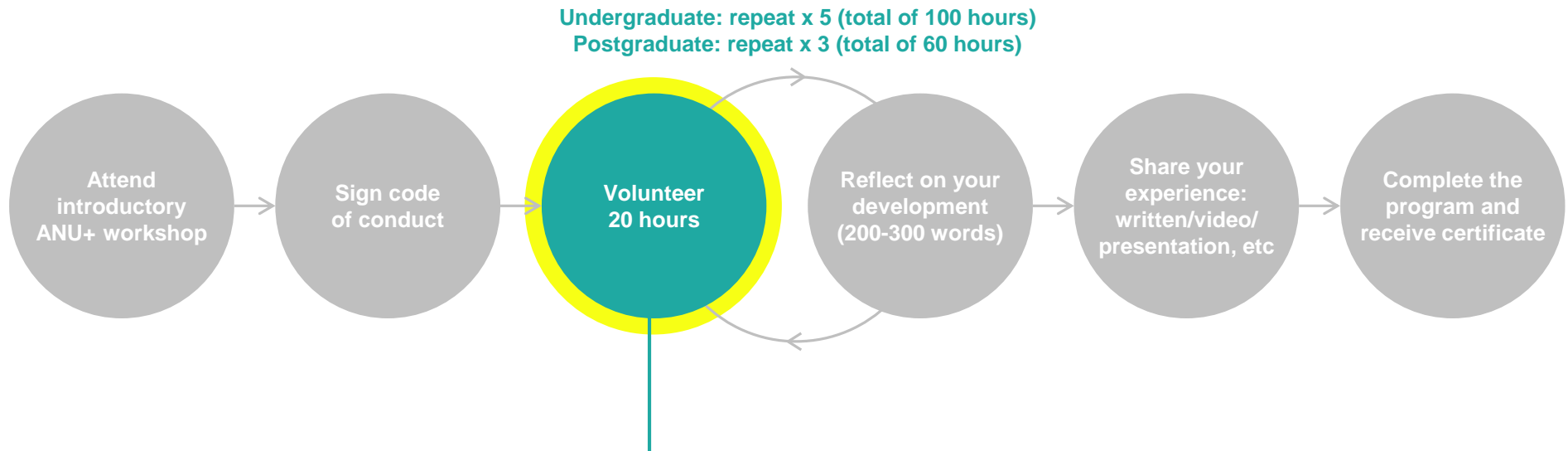
How to get to the ANU+ workflow in CareerHub – step 2

The screenshot displays the ANU CareerHub dashboard in a web browser. The browser's address bar shows the URL <https://careerhub.anu.edu.au/students/dashboard>. The dashboard header features the Australian National University logo and the text "ANU Careers Division of Student Life". A navigation bar includes links for Home, Jobs, Organisations, Events, Appointments, Resources, and Ask a Question, along with a user profile for "Tsimeris".

The main content area is divided into several sections:

- Dashboard:** A sidebar menu with the following items: Appointment Bookings, Event Bookings, My Consultation Notes, Bookmarks, Employers I Follow, Form Submissions, CBE Summer Research Scholarships, **ANU+ workflow** (highlighted with a red box), and CBE Internships Semester 1, 2018.
- Booking Reminders:** A message stating, "You do not have any Appointments or Events booked for next week."
- Recently Viewed:** A message stating, "You have not viewed any items recently."
- Recently Bookmarked:** A message stating, "You have not bookmarked any items recently."
- Recently Submitted Forms:** A message stating, "You have not submitted any forms recently."

The Windows taskbar at the bottom shows the system time as 11:29 AM on 27/11/2017, with various application icons including Windows, Outlook, File Explorer, Chrome, Word, and PowerPoint.



- 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.
- If you want to volunteer interstate or overseas, this is capped at 40 hours for undergraduate or 20 hours for postgraduates. Refer to page two of the [FAQs](#) for more information.
- At the workshop, you will learn more about your rights and responsibilities as a volunteer.
- [Volunteering and Contact ACT](#) is the peak body of volunteering for the ACT and is a great place to start searching for external opportunities. You can count other organisations outside of this website, and you will get a chance to meet a not for profit at your workshop.
- 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.
- You can include more than one organisation in each time sheet.
- You can backdate up to three months of volunteering from the day you have completed the workshop.
- Once you have completed a time sheet, simply take a photo 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 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.

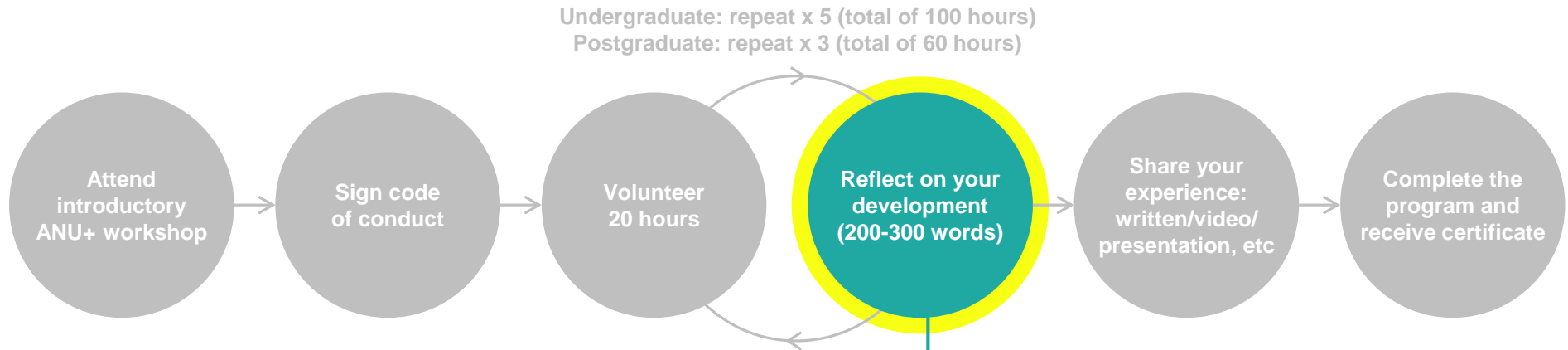
Further information? Questions for the ANU?

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

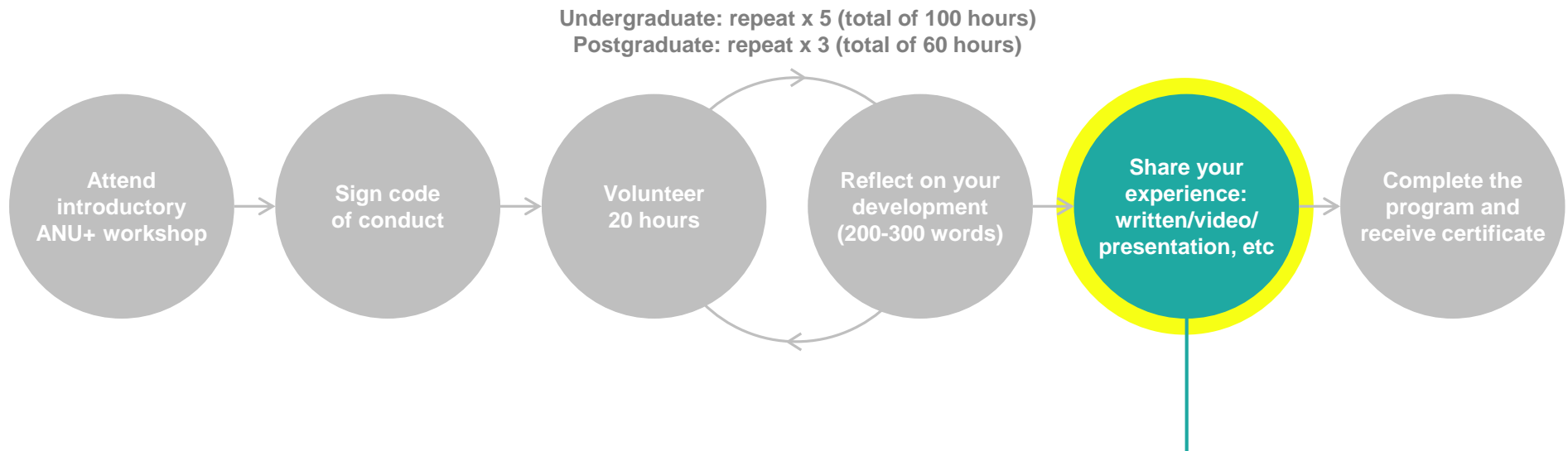
Student name and number:

Organisation	Short description of activities	Dates and hours	Organisation representative name	Organisation representative signature

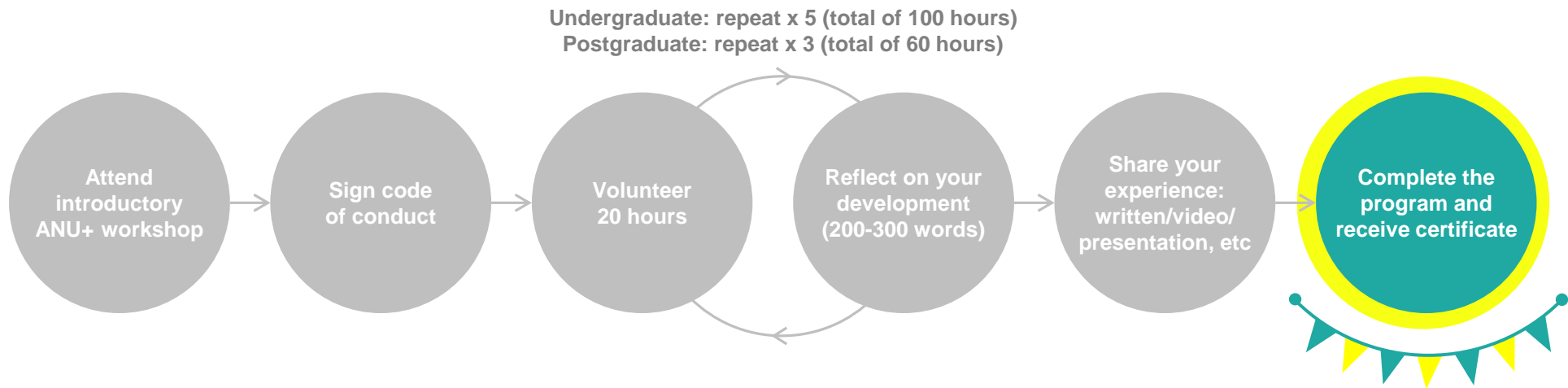
For the student: please print this time sheet, have a representative at your organisation sign off on your hours and submit on CareerHub. Each time sheet add up to 20 hours (it can be slightly more than this if your hours add up to that). It can include one or more organisations. Please email anuplus@anu.edu.au if you have any questions.



- 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 on your time sheet, 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



Once all requirements are met, you will be awarded the certificate

Name	Date	Hours	Location
PREVIOUS			
UNDERGRADUATE			
POSTGRADUATE			

ANU+ RECORD OF VOLUNTEERING ACHIEVEMENT

2017 **2018** **2019** **2020** **2021** **2022** **2023** **2024** **2025** **2026** **2027** **2028** **2029** **2030** **2031** **2032** **2033** **2034** **2035** **2036** **2037** **2038** **2039** **2040** **2041** **2042** **2043** **2044** **2045** **2046** **2047** **2048** **2049** **2050** **2051** **2052** **2053** **2054** **2055** **2056** **2057** **2058** **2059** **2060** **2061** **2062** **2063** **2064** **2065** **2066** **2067** **2068** **2069** **2070** **2071** **2072** **2073** **2074** **2075** **2076** **2077** **2078** **2079** **2080** **2081** **2082** **2083** **2084** **2085** **2086** **2087** **2088** **2089** **2090** **2091** **2092** **2093** **2094** **2095** **2096** **2097** **2098** **2099** **2100** **2101** **2102** **2103** **2104** **2105** **2106** **2107** **2108** **2109** **2110** **2111** **2112** **2113** **2114** **2115** **2116** **2117** **2118** **2119** **2120** **2121** **2122** **2123** **2124** **2125** **2126** **2127** 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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 a great place to start searching for external opportunities. You'll learn more about them at the workshop. You can also visit their shopfront to talk to someone to get face to face help in finding volunteering:

Visit Griffin Centre, 20 Genge Street, Canberra 2601

- [SEEK Volunteering](#)
- [ANU Volunteering Society](#)
- You'll learn more about opportunities on campus ANU+ provides, and what support we can provide you to find volunteering

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



Call: 6125 0560



[ANU+ Facebook page](#)