

***School Community Work
Log Book***

Acknowledgements

This resource was compiled the Wimmera Southern Mallee LLEN in partnership with Centre for Participation and School Focused Youth Service.

© Wimmera Southern Mallee LLEN 2020

Wimmera Southern Mallee LLEN

P 03 5381 0122

E info@llen.com.au

Wimmera Southern Mallee LLEN is supported by the Victorian Government.



WIMMERA
SOUTHERN
MALLEE
LLEN



School Focused Youth Service

Student Details

Student name _____

School name _____

Volunteer placement dates _____

Host business/organisation _____

IMPORTANT

This Log Book should be given to the student prior to undertaking a volunteer placement.

It should be explained to the student that the Log Book is to be completed during their volunteer placement and returned to the ***teacher in charge of the volunteering initiative*** upon completion of the placement.

Contents

Student Details	1
Student log book	3
Volunteering preparation	4
Community volunteering details	5
Employability skills	6
Workplace clothing	9
What hosts expect	10
What to do if...	11-12
Agreement - Code of Conduct	13
On the job	14
Hints	15
Type of organisation	16
Time Sheet	20
Daily Records	22-31
Evaluation and follow-up	32
What to do after your volunteering	33

Student log book

Remember to take your Log Book with you to your volunteer placement *every day*.

Your Log Book is divided into three sections:

1. Volunteering preparation

Before you start your work experience, you must read and follow all the guidelines and complete the volunteering placement details on page 5.

2. On the job

Take your Community Volunteering Log Book with you on your volunteering placement every day and ask your supervisor to sign it at the end of every day. You may need to ask your supervisor for assistance with completing the questions on pages 16 to 19.

3. Evaluation and follow-up

What to do after your volunteering placement.

Evaluating your volunteering experience (*your* evaluation of the volunteering placement)

Remember

You need to take your Log Book to your volunteering placement every day.

You will need to ask your supervisor to sign your Log Book at the end of every day.

Volunteering preparation

Before you start your volunteering placement you must read and follow all the guidelines in this section of your Log Book and complete the placement details on the opposite page.

Important

*Make sure you have completed the appropriate Community Volunteering Arrangement Form. You **cannot** start your volunteering placement until this form is completed.*

This section of your Log Book contains:

- Community volunteering details
- Employability skills
- What to do before your volunteering commences
- Workplace clothing
- What host organisations expect
- What to do if...
- Agreement — Code of Conduct

Community volunteering details

Please complete this page **before** your placement starts.

Organisation Name:		
Organisation Address:		
Organisation Telephone:		
Contact Person:		
Title (e.g. Manager):		
Type of Work:		
Work Hours	Start:	Finish:
Date	From:	To:
Breaks:	From:	To:
	From:	To:
Lunch Arrangements:		
Clothing Requirements:		
Transport Arrangements:		
Any Special Arrangements:		

Employability skills

Employability skills are common skills that are used on a day-to-day basis in most organisations. Employability skills are not specific to one type of job or industry. Organisations often look for volunteers who display strong employability skills such as:

Skill	Example
Communication	<i>Listening and understanding Speaking clearly and directly Reading and writing skills</i>
Team work	<i>Working as part of a team Sharing ideas and resources</i>
Problem solving	<i>Identifying problems Developing solutions</i>
Self management	<i>Taking responsibility Managing time and tasks effectively Monitoring your own performance The ability to work unsupervised</i>
Planning and organisation	<i>Time management Setting priorities Making decisions Setting goals Collecting information Analysing information Organising information</i>
Technology	<i>Basic IT skills Word processing skills (typing) Being able to learn new IT skills</i>
Learning	<i>Being willing to learn new things Being open to new ideas Being accepting of change</i>
Initiative and enterprise	<i>Being creative Adapting to new situations Turning ideas into actions Coming up with a variety of options</i>

Employability skills

Employability skills contribute to a harmonious, productive and safe workplace. People with strong employability skills are therefore very desirable as volunteers. Because employability skills are generic (i.e. they are not specific to a particular job, industry or workplace), the employability skills you develop in one job (or volunteer placement) can be useful in another situation.

When you are on a volunteer placement you will be using the employability skills listed on the previous page in many different ways. In this Log Book you will keep a record of which employability skills you have used and how you have demonstrated them while on your volunteer placement.

This will help you in the future when developing your résumé, with writing job application letters or taking up further volunteering opportunities.



What to do before your volunteer placement

You should already know basic details of your volunteer placement:

- The name of your host employer
- The address of your host employer
- The business phone number
- The name of the contact person.

There are still some things that you have to do in the week before your volunteer placement begins and these are:

Contact and/or meet your host organisation contact person

If a meeting is not possible (or you have already met your host contact person) you should speak to your host contact person by phone during the week before your volunteer placement starts.

Check the necessary details with your host

Find out about or make a final check on the following details:

- Your start and finish times
- What you should wear, what is appropriate in that particular workplace
- What lunch arrangements will you need to make (if this applies)
- Any other special requirements or arrangements of which you need to be aware
- What you will be doing during your volunteer placement. Discuss with the host the types of tasks that you might be given and the possible program you could be following. This step is very important. It is one way that you can show interest in the workplace and impress your host even before you start your volunteer placement.

Get all of your questions answered

Discuss with your host, school volunteer coordinator and family, any other concerns or questions you might have regarding your volunteer placement.

Workplace clothing

What type of clothing is appropriate to wear during your volunteer placement?
(If you don't know, ask your school volunteer coordinator or host).

What type of clothing is NOT appropriate to wear during your volunteer placement?
Why not?

What footwear is appropriate to wear during your volunteer placement? (e.g. Some workplaces, including offices, don't allow open-toed shoes for OH&S reasons.)

What will you wear during your volunteer placement?

Your school will determine whether you will wear your school uniform to your volunteer placement. If you are not wearing your school uniform, consider the following:

- Keep jewellery and make-up to a minimum.
- Keep your hair out of your eyes and tied back if necessary.
- Check if you need to wear any protective clothing and if you need to provide it yourself.
- Use deodorant, but don't overdo the perfume or aftershave. Some people have allergies to strong fragrances.
- Ask friends or relatives if you can borrow suitable clothes rather than buying them.
- If you're unable to borrow suitable clothes, consider visiting your local op shop.

What hosts expect

Your host will expect you to:

- Be punctual—always arrive at your placement on time
- Take care with your personal appearance
- Be keen about your volunteer placement. Show an interest in the organisation
- Be prepared to do a job well and perform all duties carefully
- Offer to perform duties which you know you can do well
- Be polite and friendly with co-workers and customers
- Expect no favours from your host
- Find out when the tea breaks are and the length of the break and always be back on time
- Make notes about what you have to do if you are given a number of tasks at once
- Ask questions about the organisation
- Be discreet. If you overhear or see anything private or confidential, even by accident, keep it to yourself. Never pass on any unfavorable comments about other workers or volunteers. If you feel uncomfortable about something, talk to your school volunteer coordinator or to your host
- Work without distracting other workers of volunteers
- Be positive. A positive attitude is the best thing you can take with you to your volunteer placement. Your host may need to take extra time to help you, so will appreciate it if you make a positive contribution in return
- Follow the guidelines in this Log Book and those recommended by your host
- **Smile and enjoy yourself!**

Remember

Don't use any machinery, including powered tools or equipment, or undertake hazardous manual handling under any circumstances.

Volunteering will give you an opportunity to learn new skills.

You are there to help, to watch and to learn.

What to do if...



...you are going to be late for your volunteering placement.

This shouldn't happen, but if something does happen to make you late, you should phone your host or supervisor as soon as possible to make them aware that you are on your way. Provided you get there as soon as possible, and your reason is genuine and unavoidable, your host will be understanding. Do not make this a habit!

...you are sick and cannot go to your volunteering placement.

Make two phone calls, one to your host and one to your ***school volunteering coordinator***.

- Phone your host or supervisor before the normal starting time and explain why you will be absent. Give your host an indication of the length of time you think you will be absent.
- Either you or your parent/guardian should contact your ***school volunteering coordinator*** to explain that you are unwell and unable to attend your work placement.



...you are injured at your volunteering placement.

There are specific procedures for your host to follow if you are injured.

However, no matter how trivial you think an injury is, you should report it to your host immediately. If you are injured, your host will contact your parent/guardian and your ***school volunteering coordinator***. You are covered for personal injury by WorkSafe.

WorkSafe forms will have to be completed in the event of an injury.

What to do if...

...you feel you are being harassed at work.

Harassment in a workplace may fall into a number of categories. It is essential that, if you are not comfortable with your colleagues or supervisor, you discuss this with someone immediately. This may be someone from your family or from the school. If necessary, the school may need to act on your behalf.

Phone the school if you have any problems you can't deal with during your volunteer placement. *Your school volunteering coordinator* will be available to help you.



Agreement - Code of Conduct

This Agreement - Code of Conduct is for you to sign. Signing it shows that you accept and honour the following principles of your volunteering placement.

*(If you are unsure about anything listed below, please check with your **school volunteering coordinator** before signing this agreement).*

1. I recognise:

- Volunteering is a privilege
- I have responsibilities to my host employer and to my school
- A volunteering placement is an important part of my education.

2. I know:

- What my host may expect of me
- My likely starting and finishing times.

3. During my volunteering placement I will:

- Maintain a positive and enthusiastic attitude
- Be courteous and respectful
- Try to communicate effectively
- Apply my skills and knowledge appropriately
- Observe rules, regulations and instructions in the workplace
- Comply with the workplace mobile phone/internet policy
- Meet the workplace dress standards.

4. I am prepared to:

- Telephone my host at least a week before starting my volunteering placement
- Be interviewed by my host before the volunteering placement commences (if possible)
- Be responsible for my Community Volunteering Log Book
- Phone my host employer and **school volunteering coordinator** to notify them of any absences
- Attend a feedback session after my volunteering experience.

I understand that during my volunteering placement, I may have access to information which is private and confidential. I agree that I will not convey to any person outside the host's workplace, any knowledge or information of a confidential nature which is gained in the course of my volunteering placement.

Student's Signature _____ Date _____

On the job

Take your Community Volunteering Log Book to your volunteering workplace every day and ask your supervisor to sign it at the end of every day. You may need to ask your supervisor for assistance when completing the questions on pages 16 - 19



This section of your booklet contains:

- Hints for your volunteering placement
- Type of business
- Career directions
- OH&S questionnaire
- Timesheet
- Daily record and employability skills.

Hints

If you have a mobile phone with you, turn it off before you enter your volunteering workplace area. Only check your messages during breaks and lunch. Also, put your host's phone number into your phone contacts so that you can make contact with them if need be.



Remember to smile and maintain eye contact when you are introduced to people.

Make sure you learn and use the names of the people with whom you will be working. Introduce yourself to workers and other volunteers as you meet them.



Find out if there are any special occupational health and safety issues you need to be aware of at this type of workplace.

Make sure you understand what your host wants you to do. If you are not sure, ask questions.



Type of organisation

Describe your host's type of organisation:

- Private business
- Government Department
- Not-for-profit organisation
- Other _____

What does the organisation do? What products or services does the organisation provide?

Who are the clients and/or customers of the organisation?

How long has the organisation been established?

How many people are employed by the organisation?

How many people volunteer at the organisation?

Type of organisation

Where does the organisation operate?

- Local area
- Across the state
- Across Australia
- Internationally
- Explain _____

In what area are you doing your volunteer placement?

Describe some of the main tasks you would expect to perform in this organisation.

OH&S questionnaire

Please complete this Occupational Health and Safety (OH&S) questionnaire after your host has completed your workplace induction.

What must you do if you see something unsafe (an object, situation or behaviour) in the workplace?

What must you do if you injure yourself in the workplace?

Name three potential hazards in your workplace?

1.

2.

3.

What personal protective equipment (PPE) or personal protective clothing (PPC) is required in your workplace?

OH&S questionnaire

Where is the emergency assembly point for your workplace?

Where is the first-aid kit located in your workplace?

What should you do if you are asked to do something but are not sure how to do it?

Who is the Health and Safety Representative for the workplace?

How is information about OH&S communicated in the workplace?

Time Sheet

It is a good practice to keep a record of the number of hours you have volunteered with the organisation this may be useful to your resumé

Day	Date	Start Time	Finish Time	Total breaks
<i>Example</i>	<i>Monday 12 March 2021</i>	<i>1.00 pm</i>	<i>3.00 pm</i>	<i>15 min</i>
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				

Daily Record - Day One Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your host?*

Supervisor's Comments:

Employability Skills - Day One

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Two

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your host?*

Supervisor's Comments:

Employability Skills - Day Two

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Three

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your host?*

Supervisor's Comments:

Employability Skills - Day Three

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Four

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your host?*

Supervisor's Comments:

Employability Skills - Day Four

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Five

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your host?*

Supervisor's Comments:

Employability Skills - Day Five

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Evaluation and follow-up

This section of your Log Book contains:

What to do after your volunteer placement (page 33)

after you complete your volunteer placement, you are expected to:

- Follow the suggestions about things to do when the volunteer placement is over
- Complete the evaluation sheet on page 34 of the Log Book, *Evaluating my volunteering placement* (your evaluation)
- Hand in your Community Volunteering Log Book to you **school volunteering coordinator**. Your school volunteering coordinator may wish to discuss your volunteering experience with you.
- Your school volunteer coordinator should return your Log Book to you so that you can keep it as a record of your volunteer placement.

Hint

On your last day...

Do not leave your volunteering placement until you have formally thanked the people with whom you have been working.

Make sure your supervisor has signed each day's record in your Log Book.

What to do after your volunteering

Consider starting a career portfolio.

In your career portfolio, you can store things like your Log Book and any references. This can be the start of your resumé.

Suggested ways to thank your host employer:

If appropriate, send your host employer a thank-you note or letter.

If you write a thank-you letter, include what you found most enjoyable during your placement.

Give your host employer a thank-you card.

Make a certificate of appreciation.

Bake a cake and take it for morning tea on your last day.

Evaluating my work experience

Please give an overall rating of your work experience by circling a number

1

2

3

4

5

Not for me

Excellent

List the most valuable things you learnt during your work experience.
Describe something you did well during your work experience.
What was the most enjoyable aspect of your work experience?
Was there anything you didn't enjoy about your work experience?
Does this occupation interest you?

Student's Signature _____

Comments (optional) _____

Notes

