

Information to consider when contacting an organisation

Before contacting an organisation – do your homework on that organisation.

The role you undertake must be linked to the criteria of the module - Further Counselling Skills. For example, the role may involve talking to a regular elderly customer in a charity shop or listening to an individual as part of a telephone befriending service. Therefore, try to find out what you might be doing beforehand either by viewing the organisations website or via direct contact. You must discuss the requirements of the role with your organisation provider before you commit. It is too late once you have committed and once you start your volunteering and realise that all you are doing all day is photocopying and making the tea!

Please ensure you include the following key points in your initial correspondence with potential organisation providers.

1. Tell them who you are – your name, that you are a student at the University of Wales Trinity Saint David, your level of study (Level 5), the title of your course (BSc Psychology and Counselling).
2. Explain that, as part of your Level 5 module - Further Counselling Skills, you are required to undertake a volunteering opportunity.
3. Outline the type of role required (to gain experience in a setting related to care and well-being) and indicate how you see the volunteering opportunity aligning with this.
4. Explain that, for the purpose of the module, your voluntary hours can be completed between now and next May and that you will negotiate these hours.
5. Ask whether you require a DBS (if you are going to an office, probably not; if you are working with children or vulnerable adults, then yes).
6. Explain that your hours are not assessed, and there will be **no** visits from your tutors. All that is required of them is the completion of an approval form at the beginning and an attendance form at the end.
7. To end your letter/email, explain that they will receive an email from a member of staff at the University to confirm the opportunity has been agreed.

Remember! You need to find and organise your voluntary experience.

All questions and correspondence relating to activities you will be undertaking must come from you.

Your tutor will only confirm the experience and assist if required from the perspective of the organisation/provider.