

BSc Psychology & Counselling Voluntary Experience Module Information

Your voluntary experience on the programme will be linked to one of the assessments on one of your Level 5 modules – Further Counselling Skills.

For this assessment, you will be required to collate evidence and information from your voluntary/work-based experience to produce a portfolio containing **FOUR** evidence pieces to document your experience – one of which will be a written reflective piece.

The portfolio is a short collection of documents and pieces of evidence that reflect the skills, personal attributes, and work-related knowledge you have acquired from taking part in your voluntary or work experience.

The construction of the portfolio will help you consider the skills and attributes you have developed, as well as the work-related knowledge you have acquired, which will enable you to communicate these elements clearly to employers during future application processes. The portfolio will also act as a handy reminder of the above when you are making applications (for jobs or for further courses) in the future.

Therefore, if you are planning on engaging in your voluntary opportunity before the module starts, the information below provides indicative suggestions of the types of evidence to consider/collate in preparation for the development of your portfolio.

1. Reflective account of your voluntary or work experience (1,000-words)

- This will be written as a reflective essay and supported with relevant counselling theory, appropriate in-text citations and APA reference list.
- Apply reflective theory (i.e. Gibbs reflective model) and include extracts from your reflective log to support your writing.
- Overview of your voluntary work activity: where you were, what your tasks and duties were
- Expectations and/or concerns before embarking on the voluntary work experience
- Goals you set for yourself to achieve whilst engaging in voluntary work activity
- Skills and attributes you feel you have developed whilst on your voluntary work experience (e.g., technical skills, professional attributes, soft skills, etc)
- Provide detailed information on a small number of duties, activities or projects and describe how you developed a specific skill
- Challenges you faced whilst on your voluntary work experience and how you dealt with or overcame them

- How you plan to apply the skills / knowledge you have acquired in future roles or any potential career ideas you have had because of the voluntary work experience
- Any further development or learning goals that you have set for yourself.

Clearly identify a further three relevant forms of evidence

Examples:

- Organisation mission statement
- Organisation aims, objectives or framework
- Pictures of yourself completing work-related tasks (Requires permission to share!!!)
- Marketing or recruitment processes within the organisation
- Links to organisation policies i.e. Staff Well-being strategy, Health and Safety, Safeguarding

Appendix to include:

- Log/Record of the time and tasks engaged in at the organisation.
- Application letter or email sent to the organisation and their response to demonstrate approval.
- Completed Voluntary Experience Information Form.
- Email indicating approval from the module leader to confirm your voluntary experience.

IMPORTANT:

- You must **NOT** collate any private/confidential information from the organisation
- You must **NOT** include any materials from the organisation without their knowledge and approval
- Any documents that contain personal information of other staff, employees, customers, service users, or anyone who engages with the organisation must not be included