VOLUNTEER HOURS RECOGNITION FOR UWA STUDENTS

WHAT IS TRANSCRIPT RECOGNITION?

UWA students that undertake verified volunteering at uni or out in the community can have these hours recognised on their supplementary academic transcripts by Guild volunteering.

Criteria:

- Unpaid
- Objectively verifiable and auditable (refer to process below)
- For the common good
- Undertaken during enrolment at UWA
- Undertaken for one of the following:
    - Registered not-for-profit charities and community organisations that are partnered with Guild Volunteering (list available on request)
    - Volunteer-involving UWA Guild-affiliated clubs or faculty societies (where the volunteering is for the benefit of external stakeholders and the wider community - i.e. not for the benefit of club members only)
    - Guild Volunteering events or initiatives e.g. day trips, social justice activities, outreach events on campus

PROCESS

1. Contact Guild Volunteering to find our if your volunteering meets the criteria.
2. Accurately record the hours on a log form (templates available at Guild Volunteering).
3. Ensure that the hours are signed off by an authorised volunteer supervisor.
4. Provide evidence of verification of log sheets e.g. screen shot of email verification by volunteer supervisor.
5. Submit the recorded and approved volunteering hours online via Unihub or via email to volunteering@guild.uwa.edu.au before the end of each semester (June and November).

PLEASE NOTE:

- Volunteering for regional or overseas trips will be capped at 10 hours per day.
- Training that is a pre-requisite of the volunteer role (e.g. safety inductions, on-the-job training) is recognised as volunteer hours.
- Non-compulsory training that is classed as personal development (e.g. industry mentoring) is not classed as volunteering.

VOLUNTEER HOURS THAT WILL NOT BE RECOGNISED BY GUILD VOLUNTEERING

Volunteer roles/hours which will not be recognised by Guild Volunteering are:

- Administrative work (i.e. planning, attending, meetings, answering emails, phone calls etc.) as a result of club and committee membership.
- Social activities/ events.
- Unpaid work that meets the criteria of work experience (e.g. internships, practicum placements), rather than volunteering.
- Unpaid work for commercial organisations or events.

Guild Volunteering acknowledges that many activities undertaken by students such as running on campus events or participating in club committees is an important part of student culture. However, the need to audit all volunteer hours makes many student-led activities and events un-verifiable and therefore cannot be counted. See Club Volunteering info sheet for more details.