



Procedure: ANU+

Purpose

To set out the University's requirements and procedures for completion of the ANU+ program.

Definitions

ANU+ is a structured non-academic program that maximises students' learning from volunteering and formally recognises students experience and contribution achieved through volunteering.

Volunteering as defined by Volunteering Australia (<https://www.volunteeringaustralia.org/resources/definition-of-volunteering/#/>) and does not include attendance at training, or training courses.

Procedure

Eligibility

1. The ANU+ program is open to undergraduate and graduate students. Students commence the ANU+ program at any time during their academic program.
2. Students are eligible to complete the ANU+ program once.
3. Students who complete their academic program without completing the ANU+ program can continue the ANU+ program under a new academic program and count a maximum of 40 hours of volunteer work undertaken previously if the:
 - a. new academic program is commenced within 12 months of completing the previous academic program; and
 - b. volunteer work was included on previously submitted timesheets and the timesheets were previously approved by the Engagement and Success team.
4. In exceptional circumstances, the Engagement and Success team may approve a period longer than 12 months for clause three.

Prior to commencement

5. Prior to commencement of the ANU+ program, students attend a compulsory introductory workshop run by the Engagement and Success team. Registration for the workshop is completed in [CareerHub](#).
6. Within two working days of attendance at the compulsory introductory workshop, the Engagement and Success team provide students access to the 'ANU+ workflow' in [CareerHub](#) and email students a reflective writing guide and assessment rubric. The reflective writing guide and assessment rubric are also available on the ANU+ webpage: <https://www.anu.edu.au/students/careers-opportunities/volunteering/anu>
7. Students acknowledge the ANU+ code of conduct and volunteering requirements in [CareerHub](#).
8. Students enrolled in the ANU+ program are encouraged to apply for Working with Vulnerable People (WWVP) registration. Some organisations require students to hold WWVP registration in order to undertake volunteer work. Students apply for WWVP registration via [Access Canberra](#).

Undergraduate students

9. Undergraduate students volunteer for a minimum of 100 hours.
10. Undergraduate students volunteer with at least two different organisations, one of which is external to ANU. ANUSA Clubs and Societies are considered internal to ANU for the purpose of the ANU+ program. The final decision rests with the Director, University Experience on whether volunteer work undertaken at a particular organisation counts towards completion of the ANU+ program.
11. Undergraduate students are enrolled in at least one course in a semester or session for volunteer work during that semester or session to be counted towards completion of the ANU+ program. Where volunteer work is completed during semester breaks, students are enrolled in at least one course in the semester or session that follows the semester break for the volunteer work to count towards completion of the ANU+ program.
12. Volunteer work undertaken overseas or outside of the ACT and counted towards completion of the ANU+ program is limited to 40 hours.
13. Volunteer work undertaken up to three months prior to the date students complete the compulsory introductory workshop may be counted towards completion of the ANU+ program, subject to approval by the Engagement and Success team.

Graduate students

14. Graduate students volunteer for a minimum of 60 hours.

15. Graduate students volunteer with at least two different organisations, one of which is external to ANU. ANUSA Clubs and Societies are considered internal to ANU for the purpose of the ANU+ program. The final decision rests with ANU on whether volunteer work undertaken at a particular organisation counts towards completion of the ANU+ program.
16. Graduate students are enrolled in at least one course in a semester or session for volunteer work during that semester or session to be counted towards completion of the ANU+ program. Where volunteer work is completed during semester breaks, students are enrolled in at least one course in the semester or session that follows the semester break for the volunteer work to count towards completion of the ANU+ program.
17. Volunteer work undertaken overseas or outside of the ACT and counted towards completion of the ANU+ program is limited to 20 hours.
18. Volunteer work undertaken up to three months prior to the date students complete the compulsory introductory workshop is counted towards completion of the ANU+

Timesheets

19. Students complete the approved timesheet for all volunteering activities undertaken toward completion of the ANU+ program as evidence they have completed the volunteer work.
20. Each timesheet adds up to 20 hours (+/- 15%) and all volunteer hours worked are signed off by a representative of the organisation where the volunteering occurred.
21. Undergraduate students upload five completed timesheets to the ANU+ workflow' in [CareerHub](#)
22. Graduate students upload three completed timesheets to the ANU+ workflow' in [CareerHub](#).
23. Submitted timesheets are approved by the Engagement and Success team before students are given access to complete the assessment tasks.

Assessment

24. Following completion of each 20 hour block of volunteering, students submit to the ANU+ workflow in [CareerHub](#) a written reflection of 200-300 words reflecting on one of the development outcomes of the ANU+ program:
 - a. Self-awareness
 - b. Resilience
 - c. Inclusion and awareness of diversity
 - d. Communication skills

- e. Community and global engagement
- f. Personal and social responsibility
- g. Leadership skills and understanding of organisational dynamics

25. Within five working days of submission of the written reflection the Engagement and Success team assess the written reflection against the assessment rubric, and provide students with written feedback and an outcome of either satisfactory or unsatisfactory.

26. Students who receive an outcome of 'unsatisfactory' may revise and resubmit the written reflection.

27. Following the successful completion of all written reflections and the minimum required volunteering hours, students complete a final assessment task which reflects on their entire ANU+ volunteering experience and refers to at least one and no more than two of the development outcomes of the ANU+ program:

- a. Communication skills
- b. Community and global engagement
- c. Inclusion and awareness of diversity
- d. Leadership skills and understanding of organisational dynamics
- e. Personal and social responsibility
- f. Resilience
- g. Self-awareness

28. The final assessment task takes the form of a:

- a. Written piece of 1000 words (+/- 10% of the word limit); or
- b. Video of 5-10 minutes duration; or
- c. Presentation of 10-15 minutes duration.

29. Students submit their final assessment task on or before the date published on the ANU+ webpage: <https://www.anu.edu.au/students/careers-opportunities/volunteering/anu>.

30. Within 10 working days of submission of the final assessment task the Engagement and Success team assess the task against the assessment rubric, and provide students with written feedback and an outcome of either satisfactory or unsatisfactory.

31. Students who receive an outcome of 'unsatisfactory' may revise and resubmit the final assessment task only once.

32. Where a student's final assessment task takes the form of a presentation, two members of the Engagement and Success team are present and assess the presentation against the assessment rubric. Where one assessor gives an outcome of satisfactory, and

the other an outcome of 'unsatisfactory' the student revises and resubmits the final assessment task.

33. Where a student revises and resubmits the final assessment task in the form of a presentation, three members of the Engagement and Success team are present and assess the presentation against the assessment rubric. Students who receive an outcome of 'satisfactory' from two or more of the assessors, receive an overall outcome of 'satisfactory'. Students who receive an outcome of 'satisfactory' from less than two assessors:

- a. receive an overall outcome of 'unsatisfactory';
- b. are unable to submit further attempts of the final assessment task; and
- c. are unable to complete the ANU+ program.

Completion of the ANU+ program

34. Following successful completion of the minimum required volunteering hours, all written reflections and the final assessment task, students are emailed advising that they have successfully completed the ANU+ program.

35. The Engagement and Success team update the student's record in the Student Administration System indicating they have completed the ANU+ program.

Record keeping

36. Records of student participation and assessment in the ANU+ program are managed in accordance with the ANU [Policy: Records and archives management](#).

37. Timesheets submitted for the ANU+ program are subject to a back to source audit. Annually 10 per cent of timesheets are randomly selected for a back to source audit.

38. Back to source audits are also undertaken where there are concerns regarding the authenticity of a timesheet. These audits are undertaken in addition to the audits in the previous clause.

Review of decisions

39. Within 20 working days of receiving an outcome for a written reflection or final assessment task, if a student considers the outcome to be inappropriate or incorrect as a result of the assessment rubric having not been followed, the student submits a written appeal. The appeal is submitted to anuplus@anu.edu.au addressed to the Manager, Engagement and Success, stating clearly the reason why the student considers that the result is inappropriate or incorrect.

40. The Manager, Engagement and Success considers the request and advises the student of the outcome in writing within seven working days of the decision being made.

41. Within 20 working days after the decision of the Manager, Engagement and Success being notified to the student, a student may lodge an appeal to anuplus@anu.edu.au addressed to the Director, University Experience on procedural grounds only.
42. The Director, University Experience considers the request and advises the student of the outcome of the procedural appeal in writing within seven working days of a decision being made.
43. The decision of the Director, University Experience is final.

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