



Campion College Community Engagement And Leadership Award – Operating Manual

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Introduction

The Champion College Community Engagement & Leadership Award (the Award) is a points-based award designed to:

- Encourage and support students' contribution to their communities through volunteering;
- Encourage and support students' contribution to the Champion College community through leadership roles;
- Encourage and support students to collaborate with others effectively as part of a cohesive team; and
- Provide students with professional development support.

The Award recognises your community service, your leadership at Champion and your ongoing professional development. In line with the College's Strategic Plan, the Award aims to foster a spirit of leadership that encourages students to serve the needs of the wider community, work effectively with others, as well as providing a pathway for personal and professional development.

Students are expected to be self-driven in their approach to the Award and use their initiative to identify opportunities that satisfy the requirements of the Award. However, as needed students will be supported by an Award Coordinator. This role is undertaken by the Student Life and Alumni Relations Manager.

The Champion College Community Engagement & Leadership Award is a non-monetary, non-competitive award. In any given year, the Award may be awarded to all students registered to have completed all components of the Award. Receipt of the Award will be noted on students' academic transcripts.

The design of this Award was informed by students and alumni of Champion College throughout 2017 and was also influenced by other similar awards and programs, including the University of Melbourne's Leadership in Communities Award, Swinburne Institute of Technology's Emerging Leaders Award, and the University of Technology Sydney's Social Outcomes through University Leadership program.

Award Requirements

Focus	Commitment	Example activities	Skills developed
<p>Community Volunteering</p> <p><i>Volunteering for political parties or volunteering for organisations that do not provide a community benefit will not be accepted as contributing towards this Award.</i></p>	<ul style="list-style-type: none"> • 60 hrs 	<ul style="list-style-type: none"> • Volunteering with organisations that support disadvantaged members of the community (e.g. St Vincent de Paul Society) • Volunteering with emergency services (e.g. the State Emergency Service, St John's Ambulance) • Running a (registered where appropriate) charity fundraiser (e.g. Royal Flying Doctors Service) 	<ul style="list-style-type: none"> • Commitment / Communication / Critical thinking / Resilience / Time management / Conflict resolution / Teamwork and Collaboration / Analysis / Cultural awareness / Role specific skills, e.g. first aid, event management, budgeting
<p>Leadership roles contributing to the Campion College community</p> <p><i>Paid roles, e.g. work scheme, RAs, etc. will not be accepted as contributing towards this Award.</i></p>	<ul style="list-style-type: none"> • 20 hours 	<ul style="list-style-type: none"> • Holding an executive role in a Campion sports club or special interest society • Running a purposeful initiative open to all students (event (e.g. running a debate), excursion (e.g. to a museum/gallery), charity fundraising event, etc.) 	<ul style="list-style-type: none"> • Initiative / Leadership / Delegation / Communication / Collaboration / Flexibility / Autonomy / Decision making / Planning
<p>Professional development</p>	<ul style="list-style-type: none"> • Attend 6 sessions 	<p>Attendance at events, workshops, etc. that will enhance students' employability and professional development (e.g., determining your skills and interests, a CV writing workshop, a seminar on entering a particular profession, a graduate careers fair, etc.). The COMPASS PROGRAM runs a number of sessions throughout the year covering these topics. Students are expected to attend at least one external event for this component of the Award.</p>	
<p>Interview</p>	<ul style="list-style-type: none"> • 30-minute panel 	<p>A small panel will interview Award participants once all other components of the Award have been completed. Questions asked will cover activities undertaken, why you chose those activities, learnings and challenges through the Award, skills developed, etc.</p>	

Award Flowchart

Step 1: Register

Complete the Award Registration Form (the link to the form will be emailed to all students at the start of the Academic Year and will be available on request). After completing the form the Award Coordinator will arrange a short meeting to explain the Award requirements and answer any questions you may have.

Step 2: Complete Activities

Students are expected to use their own initiative to contact organisations about volunteering, organising Champion events, identifying professional development opportunities, etc. The Award Coordinator is available to assist with any issues you might face, and other students participating in the Award might also be a source of advice.

Step 3: Record

Once you have completed each activity, you will need to log the hours via the Activities Record Form. These forms will be collated by the Award Coordinator to verify your participation and track your progress through the Award.

Step 4: Submit & Exit Interview

Once you have submitted all of your records, the Award Coordinator will review them and will arrange for your exit interview. Upon successful completion of all components of the Award, your academic transcript as received at graduation will note your receipt of the Award.

Congratulations!

The Community Engagement and Leadership Award is a testament to your commitment to contributing to your community and developing your leadership and professional skills.

Frequently Asked Questions

What are the requirements for receiving the Award?

- You must complete 60 hours of approved community volunteering, 20 hours of approved leadership activities at Campion College, attend 6 approved career development sessions, attend a final panel interview and graduate with a degree from Campion College.
- In addition, you must have upheld the standards that Campion College expects of its students throughout your participation in the Award. These standards are stated in the Award registration form. The final determination is made by the College Executive, in consultation with the Award Coordinator, prior to graduation.

How do I register for the Award?

- The Award Coordinator will provide you with an online registration form, available at <https://www.campion.edu.au/students/forms/registration-form/>. After you have submitted this form, the Award Coordinator will arrange a time to talk through the Award with you and discuss your volunteering interests.

How do I record my participation in Award activities?

- Please record your activities at www.campion.edu.au/forms/cela-activity-record
- Students are responsible for tracking their ongoing participation in the Award and should speak to the Award Coordinator as soon as possible if they have any concerns regarding meeting the Award requirements.

Is there a cut-off date to register for the Award?

- You must register for the Award no later than the Friday of Week 12 of your final semester.

How long do I have to complete the reward?

- You have between your date of registration for the Award and the end of your final semester to complete all components of the Award. Your final activity record should be logged by the Friday of Week 12 of your final semester to allow time for the interview to be arranged. Please talk to the Award Coordinator as soon as possible if you do not think you will meet this deadline.

How will the Award be recognised?

- The Award will be listed on your academic transcript.

Do I need to complete the activities in a certain order?

No. The interview, however, is the final component of the Award; this being the case, it comes last in the process.

How do I find community volunteering opportunities?

- You are responsible for using your own initiative in order to identify volunteering opportunities. However, the Award Coordinator can provide assistance. You are encouraged to think about your areas of interest (e.g. if you are interested in teaching, considering Josephite Community Aid, Homework Club etc.).
- Volunteering for faith-based organisations will be accepted for this Award, including for evangelising/mission activities.
- Volunteering for political parties or for organisations that do not provide a community benefit will **not** be accepted for this Award. This is consistent with the standard practice across similar awards at other universities.
- Volunteering activities are not restricted to volunteering that occurs during the term at Campion College; volunteering during the holidays may also count towards your Award.
- If you are aware that a number of students are considering volunteering at the same organisation or for an event, talk to the Award Coordinator about coordinating your communications with the organisation or event organiser.

Can past volunteering hours be counted towards completion of the Award?

- Yes, on a case-by-case basis and with the approval of the Award Coordinator.
- You must apply for recognition of any past volunteering. You will be required to present a case as to why these hours should contribute towards the Award – for example, perhaps you are a current third year and will not be able to complete 60 hours in the time remaining.
- You must apply at the same time that you register for the Award (which, as is explained above, must be done no later than the Friday of Week 12 of your final semester).
- Please note that past volunteering hours undertaken prior to your enrolment at Campion College will **not** be recognised as countable toward the Award.

What types of activities are counted as leadership roles at Campion?

- Roles in which students display leadership in their contribution to the Campion community are roles where they exercise initiative and/or decision-making in organising events, society activities, publications, etc. Often, although not exclusively, such a role will be that of an executive member of a club or society.
- Examples of activities considered as evidence of leadership roles include: being a member of the CCSA executive; being a member of the Sextant editorial team; being a member of other club and society executives; and being an organiser of a stand-alone event, e.g. a trip to a museum or a fundraising event.

What types of activities are not counted as leadership roles at Campion?

- If your primary role has been that of taking instructions from someone else (e.g. if you have helped, under instruction, to set-up a room for an event) or that of participating in an activity (e.g. being a member of the rowing club or writing an article for the Sextant), this would not be considered a leadership role.
- If you are unsure of whether a particular activity counts as participation in this component of the Award, please speak to the Award Coordinator.

Who can verify my participation in leadership roles at Campion?

- You should write the name of someone who is aware of the time you spent on a particular activity. In most cases this will be a fellow executive member or organiser. If it was a solo endeavour, the CCSA Executive can provide verification, but only if you have previously advised the Executive via email of your proposed club/society/event.

Can I count activities towards either the community volunteering or leadership components for which I have received some form of payment?

- Paid roles will **not** be accepted for either the community volunteering component (e.g. if you are or have been an administrative assistant at an NGO) or the leadership component (e.g. if you are a residential assistant at the College) of the Award.
- Roles where you are reimbursed for expenses (e.g. for travel to and from a location) **will** be accepted.

Does an internship count as community volunteering?

- No. Internships are widely recognised as professional development opportunities, distinct from volunteering. As such, undertaking an internship may be counted as one professional development activity for the purposes of this Award.

What is counted towards professional development activities?

- Attendance at events (seminars, workshops etc.) which enhance your professional development will be accepted for this component of the Award – for example, attending a CV writing workshop, attending a seminar run by a professional body or attending a graduate careers fair. The COMPASS PROGRAM runs a number of sessions throughout the year which would fall under this category (please contact the College Librarian for more information about this). Students are expected to attend at least one external event for this component of the Award.

How will my activities and attendance at professional development sessions be verified?

- You must provide a contact name and number for all volunteering and Campion-based activities and career development sessions. This is to facilitate the Award Coordinator's verification of your hours. For professional development sessions this will usually be either the organiser or facilitator of the event.

What is the purpose of the interview?

- The interview is an opportunity for you to gain some panel interview experience, and to demonstrate the skills you have developed during your participation in this Award. You may be asked to describe a situation in which you used critical thinking, in which you worked as part of a team, in which you tackled a difficult problem, in which you exercised leadership, or in which you recovered from a failure.
- Where it is possible, the interview panel will consist of the Award Coordinator and one member of the Academic Staff. After the interview you will be provided with feedback about your performance in the interview and, in general, about your participation in the Award. This is also an opportunity for you to provide the College with feedback on the Award.

How can I provide feedback about the Award?

- At any stage during your enrolment in the Award, you can speak to the Award Coordinator about any concerns or suggestions for improvement.
- In addition, after your panel interview the Award Coordinator will send you the link to an anonymous, voluntary exit survey. Your participation in this survey is encouraged and greatly appreciated.