



# **COMMUNITY SERVICE GUIDELINES**

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## Community service

The Curriculum Council will report the number of community service hours that a student has completed over Years 10 - 12 on a student's statement of results.

Community service provides opportunities for young people to develop the values, skills and understandings needed to contribute to civic wellbeing. It will enable students to address many of the core-shared values outlined in the *Curriculum Framework*.

Community service is defined as:

'Activities undertaken for the benefit of individuals and/or community for no financial reward.'

Such activities may be school-orientated, providing a service in an area of need within the school environment; or community-orientated, providing a service in an area of need within the broader community. Schools may provide opportunities for students to reflect on their service experiences to enhance learning and increase the benefits for young people undertaking community service.

The community service may be initiated by the parent and student or the school. The service may be provided:

- in or out of school time
- individually or collaboratively
- through one or multiple activities
- as part of the school curriculum or extracurricular
- over one or more years
- directly or indirectly.

Direct: activities involving personal contact with the person being served such as mentoring a new student on transition day or singing in a choir at an aged care facility.

Indirect: activities that do not involve personal contact with the person being served such as organising a fundraising event for Telethon or growing vegetables to supplement a soup kitchen.

## Recording hours

Students should keep a record of their service activities and number of hours completed. The Curriculum Council will provide a logbook for this purpose. Alternatively, schools may access the 'record of service' page from the Curriculum Council website to personalise, enhance or create their own service record.

Schools should ensure an appropriate process and format for monitoring and signing off on the service hours completed and for reporting the total number of hours completed to the Curriculum Council at the end of Year 12.

The total number of community service hours completed over years 10, 11 and 12 will be recorded on the student's statement of results if reported to the Curriculum Council by the Year 12 achievement data deadline.

The service record should include:

- student's name and Curriculum Council student number
- date the service was undertaken
- service activity and organisation (if relevant)
- full name, signature and contact number of person validating the activity
- cumulative tally of hours of service completed
- school supervisor's full name, signature and school contact number.

An example is provided below.

<b>RECORD OF SERVICE</b>					
Full name: _____		Student number: _____			
This is the official record of your community service. Each time you participate in a service activity or event, make sure you record it clearly here. Your school will monitor your record keeping and collect your logbook for recording the number of hours you complete. The total number of hours you complete over years 10, 11 and 12 will be recorded on your statement of results.					
Date	Service activity and organisation	Validated by (Full name)	Signature	Contact number	No. of hours
School supervisor's full name:					Total hours
Signature:					
Date:					

### Validation process

It is the responsibility of the school principal to validate the number of hours of community service completed.

At the end of Year 12, the school where a student completes his senior secondary education may inform the Curriculum Council of the total number of service hours students completed over Years 10, 11 and 12. This is done through a field in the Student Registration and Demographic (SRGDG) file. Instructions for uploading the information to SIRS are outlined in the WACE Procedures File. The last date for reporting service hours to the Council is the Year 12 achievement data deadline which is detailed in the WACE Activities Schedule.

The school that reports community service at the end of Year 12 to the Curriculum Council is required to keep a hard copy, or electronic version, of the student's record of service. Students who change schools should take their service record to their new school. This will be either the logbook or a copy of the electronic service record.

Student files and records, including those held electronically, are to be retained until a student is 25 years of age. The electronic records should be migrated from system to system as required during the retention period [*State Records Act 2000*].

## What counts as community service

- **Social and personal development activities undertaken for the benefit of others** such as singing in a choir for a 'Carols by Candlelight' community event, performing at an aged-care facility or coaching younger players in a sporting club.
- **Service component of community programs** such as youth groups, sporting, cultural and service clubs or religious groups such as Scouts, Girls Brigade, Rangers, WA Cadet programs or Duke of Edinburgh's Award.
- **Fundraising activities** that require planning, organisation, collection of sponsors or donations; or conducting an event such as a quiz night to raise funds for a local charity, or participation in the 40 Hour Famine. (NB: the time spent fasting would not be counted as community service, but time spent on the collection of sponsors and donations would).
- **Service components built into school curriculum** such as the care or restoration of historical sites through a relevant learning area or environmental restoration as part of a science program.
- **Activities that receive a small honorarium** to acknowledge the young person's contribution or to cover costs, such as free entry to an event if acting in the capacity of a carer.
- **Activities that benefit the school environment or other students** such as an art project, tree planting, recycling, gardening and other maintenance activities; or filling a support role at a school sporting, cultural or fundraising event.
- **Activities undertaken following skills development or leadership programs** such as peer mentoring or first aid duty in a school playground at recess or lunchtime.
- **Activities that benefit the community** such as helping to mind lost children at the Royal Show or manning a drinks station for a charity fun run.
- **Work for non-profit organisations** in areas such as aged-care, animal welfare, childcare, culture, education, health, disability services, refugee support or environmental sustainability.
- **Participation in citizenship or leadership service activities** such as youth advisory councils or youth parliament or ANZAC Day services.
- **Home-based service** given by young carers who have significant responsibility for aged, young, disabled or ill family members.

## What does not count as community service

- **Social and personal development activities** that involve learning new skills or practising and/or developing existing skills through membership of a sporting, cultural or other kind of club or organisation such as playing in a band, singing in a choir, belonging to a football, drama, surf or judo club.
- **Work experience or workplace learning** as these activities form part of an academic or vocational program undertaken for the benefit of the student. Service beyond the requirements of the workplace learning program may be considered.
- **General school activities** that contribute to a student's personal development and general education, such as performing in a school sporting team or drama production.
- **Personal development or skill building components of community based programs** such as Scouts, Girl Guides, Rangers, WA Cadet programs, Duke of Edinburgh's Award, Interact or Leos.
- **Service undertaken as punishment or for atonement** such as rubbish duty, removing graffiti or community service as part of a Juvenile Justice order.
- **Travel time** does not count as community service.
- **Activities that receive payment** such as umpiring or babysitting.
- **Home or family duties and responsibilities** by students who are not young carers, such as cooking, gardening, cleaning, shopping or babysitting siblings.

NB: The final decision about what will or will not qualify as community service will be at the discretion of the school principal. The principal's decision should reflect the aims and spirit of the program and comply with policy guidelines.

Examples of activities that could be undertaken for community service, and ideas and information about volunteering, can be found on the Volunteering WA 'Give20' website located at [www.give20.org.au](http://www.give20.org.au).

Practical information and useful resources can also be found on the Department of Education website <http://www.det.wa.edu.au/behaviourandwellbeing>