

How to log your hours

1. Make sure you are logged into the UPSU Website <https://www.upsu.com/login/>
2. Visit [www.upsu.com/studentvoice/log](http://www.upsu.com/studentvoice/log)
3. Create a profile
4. Log your hours under the 'Student Voice Volunteering' tab

5. Fill in your details of your role(s)

6. Fill in your details of your Hours

7. The Student Voice Team will regularly check the hours logged and will contact you when you qualify for an award

# Bronze Award



- ▶ The Bronze Award is awarded to those who have achieved 20 hours within their role as a representative.
- ▶ When reaching this milestone your role will be recognised for your HEAR Record.
- ▶ For this award you will be asked to fill out a brief questionnaire about your achievements before coming in to collect your certificate and Student Voice pin badge.

# Silver Award



The Silver Award is awarded to those who have achieved 40 hours within their role as a representative.

For this award you will be required to fill out a short reflective log about your experiences so far before coming in to collect your certificate and Student Voice travel mug.

This will give you the opportunity to consider how you have developed within your role and how the achievements you have worked towards have positively impacted the student population.

# Gold Award



The Gold Award is awarded to those who have achieved 60 hours within their role as a representative.

You will be invited to a faculty-based award ceremony at the end of the year to be awarded this.

For this award you will be required to have a meeting/interview experience with the Student Voice Team before collecting your certificate.

As a Gold Award winner, you will be invited to the SSTAR Awards and will be awarded your trophy at the ceremony.

# What can you log your hours for?

You can log your hours for anything you do relating to your role. This can be but is not limited to:

- Training e.g. Course Rep Training, Student Development training
- Meetings e.g. 1-2-1's, University or School meetings, UPSU meetings
- Collecting feedback
- Answering, reading and writing emails
- Carrying out actions from meetings
- Researching e.g. for meeting agendas, ideas from feedback
- Taking part in UPSU Campaigns

# Your HEAR

Logging your hours is essential to ensuring your Student Voice role(s) appear on your HEAR

**You need to log a minimum of 20 hours for any role to be verified for your HEAR**