



**Curriculum
Council**

COMMUNITY SERVICE GUIDELINES



Curriculum Council
Government of Western Australia



Community service

From 2009, it will be a requirement of the Western Australian Certificate of Education that students complete a minimum of 20 hours of community service.

The Community Service Program will begin with Year 10 students in 2007.

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 the learning and increase the benefits for young people undertaking community service.

The community service may be initiated by the parent and student or 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 fund raising event for Telethon or growing vegetables to supplement a soup kitchen.

Recording hours

Students must keep a record of their service activities and number of hours completed. The Curriculum Council will provide a log book 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 will be required to keep a hard copy of the completed record of service for Curriculum Council audit purposes.

Schools must ensure an appropriate process and format for monitoring and signing off the total service hours completed by students and for reporting the completion requirement to the Curriculum Council.

Students who change schools before they have completed their 20 hours of community service should take their service record to their new school.

The service record must 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.

RECORD OF SERVICE					
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. The person responsible for the community service program in your school may monitor your record keeping. When you have completed 20 hours of service give the log book to the supervisor who will record that you have met the community service requirement for the WACE.					
Date	Service activity and organisation	Validated by (Full name)	Signature	Contact number	No. of hours
School supervisor's full name: _____					
Signature: _____			Date : _____		
Total hours: _____					

Reporting

Schools will inform the Curriculum Council when students have completed 20 hours of community service through electronic data transfer. Completion of the community service requirement will be reported on the student's record of achievement from 2009.

What counts as community service?

- **Social and personal development activities undertaken for the benefit of others** such as singing in the 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 group such as Scouts, Girls Brigade, Rangers, WA Cadet programs or Duke of Edinburgh's Award.
- **Fund raising 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 fund raising event.
- **Activities undertaken following skills development or leadership programs** such as peer mentoring or first aid duty in a school playground at recess and lunch time.
- **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, child care, culture, education, health, disability services, refugee support and 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 undertake 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, cleaning graffiti off a desk 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.

Examples of activities that could be undertaken to meet the community service requirement can be found on the Curriculum Council website. More ideas and information about volunteering can be found on the Volunteering WA website located at www.yvolunteer.org.au

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 the policy guidelines.