APPENDIXES

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APPENDIX A

The vision of the University of South Africa (UNISA):

Unisa is committed to the development and improvement of the quality of life of its learners and their communities across boundaries, through world class open distance teaching, learning and research - accessible, relevant and of service to all sectors of society (Vision and Mission of Unisa, 2002).
APPENDIX B

The vision and mission statement of the Unisa Peer Help Volunteer Programme

The vision of the Unisa Peer Help Volunteer Programme is to:

... train and empower student volunteers to be able to render a quality service to fellow students and the community at large. In rendering such a service a support network is established and assistance is placed within reach of each and every Unisa student. The Bureau for Student Counselling and Career Development acts as a Resource Centre for these student volunteers (Van Schoor and Mill, 1998).

The following mission statement serves to concretize the vision:

The Unisa Peer Help Volunteer Programme seeks to empower student volunteers to shape the learning environment by establishing a network of support, staffed by well-trained and regularly supervised peer help volunteers, who act as initial support structures in their own environment. The Peer Help Volunteers should render a service of quality within a well defined ethical framework where cultural and individual differences are acknowledged and respected. The overall approach is holistic, proactive and reactive, comprehensive and student-centred (Van Schoor and Mill, 1998).
APPENDIX C

PERSONAL DATA AND CONSENT FORM

Personal Data

Student number: ............................................................................................................................
Name: ........................................................................................................................................
Address: ......................................................................................................................................
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.......................................................................................................................................................
Postal Code: .................................................... Telephone number: ............................................................... E-mail: ............................................
Age: .................................................................................................................... Gender: Male / Female(Circle the correct answer)

Mother tongue: ..................................................................................................................................

Peer Help Region: ..................................................................................................................................

Period of active involvement in peer helping: ..........................................................................................

Period involved in developing your portfolio: ..........................................................................................

Marks obtained for your portfolio in the 2003 evaluation: ............................................................

How did you feel about portfolio development when it was introduced the first time?
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What did you like about the process of portfolio development?

What did you dislike about the process of developing your portfolio?

What did you find difficult in the process of portfolio development?

What have you learnt about yourself in the process of compiling your portfolio?
CONSENT FORM

I, .......................................................................................................................................................

of ..............................................................................................................................................

..............................................................................................................................................
......................................................................................................................................................

hereby give ELSABÉ MARIÉ MILL permission to use the information obtained during the interviews for research purposes only. I understand that names and places will be changed to protect my identity.

Signed on the ...................... day of ..................................................... 2003.

Signature: .................................................................................................................................

Name: ..................................................................................................................................(please print clearly).

APPENDIX D

EXAMPLE OF A CRITICAL REFLECTION SHEET

(see next page)
EXPERIENTIAL LEARNING CYCLE

**Critical Reflection Sheet**

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>FEELING</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the experience of the day/ week. Example: Counselling 20 students.</td>
<td>Look at the listed experiences and match feelings that arose for you with each experience and say why. Example: I feel tired because it was a busy day.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ANALYSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do I plan to do differently? How will I change my behaviour as a result of this experience? Example: 1) do not skip lunch; 2) need to be more physically – will start walking each day; 3) check with student counsellor what I can do to cope better.</td>
<td>What have I learnt, in general &amp; specific terms? Example: Generally - it is emotionally &amp; physically draining to counsel many students. Specifically - I did not cope very well with this situation.</td>
</tr>
</tbody>
</table>

Prepared by: Sonja Bernard (concept) and Liza Beyzel (layout)