



**VOLUNTEER
ACADEMY**

Highland Third
Sector Interface

Fellowship Report Guidance



Writing Your Report About Your Learning Fellowship

Welcome to the guide for preparing your final report as a Highland Volunteer Academy Fellow. This document outlines the structure and content that your report should include. While you are not obliged to follow this format exactly, it is essential that within your written account of your learning journey, recognition and credit are given to sources of information and research. Additionally, any photos and references made about the organisation(s) visited should be shared with them, and written authorisation must be obtained for using any photos in the report.

Please remember that your report will be published online and using accessible fonts and consideration to formatting can make documents easier to read and more accessible.

Please note that your final report should not exceed 10 A4 pages, not including your front cover and references.

If you want some guidance around how to approach this then please just ask the team and we can talk you through this. Also don't worry about spelling or grammar, we can work with you on this if that is helpful – it is more important that we get your thoughts and reflections correct than worrying about something that can be addressed later.

Suggested Report Structure

Front Page

The front page should include the title of your report, your name and the date of submission for future reference. You can and are encouraged to include images or illustrations, just remember to ensure credit is given to the artist who provided them and that you have authorisation to use them – even if they are pictures you have taken yourself.

Contents

A table of contents should be included to outline the main sections and subsections of your report, providing a clear structure for the reader. This helps with accessibility and allows quicker referencing in the future. This also means you need to add page numbers to your document. If you are unsure about how to use these functions on MS Word, or another package you are using to write this up, please just let us know; using these features will save you time!

The Opening Summary

The summary should provide a brief overview of the report, highlighting the key points, findings, and recommendations. Sometimes this is called the 'Executive Summary'. This section should be concise and to the point, giving readers a snapshot of the report's content.

Introduction

The purpose of an introduction in a report is to provide the reader with a clear understanding of your objectives and scope in terms of undertaking the Fellowship. It sets the stage by outlining the background, context, and significance of the topic, ensuring that the reader is well-prepared to delve into the main content of the report. You may consider taking the national or inter-national context in to your scene setting, or it could be hyper local, but it frames the story you want to tell.

Main Body

The main body of the report should be detailed and well-organised, ideally reflecting on the following aspects:

Problem/Need that Initiated the Learning Journey

Discuss the initial problem or need that prompted your learning journey.
Explain the context and background, usually in more detail than the

introduction, and why this issue was significant to your volunteering practice.

Learning Visits and Research

Detail the experiences you had during your learning journey. Describe the places you visited, the people you met, and the activities you participated in. Provide a narrative of your journey, including any challenges or unexpected events. If you also undertook desk based research outline that here too.

Observations Around the Learning and Applicability

Reflect on what you learned during your journey. Compare and contrast the practices you observed with those in Highland/your experiences. Discuss the applicability of these practices to the Highland context, challenges around that and how they can be adapted or implemented.

Recommendations

Provide clear and actionable recommendations based on your observations and learning. These should address the initial problem or need and suggest ways to improve volunteer practices in Highland, but they could include things you learned but were not anticipating. Do not shy away from learning that contradicted your assumptions, having gone on a journey it is ok to say that it reaffirmed that there is no change necessary – if that really is what you found out.

Conclusion

Summarise the main points of your report, reiterating the key findings and recommendations. Conclude with a reflection on the overall impact of your learning journey.

References

Include a reference section where relevant. Ensure that all sources of information, articles, webpages, and academic sources are properly cited. Here is an example of how to reference different sources:

- Article: Author(s). (Year). Title of the article. Title of the Journal, Volume(Issue), page numbers.
- Webpage: Author(s). (Year). Title of the webpage. Retrieved from URL
- Book: Author(s). (Year). Title of the book. Publisher.

Short Summary For Website

Please prepare and submit, with your report, a separate short 50 word summary that will accompany the publication of your report on the Fellowship section of the Volunteer Academy Website. This is to allow the public and peers a short insight into the report, its focus and findings prior to them downloading this for more detailed reading.

Additional Resources

For further guidance on writing a research or learning report, you may refer to the following UK-based academic and reputable sources:

- Open University, *General advice on writing a report* can be accessed [here](#)
- University of Leeds, *Report Writing* can be accessed [here](#)
- University of Westminster, *Report Writing Overview* can be accessed [here](#)

By following this guide, you will ensure that your final report is comprehensive, well-structured, and acknowledges all sources of information appropriately. Your report will contribute to the collective learning and development of volunteer practices within the Highland community. Thank you for your commitment to this Fellowship, and we look forward to reading about your valuable insights and experiences.

Suggested Checklist

Section	Content	
Front Page	Includes title, name, date, and affiliations	
Contents	Table of contents with main sections and subsections	
Summary	Brief overview of key points, findings, and recommendations	
Main Body of Report	Intro / outline of the problem / outline of the learning / reflections / recommendations	
Conclusion	Summary of the learning and next steps	
Reference Section	List any relevant and used, even if not detailed in the text of the report as it helps others in the future to understand what is out there. – We would suggest you start logging this from the start as that is much easier	
Authorisation for Photos	Remember to ensure you have all the authorisation for images and photos used. We can provide a template for that	
Share it with the hosting organisation for comment	This isn't necessary but a courtesy and it allows them to correct any assumptions or understanding around their work as well – ensure that they understand it is embargoed though at this stage	
Submit to HTSI / Volunteer Academy		