



Course name: Certificate III in Active Volunteering

General description:

At this level, work takes place under the direction of others and supervision may be direct or indirect. Volunteers may also be required to lead volunteer teams and have limited responsibility for the output of others within a project or event.

Organisations may require volunteers to undergo relevant background checks.

To achieve this qualification, the candidate must have completed at least 20 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

Accreditation:

This is a nationally recognised course from the CHC Community Services Training Package. Students who successfully complete all the assessments will be awarded with CHC34015 Certificate IV in Coordination of Volunteer Programs.

Entry requirements:

Students need:

- a minimum of high school leaving certificate or its equivalent
- written and verbal English skills at a level capable of accurately collecting, analysing and reporting information
- computer skills, including the ability to modify and save a document, and upload attachments
- access to a computer to complete course work
- to be able to conduct their studies independently and have a reasonable level of study skills, eg for researching, interpreting and analysing information from the internet
- to be organised and disciplined as this is a fast paced course, requiring a minimum of eight hours a week plus reading time to complete
- the support of a workplace/volunteer organisation to complete a number of the required tasks, access to policies and procedures, conducting a simulated emergency evaluation.

Materials:

The course books and other learning resources for each unit will be provided to students on a USB flash drive or electronically. Students will submit completed course work by email or by arrangement with their course facilitator.

Course dates:

There will be a monthly tutorial sessions to commence in late February and continue through November.

For organisations with five or more students, courses can be delivered in-house and according to the organisation's timeframes.

Delivery:

Delivery will be via a blended learning model with one half day tutorial every month. The face-to-face- tutorials are delivered at the School of Volunteering Management in The Rocks, Sydney or alternative scheduling if delivered outside the metropolitan region.

NB: the order of units may be subject to change

Unit Code	Unit Title
CHCVOL001	Be an effective volunteer
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
CHCCOM002	Use communication to build relationships
CHCLEG001	Work legally and ethically
BSBWOR301	Organise personal work priorities and development
BSBWOR204	Use business technology
CHCVOL002	Lead volunteer teams
CHCPRP001	Develop and maintain networks and collaborative relationships
CHCCOM001	Provide first point of contact

Contact hours:

This is a part time course and students are expected to allocate a minimum of eight hours per week for study, plus additional reading time.

Assessment methods:

Knowledge assessments include:

- case scenarios
- short answer questions
- research tasks
- presentation preparation.

Student fees:

The student fee is payable either:

- in full at the commencement of the course
- in three equal payments at the start of each term.