



## **CHC44015 Certificate IV in Coordination of Volunteer Programs**

### **General description:**

This qualification reflects the role of workers who are responsible for coordinating volunteers within a program or organisation. Volunteer coordinators provide ongoing management and support to volunteers and are the main point of contact for volunteers.

At this level, workers will generally be autonomous and are required to supervise and lead volunteers in projects or teams. These workers may be employed in a range of industry sectors and in a complex, regularly changing context. This is a management level course intended for those in volunteering or paid positions in the not for profit sector.

### **Accreditation:**

This is a nationally recognised course from the CHC Community Services Training Package. Learners who successfully complete all the assessments and are assessed as competent will be awarded with CHC44015 Certificate IV in Coordination of Volunteer Programs.

### **Entry requirements:**

- a minimum of year 12 education or its equivalent
- written and verbal English skills at a level capable of accurately collecting, analysing and reporting information
- intermediate computer skills, including the ability to access and search the internet, use software to create documents, create and edit documents, upload, download and save documents through websites, attach and use devices, eg USB flash drives
- access to a computer with high speed internet access in order to access the materials on the Centre's online learning platform (Moodle).
- 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 ***ten hours a week*** including reading, reflection and work on assessments.
- the support of a workplace/volunteer organisation to complete a number of the required tasks, for example active supervision of volunteers, access to policies and procedures, conducting a simulated emergency evaluation.



## Units of Competency

There are 11 units and the course materials are all available and delivered online via our online learning platform.

### **Core units:**

**CHCCOM002** Use communication to build relationships

**CHCDIV003** Manage and promote diversity

**CHCLEG001** Work legally and ethically

**CHCVOL003** Recruit, induct and support volunteers

**CHCVOL004** Manage volunteer workforce development

**HLTWHS003** Maintain work health and safety

**BSBLDR403** Lead team effectiveness

### **Elective units:**

**PSPGOV411A** Deal with conflict

**BSBMGT502** Manage people performance

**BSBPMG522** Undertake project work

**ICTWEB201** Use social media for collaboration and engagement

## Delivery:

We have a rolling intake and learners may commence at any time. For organisations with ten or more students, courses can be delivered in-house and according to the organisation's timeframes. It is expected that students will take around 10-12 months to complete. All units must be submitted within one year of commencement.

## Materials:

The course books and other learning resources for each unit will be provided to students via the Centre's online learning platform [Moodle](#) and students will submit completed course work through the Centre's online learning platform. In the event a student does not have access to a computer with internet access for Moodle arrangements can be for paper based assessment, however candidates must be aware that access to the internet for the purpose of research will be required.

## Contact hours:

This is a part time course and students are expected to allocate a minimum of 10 hours per week for reading, reflection, and completing assessments. Independent study skills and self-motivation are essential.

Students must complete the course within one year of commencement. Cert IV courses, generally, are specialist courses for learners already engaged in decision making, managing people and managing projects. The key to success with Cert IV study is to make a commitment and set time aside each week to complete assignments.



## Assessment methods:

- case scenarios
- short answer questions
- research tasks and written questions
- presentation
- Observation/Third party reports

## Credit for existing skills or qualifications:

If you have previously obtained units of competency that from part of this qualification from a registered Training Organisation, you will be able to obtain credit transfers for these units, and will not need to complete these again.

If you already have skills and knowledge that are relevant to your course you may be able to apply for Recognition of Prior Learning (RPL).

Please contact the Learning and Development coordinator for additional information on Recognition of Prior Learning.

## Smart and Skilled funding is available for this qualification.

This training is subsidised by the NSW Government and residents of NSW may be eligible. For further information about Smart and Skilled refer to <https://smartandskilled.nsw.gov.au/> or contact The Centre for further information.

## Standard Student fees:

**\$2640** Standard Student fee – Members of Centre for Volunteering (20% Discount)

**\$3300** Standard Student fee– Non-Member of Centre for Volunteering

## NSW Smart and Skilled Student Fees:

\$0 Fee Free Scholarships\*

\$240 Concession\*

\$1550 First Qualification (no previous qualifications obtained by student); no concession or exemption

\$1820 Second or subsequent qualification (previous qualifications obtained); no concession or exemption

\* Conditions apply

The student fee is payable in instalments.

An initial fee of \$1500 or 50% if under \$1500, followed by a progression payment once training commenced. Payment plans are available. Contact the Centre for Volunteering to discuss. See our [Fees and Refund Policy](#).