



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 equivalent training/experience
- 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)
- ability to conduct ***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 ***11 hours a week*** including reading, reflection and work on assessments
- 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 of competency in this qualification, 7 core units, and 4 elective units.



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

CHCCOM003 Develop workplace communication strategies

BSBPMG522 Undertake project work

ICTWEB201 Use social media for collaboration and engagement

Delivery:

The course is delivered as a blended model, with course materials and resources available online and assessment submissions through our online learning platform, [Moodle](#).

The online learning components are blended with live workshops held weekly for approximately 2 hours per week. For each unit of competency, we will have a series of workshops covering – 1. Unit content and summary, 2. Linked professional development sessions with industry experts linked to the topic area 3. Assessment support, and 4. Optional drop in support. Additionally some units may have separate scheduled sessions for presentations.

Timing of professional development sessions may vary.

Where possible students are encouraged to commence with scheduled cohort start dates. For Independent learners unable to adhere to cohort starts, a rolling intake is possible by arrangement.

Unless agreed as an exception, it is expected that students will take a year to complete the course.

For organisations with ten or more students, courses can be delivered in-house and according to the organisation's timeframes over 6 months to 2 years. .

Materials:

The course books and other learning resources for each unit will be provided to students via the Centre's online learning platform. In the event a student does not have access to a computer with internet access for Moodle, support arrangements can be made. Candidates will require access to the internet for the purpose of research.



Course hours:

This is a part time course and students are expected to allocate a minimum of 11-12 hours per week for reading, reflection, and completing assessments. Independent study skills and self-motivation are essential.

Unless arranged specifically, students must complete the course within 13 months of commencement. Certificate IV courses, generally, are specialist courses for learners already engaged in decision making, managing people and managing projects. The key to success with this study is to make a commitment and set time aside each week to complete assignments.

Assessment methods:

- short answer questions
- research tasks and written questions
- case studies/scenarios
- workplace reports/plans
- presentation
- observation/third party reports

Credit for existing skills or qualifications:

If you have previously obtained units of competency that form 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 Skilling for Recovery eligible students - 17-24 Years old, unemployed or commonwealth benefit recipient.

\$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 2 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](#).