



Do you currently work as a leader of volunteers?

You will know then that the opportunities and challenges you face in your role are different to any other management role. Volunteer leaders are often relied upon to perform varied roles in challenging environments and with limited resources. They require a unique skill set.

The Certificate IV in Coordination of Volunteer Programs (CHC44015) is the specialist vocational qualification for volunteer leaders working in Australia. It has been developed to deliver the knowledge and skills that are required when working for a Volunteer Involving Organisation.

Course Starts 16 November 2021

Unsure if this is for you? Join our [online information session](#) on the 4th of November 2021 for further details.

Learn new and develop your existing skills through our courses interactive online model which focuses on foundational theory, practical tips, tools and industry best practice techniques for manage and enrich volunteer worker experiences to coordinate successful volunteer programs.

The training is accredited and nationally recognised.

Subsidised course fees – funded by NSW Smart & Skilled

The NSW Smart & Skilled fees are determined by NSW Government for eligible candidates* are as follows:

\$0	Fee Free Scholarships*
\$0	Skilling for Recovery eligible students - 17-24 Years old, or unemployed or commonwealth benefit recipient*, or at risk of unemployment
\$240	Concession*
\$1550	First Qualification (no previous qualifications obtained by student and no concession or exemption)
\$1820	Second or subsequent qualification (previous qualifications obtained and no concession or exemption)

* Smart and Skilled eligibility criteria:

- Over 15 years old; and
- Live or work in NSW; and
- Are no longer in school, and
- and are an Australian Citizen, Australian Permanent Resident, New Zealand Citizen or humanitarian visa holder.

* Additional Conditions apply- For information about Smart and Skilled [website](#) or contact SVM

This training is subsidised by the NSW Government for more information on eligibility follow this [link](#)

If you have any questions about the course, contact us



Units of Competency

The Certificate IV in Coordination of Volunteer Programs comprises 11 units of competency - 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:

Choose 4 of the following

- PSPGOV411A** Deal with conflict
- CHCCOM003** Develop workplace communication strategies
- BSBPMG522** Undertake project work
- ICTWEB201** Use social media for collaboration and engagement
- BSBMGT502** Manage people performance

Delivery

The course is delivered as a blended model. Course materials and resources developed by the NSW School of Volunteer Management [RTO 90031] are available online with assessment submissions through our online learning platform.

Online learning components are combined with live workshops held on Tuesdays.

The training is accredited and nationally recognised, so assessment forms part of the training. Students will require the skills for independent learning, but support is available. For each unit of competency, we have a series of workshops to support your learning including unit content overview workshops, Professional development workshops with industry experts linked to the unit topic and Assessment support sessions.

The course is structured to fit in with your working environment, so many assessment activities will be drawn from on-the-job activities and experiences

It is expected that students will take 15-18 months to complete the training

For more information call us on 0466 778 914

Apply now!



the school of volunteer management



*If you have more than 8 participants who would like to do the course together, or if you'd prefer to only do some units from this course **funded partial qualifications*** are an option. Recognition of Prior Learning is available to candidates with previous qualifications or who can demonstrate significant on-the-job learning. Please call to discuss.*