Course name: 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. Students who successfully complete all the assessments will be awarded with CHC44015 Certificate IV in Coordination of Volunteer Programs.

Entry requirements:

Students need:

- 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 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, for example active supervision of volunteers, 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:

The next workshop will be on 3 February 2017 and we will run a rolling intake and commencement may occur at any workshop date. To note that from July the workshop dates will switch from change days. For organisations with five or more students, courses can be delivered in-house and according to the organisation's timeframes. The course is designed to be fast paced and to be completed within 6 months, however we expect that students may take up to one year.

Delivery:

Delivery will be via a blended learning model with one full day of face-to-face learning per two course units. The face-to-face- training is delivered at the School of Volunteering Management in The Rocks, Sydney or alternative scheduling if delivered outside the metropolitan region.

Seminar dates:

NB: the order of units may be subject to change

Unit Code	Unit Title
3 February 2017	
CHCVOL003	Recruit, induct and support volunteers
CHCDIV003	Manage and promote diversity
3 March 2017	
CHCLEG001	Work legally and ethically
HLTWHS003	Maintain work health and safety
31 March 2017	
BSBLDR403	Lead team effectiveness
CHCVOL004	Manage volunteer workforce development
5 May 2017	
PSPGOV411A	Deal with conflict
BSBMGT502	Manage people performance
2 June 2017	
ICTWEB201	Use social media tools for collaboration and engagement
BSBPMG522	Undertake project work
July 2017 Workshop date to be confirmed note that future workshops will run on a different day	
CHCCOM002 Assessments extensions, portfolios and review	Use communication to build relationships

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. To note that students must complete within one year of commencement.

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.