

Accredited training

CHC44015 Certificate IV in Coordination of volunteer programs

Express your interest

If you would like further information, please register your interest for the Cert IV [here](#).

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

Successful coordinators of volunteer programs:

- are aware of current and emerging models of volunteering
- adapt their practice to changing community priorities, demographics, and expectations
- shape how their organisation understands and works with its volunteers
- support their volunteers in ethical, safe and meaningful practice

This qualification will enhance your work in planning and administering volunteer programs and recruiting and supporting volunteers in the ever-changing environment.

Course information

This is an accelerated training course suitable for workers experienced in working with volunteers in many industry sectors including community work, health, arts, emergency services, sport, recreation, parks, heritage, libraries and museums; and local government employees.

The course is presented through a blended format to reflect real industry processes and outcomes.

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The qualification consists of seven (7) Core Units and four (4) Elective Units

Core Units

1. **CHCCOM002**
Use communication to build relationships
2. **CHCDIV003**
Manage and promote diversity
3. **CHCLEG001**
Work legally and ethically
4. **CHCVOL003**
Recruit, induct and support volunteers

Core Units continued:

5. **CHCVOL004**
Manage volunteer workforce development
6. **HLTWHS003**
Maintain work health and safety
7. **BSBLDR403**
Lead team effectiveness

Elective Units

1. **PSPGOV411A**
Deal with conflict
2. **BSBMGT502**
Manage people performance
3. **BSBMGT522**
Undertake project work
4. **ICTWEB201**
Use social media for collaboration and engagement

Duration of the course / training

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This course is mainly self-paced learning using electronic media resources, though The Centre for Volunteering's online learning platform [Moodle](#). For each unit of competency there is a live course online Zoom workshop with an overview of the unit, an assessment support workshop, and for most units a linked professional development session. The course will require independent learning. It is expected that students will take 12 months to complete. All units must be submitted within a year of commencement.

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.

How much will it cost?

Standard Student fees:

- \$2640 Standard Student fee – Member of Centre for Volunteering or member of Volunteering WA (20% Discount)

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.

Contact the Centre for Volunteering to discuss. See our [Fees and Refund Policy](#)

Recognition of Prior Learning

If you have significant experience as an active volunteer or coordinator of volunteer programs please call 02 92613600 or email symadmin@volunteering.com.au for more information on having your existing skills recognised.

Students can obtain Credit Transfers for units from this qualification that they have successfully obtained from other Registered Training Organisations. Please [check your USI transcript](#), and **notify your coordinator** if you have obtained any units that may be relevant to this course.

Consent to use and disclosure of personal information required

In order to be registered with NSW Training Services for this program, you will need to consent to the collection, use and disclosure of your personal information in accordance with the privacy notice in the consent section of this form, and acknowledge that you may be contacted by NCVET and/or State Training to be surveyed for evaluating the training you will receive.

Training is delivered by the School of Volunteer Management [RTO 90031] in partnership with Volunteering WA

For more information call 0466 778914 or visit the [website](#)