

Accredited training – Rolling intakes throughout 2023

CHC44015 Certificate IV in Coordination of volunteer programs

To register

Please register for the Cert IV in Coordination of Volunteer Programs, by completing the [Cert IV Application Form](#)

This qualification reflects the role 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.

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.

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

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.

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.

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.

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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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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
4. Optional drop in support. Additionally some units may have separate scheduled sessions for presentations.

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.

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.

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

How much will it cost?

Standard Student fees:

- \$3000 Standard Student fee

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](#)

Attendance to a VWA National Standards course is also available for each participant and each participant will also be eligible to attend two VWA networking sessions in 2023.

VWA will be in touch with each participant once they have registered for the Cert IV.

Recognition of Prior Learning

If you have significant experience as an active volunteer or coordinator of volunteer programs please call 02 92613600 or email svmadmin@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 [The Centre for Volunteering Website](#)