

Frequently Asked Questions – Certificate IV in Coordination of Volunteer Programs (CHC44015)

What’s the difference between accredited and non-accredited training?

The Certificate IV in Coordination of Volunteer Programs is accredited training.

Accredited training is nationally recognised training. Accredited training is approved under a government training package according to nationally recognised standards. Accredited training qualifications are nationally recognised with evidence-based assessment to demonstrate that students have the competency that the industry and the community they serve need.

Non accredited training doesn’t give you a nationally recognised qualification but can often provide you with specific skills necessary for a role. Both are often important foundations of professional development.

What does the certificate cover and how many modules are required?

There are 11 units and the course materials are all available and delivered online via an online learning platform.

Core units:	Elective units:
CHCCOM002 Use communication to build relationships	PSPGOV411A Deal with conflict
CHCDIV003 Manage and promote diversity	BSBMGT502 Manage people performance
CHCLEG001 Work legally and ethically	BSBPMG522 Undertake project work
CHCVOL003 Recruit, induct and support volunteers	ICTWEB201 Use social media for collaboration and engagement
CHCVOL004 Manage volunteer workforce development	
HLTWHS003 Maintain work health and safety	
BSBLDR403 Lead team effectiveness	



Approximately how many hours per week is required? And how long does the whole Certificate IV take to complete?

The whole certificate runs for approximately a year. The Centre for Volunteering generally recommends you set aside approximately 10 hours for study per week. This will obviously vary a bit person to person, week to week.

Are there any other entry requirements?

- 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 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).
- 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 ten hours a week including reading, reflection and work on assessments.
- 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.

Do you need to be working as a leader of volunteers already to complete the Certificate?

Yes as outlined in the above question it is advisable that you are already working in a volunteer involving environment to complete several the tasks required for the course. For example, for one of the units you may be asked to run a volunteer induction to demonstrate your skills. This will be hard for you to run in an environment where you do not have ready access to a volunteer team that you can run this with.

I did a TAFE unit a long time ago – can I apply to have my prior learning recognised?

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 svm@volunteering.com.au for additional information on Recognition of Prior Learning.

What's the process to receive a scholarship?

Scholarship applications can be submitted through this link.

https://volunteering.formstack.com/forms/chc44015_victoria You will have a few pages of demographic and contact information specifically related to the certificate 4. On the last page of the application form there are a few scholarship specific questions on which your application will be assessed. Scholarship applications need to be submitted by **5pm on Wednesday 22 April** to be considered.



Any specific things I need to apply? (USI number)

If you are applying to complete this certificate you need a *USI number*. A *USI* - Unique Student Identifier is a reference *number* that creates an online record of your training and qualifications attained in Australia. If you are a new or continuing student undertaking nationally recognised training, you need a *USI* in order to receive your qualification or statement of attainment. You can find your USI or create one here <https://www.usi.gov.au/>

Why enrol in the certificate now with Volunteering Victoria?

Because in addition to the regular training that you would receive from the Centre for Volunteering/ School of Volunteer Management you will receive extra support from the scholarship cohort and the Sector Development Manager at Volunteering Victoria. Scholarship participants will have the opportunity to log onto monthly Zoom support sessions to discuss the course work and share ideas.

What is Volunteering Victoria and the Department of Health and Human Services asking of me if I receive a scholarship?

That you share your knowledge with the Victorian Volunteering Community. This might look like a presentation at a DHHS forum, or your regular sector network, or it might look like writing an article for VV's regular newsletter. This commitment to sharing your knowledge with the wider sector will be negotiated with individuals who are successful in receiving a scholarship.

If I don't receive a scholarship can I enrol in the certificate?

If you don't receive a scholarship you are still able to enrol in the certificate through the Centre for Volunteering and School of Volunteer Management. Fees are \$2640 - Members of Centre for Volunteering and/or Volunteering Victoria (20% Discount)

\$3300 Non-Member of Centre for Volunteering and/or Volunteering Victoria

When do I need to apply by and where can I get started?

You must apply by 5pm on 30 April to be considered for the scholarship. Got to https://volunteering.formstack.com/forms/chc44015_victoria (on the centre for volunteering's website) and apply today!

