

Certificate IV in Coordination of Volunteer Programs Information for Candidates



The CHC44015 Certificate IV in Coordination of Volunteer Programs reflects the role of people 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, they will generally be autonomous and are required to supervise and lead volunteers in projects or teams.

Student Handbook

Scouts Australia Institute of Training (SAIT) is the Enterprise Registered Training Organisation (RTO 5443) of Scouts Australia. Policies and practices of the Enterprise RTO can be located in the Student Handbook.



Typical learning pathways

The learning pathways in Scouts Australia that provide learning and experiences that align closely and will provide most of your evidence towards meeting the requirements of the Certificate IV in Coordination of Volunteer Programs.

- Complete Wood Badge Advanced level training page 2
- Complete Wood Badge Basic level training, plus performing to a higher standard for longer or more intensely, than would be reasonably expected. page 3

Assessment

Be Prepared...
for new adventure!

Members of Scouts Australia do not incur additional costs to complete a qualification. Anyone who has sufficient evidence can apply for a Recognition of Prior Learning (RPL) assessment.

After enrolling you will;

1. Need to provide copies of the evidence that you are using for your RPL assessment.
2. After evidence is provided an Assessor will be assigned who will assess your evidence and work with you to address any gaps against the requirements of the qualification.

Upon successfully completing your assessment, you will receive a CHC44015 Certificate IV in Coordination of Volunteer Programs, with a transcript listing the units of competency you have completed.

Certificate IV in Coordination of Volunteer Programs (CHC44015) (Wood Badge advanced level training)

After completing your Wood Badge Advanced level training the worksheets, project and Scouting experiences that you used to complete your advanced training can be used as evidence towards the Certificate IV in Coordination of Volunteer Programs. To do this the assessor will need to be able to view your evidence either physically or preferably a scanned copy.

The units of competency aligned to experiences and learning through Scouting are:

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
BSBRSK401	Identify risk and apply risk management processes
BSBLDR402	Lead effective workplace relationships
BSBWOR404	Develop work priorities
TAEDEL404	Mentor in the workplace



Additional evidence which may be requested

- Ensure that you have completed attachments from the e-Learning.



If you need to, after completing an e-Learning module you can return to the e-Learning and the download button will download all of the attachments for that e-Learning module.

- Providing a copy of your Resume or Curriculum Vitae is usually very beneficial
- Letter of recommendation or reference
- Copies of existing qualifications

Certificate IV in Coordination of Volunteer Programs (CHC44015)

(Wood Badge basic level training plus consistent higher performance)

Many adult members of Scouts Australia have evidence against more than one Scouting learning pathway that is aligned to the Certificate IV in Coordination of Volunteer Programs. Having completed Wood Badge Basic level training many adults use their life experiences to perform at a higher standard for longer or more intensely, than would be reasonably expected.

Examples of higher performance that we have already considered include leaders who have:

- Completed Wood Badge basic level training in three or more sections and been a leader in each of those sections.
- Consistently conducted large Region or Branch events.
- Been members of international contingent management teams.

The units of competency aligned to experiences and learning through Scouting are aligned to the seven (7) core units of competency:

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



- The qualification requires eleven (11) units of competency. The seven (7) units of competency listed above, plus
 - Each participant must complete an additional four (4) units of competency.
- A broad range of elective units of competency are available.
- The table on the following page identifies by Scouting roles, some of the potential units of competency available to complete a Certificate IV in Coordination of Volunteer Programs.
- Discuss what you would like to achieve and what evidence you have with your Branch Commissioner for Vocational Education and Training (VET) or your Assessor.

Identified electives for: Section Leaders	BSBRSK401	Identify risk and apply risk management processes
	BSBLED401	Develop teams and individuals
	TAEDEL404A	Mentor in the workplace
	ICTWEB201	Use social media tools for collaboration and engagement
Identified electives for: Group Leaders	CHCVOL002	Lead volunteer teams
	TAEDEL301A	Provide work skill instruction
	HLTWHS004	Manage work health and safety
	AHCCCF414A	Coordinate fundraising activities
Identified electives for: Leader of Adults	BSBADM405	Organise meetings
	TAEDEL404A	Mentor in the workplace
	CHCPOL001	Contribute to the review and development of policies
	CHCPRP004	Promote and represent the service
Identified electives for: Branch Commissioners	BSBFIM501	Manage budgets and financial plans
	BSBRSK501	Manage risk
	BSBMGT502	Manage people performance
	BSBMGT517	Manage an operational plan
Identified electives for: Committee Members	BSBGOV401	Implement board member responsibilities
	BSBATSIW51	Secure funding
	BSBFIM501	Manage budgets and financial plans
	BSBMGT403	Implement continuous improvement

Additional evidence which may be requested

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Where to from here?

Be Prepared... for new adventure!

By continuing to apply your learning and participating in what Scouting has to offer you are able to work towards other Qualifications:

- Participation in Gang Show or Showtime will provide you with evidence towards the
 - CUA20215 Certificate II in Creative Industries
- Participation and training in Outdoor Adventurous activities and training will provide you with evidence towards:
 - SIS20213 Certificate II in Outdoor Recreation
 - SIS30413 Certificate III in Outdoor Recreation
 - SIS40315 Certificate IV in Outdoor Recreation
 - SIS50310 Diploma of Outdoor Recreation
- Wood Badge Advanced level training will provide you with evidence towards:
 - BSB42015 Certificate IV in Leadership and Management
- Significant ongoing involvement in leadership roles and coordination of events may provide you with evidence towards:
 - BSB51915 Diploma of Leadership and Management

The following webpage provides information for members to find out more about the Qualifications that are available, at no additional cost, from the Scouts Australia Institute of Training.

- <http://training.scouts.com.au/Qualifications>

