

Certificate IV in Coordination of Volunteer Programs



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 most common learning pathway in Scouts Australia that provides 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 requires completion of the Scouting Leadership component of the Wood Badge Training Program, resulting in the Wood Badge (wood beads) and Parchment and International membership of 1st Gilwell Park Scout Group evidenced by the issuing of the Gilwell Scarf.

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)

Scouting evidence towards the Certificate IV in Coordination of Volunteer Programs will include:

- Completing your Wood Badge training program – Scouting Leadership, plus
- Your experiences providing leadership within a Scout group, or
- Consistently conducting large Region or Branch events, or
- Being a member of a national or international contingent leadership team.

An example of the units of competency which are aligned to experiences and learning through Scouting that could make up the Certificate IV in Coordination of Volunteer Programs 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

Plus

BSBCMM412	Lead difficult conversations
BSBCRT411	Apply critical thinking to work practices
BSBPEF402	Develop personal work priorities
SITXMGT003	Manage projects



The Certificate IV in Coordination of Volunteer Programs qualification requires eleven (11) units of competency.

- The seven (7) core 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 common 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.

Scouting role	Unit of Competency
Potential electives for: Section Leaders	BSBOPS403 Apply business risk management processes
	BSBXTW401 Lead and facilitate a team
	TAEDEL404 Mentor in the workplace
	BSBTEC202 Use digital technologies to communicate in a work environment
Potential electives for: Group Leaders	CHCVOL002 Lead volunteer teams
	TAEDEL301 Provide work skill instruction
	HLTWHS004 Manage work health and safety
	AHCCCF414A Coordinate fundraising activities
Potential electives for: Program Supporters	BSBOPS405 Organise business meetings
	TAEDEL404 Mentor in the workplace
	CHCPOL001 Contribute to the review and development of policies
	CHCPRP004 Promote and represent the service
Potential electives for: Branch Commissioners	BSBFIN501 Manage budgets and financial plans
	BSBOPS504 Manage business risk
	BSBLDR523 Lead and manage effective workplace relationships
	BSBOPS502 Manage business operational plans
Potential electives for: Committee Members	BSBOPS406 Participate in organisational governance
	BSBATSIW51 Secure funding
	BSBFIN501 Manage budgets and financial plans
	BSBSTR502 Facilitate continuous improvement

Additional evidence which may be requested

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

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:

- The Wood Badge training program – Scouting Leadership, will also provide you with evidence towards:
 - BSB40520 Certificate IV in Leadership and Management
- Participation in Gang Show or Showtime will provide you with evidence towards the
 - CUA20220 Certificate II in Creative Industries
 - CUA30220 Certificate III in Community Dance, Theatre and Events
- Participation and training in Outdoor Adventurous activities and training will provide you with evidence towards:
 - SIS20419 Certificate II in Outdoor Recreation
 - SIS30619 Certificate III in Outdoor Leadership
 - SIS40619 Certificate IV in Outdoor Leadership
 - SIS50419 Diploma of Outdoor Leadership
- Ongoing involvement in leadership roles and coordination of events may provide you with evidence towards:
 - BSB40920 Certificate IV in Project Management Practice
 - BSB50420 Diploma of Leadership and Management
 - BSB50820 Diploma of Project Management
 - BSB60420 Advanced Diploma of Leadership and Management
 - BSB60720 Advanced Diploma of Program 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://sait.scouts.com.au>

