

CHCVOL003 Recruit, induct and support volunteers

This accredited unit of competency will give you the skills and knowledge required to confidently recruit, orientate, develop, and support volunteer workers in an agency, service or program. Workers at this level will be responsible for the ongoing coordination and supervision of volunteers who may be working in a range of sectors. You will also acquire the tools and templates required to perform the tasks required.

By the end of this course learners will acquire the skills, range of factual, technical, and procedural knowledge, as well as theoretical knowledge towards the concepts and practices required to comply with relevant legislation and public policies and procedures relating to the employment of unpaid workers.

Target Group

This course is for individuals who require the skills and knowledge to manage tasks and manage contingencies in the context of the job role.

- ✓ Plan and develop a volunteer recruitment program
- ✓ Select and induct volunteers
- ✓ Develop and implement volunteer support systems

Unit/s of Competency:

CHCVOL003 Recruit, induct and support volunteers

To achieve this course outcome, the candidate must have competently completed all the 'Assessment Requirements' of the unit of competency. A Statement of Attainment will be issued if competently completed.

Mode of delivery:

- o Face to face (Due to COVID-19 restrictions class numbers will be in line with current requirements)
- o Facilitator Ibtisam Hammoud

Course Structure:

- o A Unique Student Identifier (USI) is required (Can be done upon course registration)
- o A short Language, Literacy & Numeracy (LLN) assessment may need to be completed (online)
- o 12 hours of face to face learning and assessment (*Reasonable adjustment' is available)
- o The course is 2 x full day workshops with a 30-minute lunch break
- o Theory and project work to be completed in class where possible
- o Simulated workplace scenarios assessment will be conducted on the 2nd day
- o You must have successfully planned and implemented aspects of recruitment of at least 2 volunteers either in your workplace (evidence required) or by using your fellow learners

Venue: 23 St Georges Rd Penshurst NSW 2222 (All day parking available onsite and on the street)

- o Tuesday 18th May 2021 9.30 am – 4 pm (Please ensure to arrive by 9.15 am)
- o Tuesday 8th June 2021 9.30 am – 4 pm (Please ensure to arrive by 9.15 am)

What to bring:

Please bring photo ID, (to verify who you are). BYO lunch or purchase nearby. Tea, coffee available on the day. BYO water bottle, face mask (if required), notebook, and pen if you prefer to use your own equipment. You will be completing your written knowledge assessment and practical performance tasks on the day. If you feel you require any reasonable adjustment, please contact us as soon as possible beforehand.

Enrol online: [Is available \(click here\)](#)

Email: training@3Bridges.org.au

Phone: 02 8558 4044

**Course delivery mode, dates and times may be subject to change due to COVID-19*

HEAD OFFICE

1/72 Carwar Avenue,
Carss Park NSW 2221
1300 327 434

ARNCLIFFE

1-2/35 Forest Road,
Arncliffe NSW 2216

EARLY YEARS SUPPORT

17B Casuarina Road,
Gymea Bay NSW 2227

HOME MODIFICATIONS AND MAINTENANCE

Builders Licence 298633C

MENAI

34-40 Allison Crescent,
Menai NSW 2234

OATLEY

161 Hurstville Road,
Oatley NSW 2223

PENSHURST

23 St Georges Road,
Penshurst NSW 2222

YOUTHZONE

18 Treacy Street,
Hurstville NSW 2220

ABN. 96 039 601 269

ACN. 607053 127

RTO. 41056