



Ensure that you and your organisation have the edge with (a nationally recognised) volunteer program qualification.

If you are involved with coordinating, arranging, organising, reviewing or assisting the work of volunteers then Volunteering Qld offers you the opportunity to earn a Nationally Recognised Training Qualification for your work through our...

Certificate IV in Volunteer Program Coordination.

(Course Code: CHC42708)

Gain this qualification to:

- Contribute more effectively to your organisation's objectives and sustainability.
- Be better placed to manage your volunteer program and provide effective support to your volunteers.
- Enhance your job satisfaction and employability.

Why do this course?

With so many forces impacting on our work at present, such as increasing regulations and standards; funding advantage; focus on accountability; OH&S and changing trends across society, including the demographic and motivational factors for volunteering, it is critical that we all understand and address the challenges we face in order to maximise the effectiveness of our volunteer programs.

The process.

If you can provide evidence of competence through relevant skills and experience and/or other qualifications, you may be eligible for **Recognition of Prior Learning (RPL)**. We can also offer you flexible modes of study and assessment via workshop attendance or by self-paced and online support. Work-based learning and assessment is a feature of this course.

Workshops Dates.

Cluster	Dates	Units covered
Cluster A	11 & 12 July OR 12 & 13 September	Recruit and coordinate volunteers (core unit); Manage Volunteers (elective); Facilitate workbased learning (core unit).
Cluster B	25 & 26 July OR 26 & 27 September	Work within a relevant legal and ethical framework (core unit); Maintain OHS processes (core unit).
Cluster C	8 & 9 August OR 10 & 11 October	Use targeted communication skills to build relationships (core unit); Promote team effectiveness (core unit); Establish effective workplace relations (elective).
Cluster E	22 & 23 August 24 & 25 October	Writing submissions and proposals (Secure Funding elective)

Venue Volunteering Qld Training Room, Level 6, 333 Adelaide Street, Brisbane

Time 9:00am-4:30pm

Express your interest.

To express your interest or for more information contact our Education team on (07) 3002 7600 or email education@volunteeringqld.org.au or visit the training section of our website www.volunteeringqld.org.au

