



Australian Government

Department of Education, Employment and Workplace Relations

CHC10212 Certificate I in Active Volunteering

Release: 1

CHC10212 Certificate I in Active Volunteering

Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC10208 Certificate I in Active Volunteering	CHC10212 Certificate I in Active Volunteering	updated care WHS units

Description

This qualification covers people working in a volunteer capacity and includes foundation skills required by all volunteers to enable them to effectively undertake their volunteer work using basic practical skills required for the job.

These foundation skills cover being an effective volunteer, organising their own work routine efficiently and performing a sequence of routine tasks, given clear directions, understanding and following the organisation's occupational health, safety and welfare procedures thus engaging in safe work practices and interacting appropriately with clients, including receiving and passing on messages and information.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

5 units are required for award of this qualification including:

- 3 core units
- 2 elective unit

A wide range of elective units is available, including:

- Group A elective which is recommended for work in active volunteering
- Other relevant electives
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, one unit of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBWOR404B Develop work priorities

CHCVOL201B Be an effective volunteer

HLTWHS200A Participate in WHS processes

The importance of culturally aware and respectful practice

All volunteer workers need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification.

Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group A - elective recommended for active volunteering work

The following unit is recommended for selection

SRXGCSO01A Create client relationship

Other relevant electives

Electives may be selected from other Community Services Training Package units, or from other relevant units of competency. Employers may specify that certain electives are required to address specific workplace needs.