



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHC20212 Certificate II in Active Volunteering**

**Release: 1**

## CHC20212 Certificate II in Active Volunteering

### Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC20208 Certificate II in Active Volunteering	CHC20212 Certificate II in Active Volunteering	Updated core WHS units

### Description

This qualification covers people working in a volunteer capacity and builds on the foundation skills required by all volunteers, to deliver competency outcomes including:

- Undertaking administrative tasks that involve basic operational knowledge, accessing and recording information and making choices between a limited range of options relevant to the job
- Acquiring strategies that will assist them as volunteers to communicate more effectively with clients and be able to apply known solutions to a limited range of predictable problems
- Engaging in safe work practices, and applying basic operational knowledge in a moderate range of areas relevant to the job
- Developing a defined range of skills that will assist them as volunteers to work effectively with colleagues (paid and volunteer) and take limited responsibility for their work output and learning.
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### 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

9 units are required for award of this qualification including:

- 5 core units
- 4 elective units

A wide range of elective units is available, including:

- Relevant electives listed below
- 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, up to 2 units 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

CHCADMIN201D Undertake basic administrative duties

CHCCOM201C Communicate with people accessing the services of the organisation

CHCORG202C Work with others

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.

#### Relevant electives

Electives are to be selected in line with specified Packaging Rules. The following list of relevant electives may facilitate selection.

CHCCH225A Prepare to work in social housing

CHCCS200D Deliver service to clients

CHCGROUP201C Support the activities of existing groups

CHCNET301D Participate in networks