



**Australian Government**

# **CHCVOL002 Lead volunteer teams**

**Release: 1**

## CHCVOL002 Lead volunteer teams

### Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.  New Unit

### Application

This unit describes the skills and knowledge required to lead and develop teams of volunteers using a participative approach and in line with organisation standards for volunteer work.

This unit applies to volunteers who are responsible for leading small teams of other volunteers in a range of sectors.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

### Elements and Performance Criteria

#### ELEMENT

*Elements define the essential outcomes.*

1. Identify and allocate tasks for team

#### PERFORMANCE CRITERIA

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

1.1 Identify team goals with team members

1.2 Identify tasks required to achieve goals

1.3 Identify team and individual safety responsibilities

1.4 Estimate time and resources needed to complete tasks safely

1.5 Collaborate with team members to allocate individual responsibilities within the team

1.6 Ensure designated team goals are met

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes.*

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

2. Induct and develop others within the team

2.1 Present a positive image of the organisation to other volunteers

2.2 Assist with the induction of new volunteers into the organisation's mission, purpose, procedures, expectations

2.3 Follow up induction processes to ensure adherence to organisation policies and procedures

3. Use a participative approach to leading volunteers

3.1 Participate in team and provide assistance and support to team members as needed to ensure designated team goals are met

3.2 Seek, acknowledge and act on information and feedback provided by other team members in the work group

3.3 In consultation with team, evaluate team performance according to its goals

3.4 Provide ongoing constructive feedback to team

3.5 Give and receive supervisor feedback

4. Reflect on own performance

4.1 Apply principles of reflective practice to evaluate own performance according to team and personal goals and identify opportunities for continued performance improvement

4.2 Identify and access professional development opportunities to improve own leadership performance

**Foundation Skills**

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

*Foundation skills essential to performance are explicit in the performance criteria of this*

*unit of competency.*

## **Unit Mapping Information**

No equivalent unit.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>