



**Australian Government**

**Assessment Requirements for  
SISXHRM001 Recruit and manage  
volunteers**

**Release: 1**

# Assessment Requirements for SISXHRM001 Recruit and manage volunteers

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- recruit and induct volunteers for at least one activity or organisation in accordance with organisational procedures and relevant legislation.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and organisational policies and procedures that impact volunteer recruitment and management:
  - work health and safety/occupational health and safety
  - employment conditions
  - anti-discrimination and equal opportunity
  - working with children
  - privacy
  - selection processes
  - induction and training procedures
  - communication protocols
  - administration procedures
  - security
- volunteer eligibility and suitability with roles:
  - coach or instructor
  - fundraiser
  - official
  - administrator
  - organiser
  - finance
  - technical assistance
  - maintenance
  - transport
  - first aid

- determinants of volunteer eligibility and suitability:
  - conflict of interest
  - police checks
  - competencies required
- selection processes and how they are conducted:
  - interviews
  - appraisal tests
  - timelines
  - notification procedures
- content and purpose of volunteer management policies:
  - philosophy
  - volunteer eligibility
  - rights and responsibilities
  - training and accreditation
  - expenses and reimbursement
  - cash handling
  - security
  - grievance procedures
  - authorities and responsibilities
  - reporting.

## Assessment Conditions

Skills must be demonstrated in:

- a workplace or simulated industry environment.

Assessment must ensure use of:

- organisational documentation such as volunteer management policies and procedures, volunteer job descriptions, selection tools, induction packages
- legislation and organisational policies and procedures in relation to the recruitment and management of volunteers
- participants to be recruited; these can be:
  - participants in a sport or recreation setting, or
  - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- recruit and induct volunteers in situations that require the planning and problem-solving skills reflective of the workplace.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>