CHC44015 Certificate IV in Coordination of volunteer programs

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Modification History

Release	Comments
2	Minor change to update superseded elective units of competency.
1	This qualification was first released in CHC Community Services Release 2.0.

Qualification Description

This qualification reflects the role of workers who are responsible for the coordination of volunteers within a program or organisation. Volunteer coordinators provide ongoing management and support to volunteers and are the main point of contact for volunteers.

At this level, workers will generally be autonomous and are required to supervise and lead volunteers in projects or teams. These workers may be employed in a range of industry sectors and in a complex, regularly changing context. Work may be in either a volunteer or paid capacity.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

This qualification has no entry requirements.

Packaging Rules

Total number of units = 11

- 7 core units
- 4 elective units, consisting of:
    - up to 4 units from the electives listed below, any endorsed Training Packages or accredited course - these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

CHCCOM002	Use communication to build relationships

HumanAbility

CHCDIV003	Manage and promote diversity
CHCLEG001	Work legally and ethically
CHCVOL003	Recruit, induct and support volunteers
CHCVOL004	Manage volunteer workforce development
BSBLDR403	Lead team effectiveness
HLTWHS003	Maintain work health and safety

Elective units

CHCAGE009	Provide services for older people
CHCAOD001	Work in an alcohol and other drugs context
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCOM003	Develop workplace communication strategies
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCCCS039	Coordinate and monitor home-based support
CHCMGT001	Develop, implement and review quality framework
CHCMGT004	Secure and manage funding
CHCMGT005	Facilitate workplace debriefing and support processes
CHCMGT007	Work effectively with the Board of an organisation
CHCMHS001	Work with people with mental health issues
CHCPOL001	Contribute to the review and development of policies
CHCPOL002	Develop and implement policy
CHCPRP004	Promote and represent the service
CHCSET003	Work with forced migrants
CHCSET004	Undertake bicultural work with forced migrants in Australia
CHCSOH013	Work with people experiencing or at risk of homelessness

HumanAbility

CHCVOL002	Lead volunteer teams
AHCBUS406	Administer finance, insurance and legal requirements
AHCCCF414	Coordinate fundraising activities
BSBOPS405	Organise business meetings
BSBFNG407	Oversee asset management in an Aboriginal and Torres Strait Islander organisation
BSBAUD412	Work within compliance frameworks
BSBFIN401	Report on financial activity
BSBFIN501	Manage budgets and financial plans
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM525	Manage recruitment and onboarding
BSBINS402	Coordinate workplace information systems
BSBLDR413	Lead effective workplace relationships
BSBHRM413	Support the learning and development of teams and individuals
BSBOPS402	Coordinate business operational plans
BSBSTR402	Implement continuous improvement
BSBLDR522	Manage people performance
BSBMKG434	Promote products and services
BSBMKG541	Identify and evaluate marketing opportunities
BSBPMG430	Undertake project work
BSBTWK401	Build and maintain business relationships
BSBOPS403	Apply business risk management processes
BSBWHS412	Assist with workplace compliance with WHS laws
BSBWHS415	Contribute to implementing WHS management systems
BSBPEF402	Develop personal work priorities
BSBWRT411	Write complex documents

HumanAbility

CUAFIM511	Source funding for projects
HLTWHS004	Manage work health and safety
ICTWEB306	Develop web presence using social media
LGADMIN423A	Provide induction and orientation for new employees
PSPGEN098	Deal with conflict
PSPGEN123	Provide workplace mentoring
PSPGEN125	Support workplace coaching and mentoring
TAEASS514	Develop and implement plans for recognition of prior learning
TAEDEL311	Provide work skill instruction
TAEDEL411	Facilitate vocational training
TAEDEL412	Facilitate workplace-based learning
TAEDEL414	Mentor in the workplace
TAEDES412	Design and develop plans for vocational training
TAEDES411	Use nationally recognised training products to meet vocational training needs
TAEDES515	Evaluate training

Pre-requisite Requirements

There are no prerequisites requirements for this qualification.

Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
CHC44015 Certificate IV in Coordination of volunteer programs	CHC42712 Certificate IV in Volunteer Program Coordination	This version was released in CHC Community Services Training Package release 2.0 and meets the requirements of the 2012 Standards for Training Packages.	Not-Equivalent

HumanAbility

		Significant changes to core units. Change in packaging rules. Removal of entry requirements.	

Links

Companion volumes, including implementation guides, are found on the national training register - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53.