Volunteering

Campus:
Victoria

Course Delivery:
• On Line

Duration:
4-6 months

Intakes:
Ongoing

Nationally Accredited Training
TOID 3957

Certificate II in Active Volunteering        Code: CHC20212

This qualification requires competence in 5 Core units and 4 Elective units

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

Elective Units
A wide range of elective units are available for selection to comply with packaging rules.

Entry Requirements
There are no entry requirements for this course

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.

This training is delivered with Victorian and Commonwealth Government funding.

The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further information.

To enrol and learn more contact MADEC
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