

## CHC24015 Certificate II in Active Volunteering

This course is delivered to schools as part of the Department of Education's VET Pathways Program which partners with Tallebudgera Outdoor and Environmental Education Centre's Registered Training Organisation. The purpose of the VET Pathways Program is to deliver Certificate courses to students across Queensland with the goal of increasing their employment prospects by attaining a Queensland Certificate of Education (QCE), learning in real world contexts and connecting to their community.



### Benefits to students

This course has significant benefits to students as it:

- contributes **four QCE credits\*** and satisfies **completed core** requirements
- builds students' capability for workforce entry or vocational training pathways
- encourages students to connect and contribute to their local community.

*\* Four QCE credits will be awarded providing at least 90% new learning is achieved (7 Units)*

### Units of Competency

**CHC24015 Certificate II in Active Volunteering** is made up of the following 7 Units of Competency (4 Core Units and 3 Electives) and all must be completed:

Code	Unit of Competency Title	Core/Elective
CHCDIV001	Work with diverse people	Core
CHCVOL001	Be an effective volunteer	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBCMM211	Apply communication skills	Core
CHCCOM001	Provide first point of contact	Elective
FSKDIG002	Use digital technology for routine and simple workplace tasks	Elective Imp
FSKLRG015	Manage own work-related learning	Elective Imp

### Language, Literacy, Numeracy and Digital Technology requirements

To be able to complete the course successfully, students will need to be able to read and write reasonably well; at about a Year 10 level. Schools are to provide the RTO with information regarding the students' current Literacy, Language and Numeracy (LLN) abilities prior to enrolment to ensure the course is appropriate for them. If students do not currently have the required LLN skills, they will require additional time and a suitable LLN teacher to bring them up to the required literacy and numeracy level. The RTO can assist schools with developing a Training Plan that best caters for the needs of individual students.

Students will also need to have sound digital technology skills so that they can access the online component of the course. This includes being able to access an online learning platform, answer a variety of question types in an online quiz, download documents and upload their completed assignments.

### Delivery Method

The course can be delivered to students within their school in a variety of ways depending on their geographic location, the needs of the students, the priorities of the school and volunteering opportunities available in the local community. This includes being delivered within the current timetable, delivered in one or more learning blocks or delivered in the student's spare periods or other times they can be taken offline from their normal study program.

## **Mandatory Volunteering Requirement**

**Students are required to volunteer as part of a team with paid and/or unpaid staff for a period of at least 20 hours in an organisation with a structured volunteer program.**

Schools are required to identify authentic volunteering opportunities in the local community that will provide students with a meaningful and valuable experience. Through volunteering young people can:

- challenge themselves through new experiences and responsibilities
- learn new and transferable skills and find new areas of interest
- expand their personal and professional networks
- learn about different industries
- build teamwork and problem-solving skills
- become involved in and contribute to local community groups and organisations.

It is important to match students to volunteering roles in the community that interest them and will lead to further learning pathways or job opportunities.

## **Methods of Assessment**

The course is delivered via a blended format which includes online learner resources and questions, written assignments and a Volunteering Logbook. All course work is to be submitted via aXcelerate Student Management System so students will need access to a computer with internet access.

## **Volume of Learning**

The volume of learning of a Certificate II is typically 6 months – 1 year. The duration of the course will depend on the delivery model and the time allocated to learning each week. Schools may take 12 months to complete the course and additional time can be negotiated with the RTO if necessary.

## **Course Facilitator**

The course is designed as a Distance Education program and is therefore able to be delivered in the school. You will need to identify a suitable person at the school to facilitate the course and monitor student progress, and we can step them through the requirements prior to implementation. All student work is assessed by Tallebudgera OEEC's trainers and assessors. The school Facilitator and volunteer work Supervisor are asked to collect third-party evidence on our behalf over an extended period of time as they would in a workplace, so they are not required to hold VET Trainer and Assessor qualifications.

All teaching and learning materials are accessed online with a Facilitator's Guide that provides step by step delivery instructions and RTO expectations and requirements. The Facilitator's Guide provides detailed information on the scope and sequence of the course and delivery strategies. It also includes suggestions for volunteering opportunities that can be explored in the local area to enhance the learning opportunities for students.

## **Training and Assessment**

Training and Assessment will remain the responsibility of the RTO. All training materials are provided for the student and coursework will be assessed by Tallebudgera Outdoor and Environmental Education Centre's qualified trainers and assessors. The student's results will be reported to the Queensland Curriculum and Assessment Authority (QCAA) on completion of the course for inclusion on the Queensland Certificate of Education.

## **Site Visits**

The RTO may conduct site visits to ensure the students have appropriate educational support and to ensure they are engaging with the volunteering program in an appropriate way. Please contact us if you would like a site visit.

## **No VETiS Funding**

This course delivered through Tallebudgera OEEC's RTO does **not** use VETiS funding. As we are a School RTO, we are not eligible for funding.

## Course costs

Schools will be invoiced for the total cost of the course on completion. Total costs per student for the qualification are as follows:

CHC24015 Certificate II in Active Volunteering – includes all electronic learning materials and Facilitator resources, assessment of work, access to the online course and issue of the AQF qualification.	State Schools	Non-state schools
	\$350.00	\$400.00

If students do not complete the whole course, they may be awarded a Statement of Attainment for the Units of Competency they have completed. In this case, the course costs will be calculated on a pro rata basis.

## Responsibilities of the school

Schools are required to provide adequate educational support for students so that they are able to meet the requirements of the course. This includes:

- completing a School Implementation Plan to inform the RTO of the planned delivery strategies and LLN and digital technology capabilities of prospective students
- returning student Enrolment Forms with all required information in a timely manner
- checking other VET courses the student is enrolled in to see if there are any Units of Competency that are in common. The student must have 90% new learning to be awarded the full 4 QCE points.
- Ensuring students have access to an organisation that will provide an authentic volunteering opportunity and they have time to complete the 20 hours of volunteering work
- informing the RTO of any changes related to student school attendance or enrolment
- participating in visits from RTO representatives.

## Responsibilities of the Facilitator

The Facilitator nominated by the school is responsible for:

- monitoring student progress to ensure the program aligns with the School Implementation Plan
- ensuring students have access to the required resources as specified in the Facilitator's Guide including a computer with internet access
- collecting third-party evidence of the student's skills over time on behalf of the RTO
- liaising with the RTO Student Support Officer to ensure the needs of individual students are being met.

## Responsibilities of Tallebudgera Outdoor and Environmental Education Centre's RTO

Tallebudgera OEEC's RTO will:

- liaise with school representatives to determine suitability of students and provision of enrolment information
- liaise with school staff to ensure the needs of individual students will be met, particularly with supporting a volunteering opportunity in the community
- provide high quality teaching and learning materials and support to the Facilitator in a timely manner
- issue qualifications where competency has been demonstrated in time for inclusion on the student's QCAA learning account where possible.

## How to enrol students

To enrol students in the course, schools must first provide Tallebudgera OEEC with:

1. A completed **School Implementation Plan**, which allows us to know what the delivery plan is for your students, what volunteering opportunities there are in the local community and the current literacy, language, numeracy and digital technology capabilities of the students.
2. A completed **Training Enrolment Form** for each student which must have their **USI** and **LUI** numbers and the student's **school email address**. The school email address will be used to email a link to the online course.

**For more information or if you have any questions, please contact your Student Support Officer:**

Lia Howard, Trainer and Assessor

Work Phone: 5520 9316; Email: [RTO@tallebudgeraoeec.eq.edu.au](mailto:RTO@tallebudgeraoeec.eq.edu.au)