



**BUNDABERG STATE HIGH SCHOOL**  
**VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Volunteering Queensland</b>	<b>RTO NO: 6020</b>
<b>VET Course Name: Certificate II in Active Volunteering</b>	<b>VET Course Code: CHC24015</b>

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Additional
<b>Certificate II in Active Volunteering</b>	<b>11/12</b>	<b>VSV</b>	<b>-</b>	<b>Up to 4</b>	<b>YES</b>	Delivered in conjunction with FSK20113 Skills for Work and Vocational Pathways

**Head of Department:** Mr Phil McLennan

**Course Outline:**

This course is designed to provide students with the opportunity to develop and enhance their employability skills, whilst helping to make a difference to the lives of others and improving the local community.

To achieve this qualification, the candidate must have completed at least 20 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

**Course Content:**

<b>Certificate II in Active Volunteering</b>		
Students are required to complete 7Units of Competency – 4 Core Units and 3 Electives Unit from those listed below.		
CHCDIV001	Work with diverse people	Core
CHCVOL001	Be an effective volunteer	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBCMM201	Communicate in the workplace <sup>^</sup>	Core
BSBWOR202	Organise and complete daily work activities	Elective
SISXCAI007	Assist with activities not requiring equipment	Elective
HLTAID003	Provide First Aid <sup>#</sup>	Elective

<sup>^</sup> Competencies delivered in other courses and may affect new learning and QCE points awarded. This is subject to change.

<sup>#</sup>External RTO

Students may gain recognition for skills that they have acquired from other subjects/courses to complete some Units of Competency.

**Assessment Outline:**

This is a competency-based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study.

Students are assessed using a variety of techniques such as questioning, folio of work, workplace activities and teacher observation.

**Career Pathways:**

This qualification reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines.



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This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.

### Potential Activities:

Students will be provided with the opportunity to do Structured Workplace Learning where they are provided with the opportunity to work in the 'real world'. The students may be involved in projects such as horticulture, Teacher Aide duties and Bundaberg State High School coffee shop operations. Volunteer hours may include out of school time activities such as Bundaberg Council supported tree planting, Clean up Australia, Local sporting events, etc.

### Costs:

Course cost is \$140. Students, through their resource hire fee, have access to the photocopied class materials, internet, email facilities and required documentation. Students will be required to purchase a subject specific shirt for practical placements at a cost \$35. Due to nature of possible volunteer activities, it is not appropriate to use our senior uniform and for identification purposes a common shirt is required. In addition, students will also be required to pay \$65 for the First Aid Certificate.

### Student Requirements:

There are no prerequisites for this course. Students will require a laptop computer and school network access. The Microsoft Office suite is available free to students and can be accessed from the school network.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We do not guarantee an employment outcome upon completion of this course. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change.

