

## Active Volunteering

**AQF VET qualification:** CHC14015 Certificate I in Active Volunteering

**Training Package:** CHC Community Services (version 3)

BOSTES course name	BOSTES course number	Schools Online (Administration) entry advice
Active Volunteering	86150	<p>This course number should always be entered as a 'Year 10' entry.</p> <p>This applies to students doing the course in either Year 9 or Year 10.</p> <p>The course entry needs to be made in the calendar year that the course is undertaken.</p>

**Exclusions:** Stage 6 Active Volunteering

### Stage 5 course requirements

This course will be credentialled as a 100-hour elective study on the Record of School Achievement (RoSA).

Students must attempt:

- all core units of competency (totalling 55 indicative hours)
- elective units of competency to a minimum of 45 indicative hours and to meet qualification packaging rules
- minimum work requirement of 20 hours (as specified in the CHC Training Package for this qualification and assessment requirements of core unit of competency CHCVOL001).

It is strongly recommended that project and work-based learning opportunities be used as a teaching and learning strategy throughout the course. These could include group project work, individual research or other activities that meet the learning needs of students. There is a range of career, enterprise and work education programs currently operating in schools that may be linked to the Active Volunteering course.

Students must satisfy the course completion criteria as required by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). Refer to the [Assessment Certification Examination \(ACE\) website](#). There must be sufficient evidence that the student has:

- followed the course developed or endorsed by BOSTES
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the work placement.

## Course content

### CORE

Unit code and title	Status for AQF VET qualification	Indicative hours of credit
<a href="#">CHCDIV001</a> <a href="#">Work with diverse people</a>	core	20
<a href="#">CHCVOL001</a> <a href="#">Be an effective volunteer<sup>1</sup></a>	core	20
<a href="#">HLTWHS001</a> <a href="#">Participate in workplace health and safety</a>	core	15

**Total indicative hours for core units of competency: 55**

### ELECTIVE

Unit code and title	Status for AQF VET qualification	Indicative hours of credit
<a href="#">BSBCMM201</a> <a href="#">Communicate in the workplace</a>	elective – listed	15
<a href="#">FSKDIG02</a> <a href="#">Use digital technology for simple workplace tasks</a>	elective – listed	10
<a href="#">FSKWGT06</a> <a href="#">Write simple workplace information</a>	elective – listed	10
<a href="#">HLTAID002</a> <a href="#">Provide basic emergency life support</a>	elective – listed	10
<a href="#">BSBADM101</a> <a href="#">Use business equipment and resources</a>	elective	15
<a href="#">SITXCCS001</a> <a href="#">Provide customer information and assistance</a>	elective	15

## AQF VET qualification

Qualification packaging rules are contained in the [CHC Community Services Training Package](#) at <http://training.gov.au>.

In summary, to attain [CHC14015 Certificate I in Active Volunteering](#) students must achieve 5 units of competency including:

- 3 core units of competency
- 2 elective units of competency from the electives listed, any endorsed Training Package or accredited course – these units must be relevant to the work outcome.

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<sup>1</sup> The assessment requirements of this unit of competency include 'a period of at least 20 hours in an organisation with a structured volunteer program' (see *Performance Evidence*).

## Other information

### Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the BOSTES website at [www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html).

### Stage 5 VET course delivery

Information is available on the BOSTES website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html).

Stage 5 VET courses can only be delivered by a Registered Training Organisation (RTO) with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au/>.

RTOs offering training programs for the delivery and assessment of the Active Volunteering Stage 5 VET course must meet the requirements of the VET Quality Framework, the [CHC Community Services Training Package](#) and the Stage 5 course.

Information about the delivery of VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the BOSTES website at <http://rego.bostes.nsw.edu.au/>.

### Allocation of indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the RoSA, VET courses must be described in terms of their indicative hours. For this reason, indicative hours have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

### Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application form and examples of possible scenarios, are detailed on the BOSTES website at [www.boardofstudies.nsw.edu.au/voc\\_ed/rpl.html](http://www.boardofstudies.nsw.edu.au/voc_ed/rpl.html).

### **Students with special education needs**

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet, as well as [Collaborative Curriculum Planning](#) advice, on the BOSTES website.