



CHC34015

Certificate III in Active Volunteering

Accredited Courses

Inventorium RTO is an accredited training organisation that delivers courses in the Vocational Education and Training (VET) sector.

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- BSB30220 Certificate III in Entrepreneurship and New Business
- CHC22015 Certificate II in Community Services
- CHC34015 Certificate III in Active Volunteering
- FSK10119 Certificate I in Access to Vocational Pathways
- FSK10219 Certificate I in Skills for Vocational Pathways
- FSK20119 Certificate II in Skills for Work and Vocational Pathways



Your Own Mentor

Inventorium RTO teachers are one-on-one mentors, providing personal, flexible support to help students gain confidence, practise skills, and reach their study goals faster. Inventorium RTO teachers are all highly experienced, qualified educators, with substantial industry experience who work to ensure the academic success of their students.



Pathways Into Work

Inventorium RTO courses are designed to ensure that on completion, students are job ready. With one-on-one teaching, students can learn at their own pace, and develop the skills required to become an effective member of the working community. Inventorium RTO prepares students to step into the job they want. English for the workplace is also available for students.



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DURATION: 40 weeks

COURSE DELIVERY STRUCTURE: 10 units (4 weeks per unit)

TOTAL HOURS OF STUDY: 1200 hours

STUDY MODE: Online

TARGET CLIENTS: Learners seeking to gain work experience through Volunteering.

ENTRY REQUIREMENTS:

- Must be at least 15 years of age at course commencement and enrolled in a School or registered with a Department of Education as Home Schooling or; must be over 17 years of age and have left school
- Successful completion of Australian year 9 or equivalent.

COURSE DESCRIPTION:

The purpose of the course is to prepare people for employment in the voluntary sector, either in a paid or voluntary capacity. At this level, work takes place under the direction of others and supervision may be direct or indirect. Volunteers may also be required to lead volunteer teams and have limited responsibility for the output of others within a project or event. After completion of this course you may also decide to continue with further study to gain more specialised knowledge and skills.

WORKPLACEMENT:

This course requires students to complete a minimum of 20 hours of work placement in order to be awarded the full qualification. Inventorium RTO can assist you in finding and completing your work placement.

DEVELOP THESE SKILLS:

- How to communicate effectively and positively in order to create and build relationships
- How to adapt your working style to work with diverse people
- How to work effectively and safely in a volunteering capacity
- How to use software applications
- How to provide customer service

COURSE UNITS:

CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development
BSBTEC201	Use business software applications
BSBCMM411	Make presentations
BSBINS302	Organise workplace information
BSBOPS304	Deliver and monitor a service to customers

About Inventorium RTO

The Inventorium was designed by a group of academics, teachers and industry professionals to offer a new approach to education and skills development. We draw on industry expertise, a broad base of research and exceptional teaching to provide an outstanding online education experience.