

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Award in Volunteer Management**

**603/4875/6**

###### SEG Awards Level 3 Award in Volunteer Management

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/617/7157 Attracting and Recruiting Volunteers - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Summarise the benefits of volunteering to stakeholders and potential volunteers.**1.2** Describe the different ways to promote volunteering to a diverse community. |  |  |  |  |
| **2.1** Explain the key elements of good practice in volunteer recruitment.**2.2** Explain how to assess individuals’ attributes, skills and knowledge.**2.3** Describe the processes and practices that can be used by an organisation to recruit volunteers. |  |  |  |  |
| **3.1** Distinguish between a volunteer agreement and a contract of employment.**3.2** Describe good practice in a volunteer induction programme. |  |  |  |  |

|  |
| --- |
| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/617/7158 Organisations and Volunteering - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the benefits of volunteering for a volunteer.**1.2** Assess the benefits and contribution of volunteers within an organisation and for the wider community.**1.3** Explain how different volunteering roles contribute to achieving the aims and objectives of an organisation. |  |  |  |  |
| **2.1** Explain the key principles and values that underpin volunteering. |  |  |  |  |
| **3.1** Explain how legislation relates to a volunteering programme. **3.2** Summarise the range of organisational policies relevant to volunteering.**3.3** Explain good practice relating to managing risk in the use of volunteers. |  |  |  |  |

|  |
| --- |
| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/617/7160 Supporting and Developing Volunteers - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the process of supervision in the development of volunteers.**1.2** Explain how to meet the training and development needs of volunteers. |  |  |  |  |
| **2.1** Explain what practices can be used to motivate volunteers.**2.2** Explain how to recognise the contribution of volunteers in helping achieve the organisation’s aims and objectives.**2.3** Explain the importance of giving and obtaining feedback from volunteers. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.1** Describe the attributes of a team leader.**3.2** Explain the importance of a positive team culture.**3.3** Explain the importance of involving volunteers in planning team objectives. |  |  |  |  |

|  |
| --- |
| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

|  |
| --- |
| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.