

Purpose Statement

SEG Awards Level 3 Award in Volunteer Management (603/4875/6)

SEG Awards Level 4 Certificate in Volunteer Management (603/4877/X)

Overview

These qualifications were originally developed by a working group, including training organisations, trainers and assessors and those who have managed volunteers, including 'Skills Third Sector' and 'Voluntary Action Sheffield'. They have been updated in 2019 to ensure that they remain fit for purpose within the sector.

The Level 3 Award prepares learners to understand how to support and develop volunteers. It will be targeted at those who are new to this role, who supervise small numbers of volunteers or for whom this role is part of their wider function in an organisation. Their work will include recruiting, supporting and organising day to day activities for volunteers.

The Level 4 Certificate is for those learners whose primary responsibility includes setting up, managing and developing programs for volunteers and aims to develop a greater understanding of the management role. This includes promoting volunteering, recruiting, supporting and organising day to day activities for volunteers. Learners will apply this knowledge and relevant policies and procedures to develop a volunteering programme for their organisation or others. It will be targeted at those who are new to or developing and applying their skills in this role.

Benefits for learners

These qualifications will provide learners with skills and knowledge that will:

- provide a starting point for those interested in the volunteer management role within the voluntary, community, public and private sectors
- help learners to develop and consolidate skills and practice in contexts where there are volunteers needing support, management and co-ordination
- achieve a nationally recognised Level 3 qualification which will assist learners in accessing a volunteer management apprenticeship pathway, employment or higher level qualification

- achieve a nationally recognised Level 4 qualification which will assist learners in accessing employment, higher volunteer management or general management qualifications and higher education opportunities

Who is this qualification for?

The SEG Awards Level 3 Award in Volunteer Management and SEG Awards Level 4 Certificate in Volunteer Management are designed for those aged 18+ who are currently working within a volunteering role. There are no further specific entry requirements to study for these qualifications.

What does the Level 3 qualification cover?

You will cover the following units:

Mandatory units

- Attracting and Recruiting Volunteers
- Organisations and Volunteering
- Supporting and Developing Volunteers

What does the Level 4 qualification cover?

You will cover the following units:

Mandatory units

- Attracting and Recruiting Volunteers
- Organisations and Volunteering
- Supporting and Developing Volunteers

Optional units

- Analyse and Develop the Volunteer Role
- Develop a Volunteering Programme
- Promote Volunteering
- Understanding the Management Role

Evidence to support the above units may be presented in a range of formats that may include any number of the following:

- Case study
- Written questions and answers
- Report
- Professional discussion
- Project

These examples are for illustrative purposes and are not intended to be exhaustive or prescriptive.

What could this qualification lead to?

Will the qualification lead to employment, and if so, in which job role and at what level?

These qualifications require the learner to already be working within the volunteering sector. However, completion of the SEG Awards Level 3 Award in Volunteer Management or the SEG Awards Level 4 Certificate in Volunteer Management qualification could facilitate progression within the profession.

Will the qualification lead to further learning?

Completion of the SEG Awards Level 3 Award in Volunteer Management could enable progression onto the following:

- Advanced Volunteer Management apprenticeship
- SEG Awards Level 4 Certificate in Volunteer Management
- other management qualifications

Completion of the SEG Awards Level 4 Certificate in Volunteer Management could enable progression onto the following:

- higher volunteer management qualifications
- higher education opportunities

If there are larger and/or smaller versions of this qualification or it is available at different skills levels, why should a student take this particular one?

This suite of qualifications consists of the following:

- SEG Awards Level 3 Award in Volunteer Management
- SEG Awards Level 4 Certificate in Volunteer Management

The reason for having varying levels and sizes of qualification in the suite is to meet the various needs of the learner.

The Level 3 Award is aimed at learners who are new to a Volunteer Management role, who supervise small numbers of volunteers or for whom this role is part of their wider function in an organisation.

The Level 4 Certificate is a larger, more in-depth qualification that is aimed at those learners whose primary responsibility includes setting up, managing and developing programs for volunteers and aims to develop a greater understanding of the management role.

FURTHER INFORMATION

Further information on the qualifications can be found at:

[SEG Awards Level 3 Award in Volunteer Management](#)

[SEG Awards Level 4 Certificate in Volunteer Management](#)