



This is a new qualification– a **V**ocationally **R**elated **Q**ualification– for anyone that deals with volunteers in any context.

HOW DOES IT WORK?

Candidates are assessed against 6 units of assessment. Using and drawing on your experiences in volunteer management, you will produce a written case study set in the context of your own organisation or community group. Feedback is required from volunteers, and your manager to ensure it is authentic.

The six units are

- Plan volunteer work
- Organise Volunteers and resources
- Monitor Volunteer work
- Communicate effectively to brief volunteers
- Support Volunteers to solve problems
- Give feedback to Volunteers

These units represent a total of 60 hrs (6 credits) of Learning. You Receive a VRQ certificate as it is a stand alone qualification . It can then be “banked” to evidence future study such as NVQ achievement.

HOW CAN I ACHIEVE IT?

Simply the Best are offering 2 routes to achieving this– we all have learning preferences, and so we are offering a Self study and Mentoring option. Or a fully supported Learning delivery option. SEE OVERLEAF.

(It is possible to do this entirely without support– we just register you and you complete the case study individually and submit for marking, so ring us if you want to know more about this option.)

HOW LONG WILL IT TAKE?

Up to you! Lantra Awards stipulate a MAX 9 month time frame from REGISTRATION to SUBMISSION. We recommend you target 6 months (1 month per unit) If you want to complete sooner, then the ball is your court!

ROUTE 1 Self Study with Mentoring.

You register your interest, and we send you some proformas to bring to an INITIAL WORKSHOP (HALF DAY). At the workshop we outline each unit and discuss with you what would be relevant from your organisation to use in the case study.

When you have the first draft of EACH unit done, you e mail it to us as an attachment. We will then give you feedback on the work, which may include some suggestions for background research if necessary.

We will include an "OPTIONAL" half way house" workshop to discuss progress

Again this would be a formal half day workshop or an individual one to one feedback session.

When you have assembled the complete case study, you e mail it to us, where we will again give you pertinent feedback, and assist you if necessary in collating the feedback from volunteers and your line manager.

We now submit the case study to Lantra Awards for marking.

Cost per person is £495 plus vat

ROUTE 2 Supported Learning delivery option

This consists of

- Half day workshop
- 6 Training days—one per unit
- Support and feedback via e mail or at training days
- Submission for marking

The training days will cover management theories and practices relevant to each unit.

We envisage each training day to be between 2-4 weeks apart allowing for case studies to be built in between.

Organisations wishing to put several members (min 6) through on this option can choose to have in house training delivery.

If individuals want this option, we will offer it as an open course, (dates will rely on others to make viable numbers)

Whole course (min 6) £695 per person plus vat

Individuals on open course (subject to demand) £895 per person plus vat.