

# **Volunteer Development Scotland**

Scottish Qualification Authority

Application Form for

**Customised Award –**

**Coordinating Volunteers**

**Customised Award –**

**Managing Volunteers**

**Professional  
Development Award –**

**Volunteering Management**

**Delivered by Volunteer Development Scotland**

**This application form can be used for any of the  
above mentioned awards.**

## Application Procedure

Thank you for your interest in the Volunteers Management SQA Awards with volunteer Development Scotland.

Please complete this application form and return it to Volunteer Development Scotland (VDS). VDS will acknowledge receipt of your application form, normally within fifteen working days and will then contact you about entry into the Award programme. The information that you provide will be held in secure storage by VDS and shared with SQA.

Please contact Learning & Practice Development Service at VDS if you require assistance with any aspect of this form.

### Section One – Contact Details

Full Name.....

Job title.....

Organisation.....

Contact Address .....

.....

Post code .....

Home address (if different from above)

.....

.....

Post code.....

Date of birth .....

Work Tel number.....

Home or Mobile Tel number.....

E-mail address.....

If you are currently registered as a learner and candidate with the Scottish Qualification Authority (SQA), please provide your candidate number \_\_\_\_\_

VDS membership number \_\_\_\_\_  
(If applicable)

Please tick how you heard about this Customised Award programme

<input type="checkbox"/> VDS contact
<input type="checkbox"/> Volunteer Centre Contact
<input type="checkbox"/> Previous VDS programme/event
<input type="checkbox"/> VDS website
<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other, please specify -----

Please tick the programme you wish to apply for:

- Level 6 - Coordinating Volunteers – Customised Award
- Level 6 - Coordinating Volunteers – Customised Award RPL route
- Level 7 – Managing Volunteers Customised Award
- Level 7 – Managing Volunteers Customised Award RPL route
- Level 8 – Volunteering Management Professional Development Award

## Section Two

### Entry into the Customised Award, and Professional Development Awards

Entry into this programme may be possible through the following routes –  
Please indicate which route you would like to access as entry into the Awards

- In paid employment and working with other volunteers
- In paid employment and coordinating volunteers
- In a volunteer setting (as a volunteer) and coordinating or managing volunteers
- Experienced in working with volunteers in a volunteer setting

How many years experience do you have in working with and coordinating and / or managing volunteers and volunteering?

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Please describe your current work or volunteering tasks that include coordinating or managing volunteers and / or volunteering or attach your current role profile or job description.

Please advise VDS about any additional relevant experience from previous learning, work or volunteering in a role where you worked with volunteers that may provide you with recognition of prior learning.

Please give details of accredited and / or non-accredited learning and training you have undertaken in relation to coordinating or managing volunteers. If you have already completed any of the VDS Learning Opportunities, within the past three years, with VDS or through the Volunteer Centre Network and can provide your certificate/s of evidence of participation for each of the courses you may be able to enter this programme and receive recognition for your prior learning. This means that you will not have to attend the learning sessions for each unit you have previously attended.

Please indicate, by ticking the boxes, which, if any, VDS learning opportunities you have attended and enclose a copy of your certificate or evidence of participation for each learning opportunity. The range of VDS learning opportunities relevant to the awards are-

Title:

- Planning Strategically for Volunteer Involvement
- Effective Volunteer Recruitment
- Matching Volunteers to Roles and Tasks
- Increasing Volunteer Effectiveness through Training & Development
- Supporting & Supervising Volunteers
- Developing Diversity within a Volunteer Programme
- Health & Safety & Risk Management in Volunteer Programmes
- Motivation, Retention & Development of Volunteers
- Developing Volunteer Portfolios
- Creating Positive Volunteer Staff Relations
- Managing Youth Volunteering

Others - \_\_\_\_\_

\_\_\_\_\_

Please describe any extra support needs, which you may have in participating in this award.

Please tell us about three things that you hope to learn about whilst studying on this award?

- 1.
- 2.
- 3.

### Section Three

#### Candidate's Supporting Statement & Endorsement

**Please attach a statement of up to 500 words**, which describes why you think this programme of learning is appropriate for you, and what you hope to achieve through this programme for yourself and your organisation.

**Please tick as appropriate**

Independent learner, (go to section 4)

Sponsor endorsement from your host organisation or employer  
(Please complete below)

## Organisation Involvement

The candidate's employing organisation plays an important, two-fold role in the success of the programme for each individual:

- to endorse the candidates application for the programme
- to provide appropriate support during the programme and assessment

From experience we have learned that the following elements need to be in place:

- Provision for candidate to attend learning opportunities and undertake activities
- Line management support
- Commitment to Equal Opportunities and Health and Safety policies

..... (organisation) supports and endorses

..... (applicant) involvement in the programme

Signed on behalf of the organisation .....

Designation.....

Contact telephone number .....

Date .....

## Section Four

### Fees

Payment for the award can be in two methods. Please indicate your method of payment.

I intend to pay for the module as follows:

- In full before the start of the programme
- By two installments

<b>Coordinating Volunteers</b>	<b>Cost</b>
<b>Full award</b>	
Member	£580.00
Non members	£640.00
Candidates may also enter and pay for <b>each unit individually</b>	
Members	£155.00
Non members	£170.00
If you want to enter the <b>full Award by RPL –</b>	
Members	£355.00
Non members	£395.00
If you want to study on <b>individual units by RPL</b>	
Members	£80.00
Non members	£90.00

<b>Managing Volunteers</b>	<b>Cost</b>
<b>Full award</b>	
Member	£495.00
Non members	£545.00
Candidates may also enter and pay for <b>each unit individually</b>	
Members	£250.00
Non members	£275.00
If you want to enter the <b>full Award by RPL</b>	
Members	£295.00
Non members	£335.00
If you want to study on <b>individual units by RPL</b>	
Members	£120.00
Non members	£135.00

<b>Volunteering Management Professional Development Award</b>	<b>Cost</b>
Full Award (three units)	
Member	£1200.00
Non members	£1300.00

By Individual Unit	
Member	£430.00
Non member	£475.00

You or your organisation will be invoiced according to how and when you wish to pay.

- Please tick if you will be using an **Individual Learning Account (ILA)** to support your payment.

If appropriate, learners must apply for an Individual Learning Account in advance of booking onto a learning opportunity and then provide VDS with your ILA token.

For guidance, information and an ILA application form please call 0808 100 1090. ILA Scotland is a Scottish Executive scheme administered by learndirect scotland and the Student Awards Agency for Scotland.

### Delivery

These awards will be delivered as blended learning, which means that as a candidate you will be required to attend learning opportunities and or tutorials delivered by VDS, and to relate your learning and self study to your practice in working with volunteers. This will provide the learning that will form the basis for your assignments and will require you to make a commitment to direct self-learning. The programme offers opportunities to review and develop the coordination and management of volunteer programmes, policies, procedures and practice that will benefit your personal and professional development.

### Recognition of Prior Learning (RPL)

Recognition of prior learning will be carried out in an individual basis for candidates within the VDS programme. This will be done on a candidate-by-candidate request. Any RPL will be carried out based on the evidence provided and confirmation that VDS can corroborate the evidence as being the understanding, knowledge and skill of the candidate. The appropriate VDS Assessor and Internal Verification staff will then map appropriate RPL against the learning outcomes within the Award. RPL can only be used of the Coordinating Volunteers and the Management of Volunteers Customised Awards. RPL submissions are required to meet the criteria as aligned with the National Occupational Standards for the Management of Volunteers, SCQF, VDS and SQA standards.

Volunteer Development Scotland is registered under the Data Protection Act 1998. VDS collect and hold information from the application form only for the purposes of communicating with and providing a service between you, VDS and SQA. All our electronic and manual data are stored securely in compliance with the Data Protection Act 1998.

As part of your registration with VDS for the awards we will pass your details to SQA. These will be recorded on SQA electronic systems. By signing this form you agree to allow VDS to share this information with SQA.

Applicants Signature.....

Date of application to VDS. ....

Please complete and sign this from and return to:

**Hazel McAlpine**  
**Learning & Practice Development Team**  
**Volunteer Development Scotland**  
**Jubilee House**  
**Forthside Way**  
**Stirling**  
**FK8 1QZ**

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