

Ealing Adult Learning – Course Outline

Course name: 'Volunteer Skills'

Aims of the course:

- To explore the use of volunteers in different settings: including community groups, charities, and other organisations.
- To understand the benefits of volunteering.
- To identify personal expectations, motivations and the level of commitment required to successful volunteer.
- To examine the range of skills required in different volunteer settings.

What you will learn on this course:

- How and why organisations use volunteers in different settings.
- To learn about the different policies and procedures that apply to volunteer roles.
- To understand the range of support on offer and training required to successfully volunteer.
- To be able to transfer existing knowledge, work and life experiences to successfully perform tasks in a volunteer setting.
- To identify different volunteering opportunities using web site and local organisations.
- To understand the steps required to obtain a volunteering role: e.g. Completing an application form for a volunteering role.

Course level: Entry, Level 1

Suitability and entry requirements:

The course is ideally suited to learners who are already performing a volunteer role or those actively seeking a volunteer role. Learners are required to share their skills and experience in group work. Learners are required to attend **all** sessions.

How you will learn on this course:

Through peer observation, tutor support, guidance and feedback.

Accreditation, qualifications and assessment methods:

This course is accredited. Written work will be assessed during each session and then finally at the end of the course. Learners will receive written and verbal feedback throughout the course.

How much additional time do you need to invest apart from class time?

Learners will be required to spend some time outside the classroom completing and checking their written work, (around 1 - 2 hours per week).

Resources, materials and additional costs are there?

- £20 per learner course fee.

You will need to bring:

- Some paper / writing materials or laptop for note taking.
- An open mind

You will also get:

- Handouts
- Useful websites / community organisations

Next steps – progression

Other EAL courses. For example, employability workshop, digital skills, first aid and many more. Please refer to the EAL 2019-20 brochure for further details.