



Certificate in Community Volunteering (CCV Levels 1 and 2)

What is the CCV?

The Certificate in Community Volunteering (CCV) is a qualification that recognises the general skills and attributes that volunteers need to carry out their role effectively. It is used in a variety of contexts and encourages volunteers to reflect on, and learn from, their volunteering. It also provides organisations that use volunteers with a means to quality assure the training and support they provide.

Who is it for?

The CCV is intended for both young people (14+) and adult volunteers.

What does it involve?

There are six units at Level 1 and five units at Level 2. Volunteers need to complete four units to gain the full qualification.

What is it worth?

The CCV has QCA, DCELLS and CCEA approval. In England, it is listed on the National Qualifications Framework and is eligible for Learning and Skills Council (LSC) funding. For schools and colleges, the Level 2 qualification is worth 92 points and Level 1 is worth 25 points.

What can it lead to?

The CCV qualification has provided volunteers with a stepping stone to further training, qualifications and employment. Some volunteers have used their CCV volunteering experience to enhance their CVs and get jobs and university places; others have progressed to management or occupationally specific qualifications.

Volunteers on CCV programmes may be:

- Volunteering with a local voluntary/ community organisation or social enterprise
- Working in a group on community projects
- Community activists
- Full-time students in FE or HE
- Employees who have voluntary placements
- Millennium Volunteers (v)
- Involved in active citizenship project work at school

Delivering the CCV

You might find the next checklist easier because it asks you to assess yourself against particular skills and knowledge.
You might want to photocopy the checklist 2 or 3 times so you can assess yourself now and when you're more experienced. Complete the checklist and take it to your workplace supervisor or your CCV assessor. S/he could help you with those things you're less confident about. Maybe they'll arrange some support or training, give you some information or rearrange your voluntary programme.

SELF ASSESSMENT 2 : SKILLS FOR COMMUNITY VOLUNTEERS				
NAME :	DATE :			
The following skills and knowledge are useful for all volunteers, and are very relevant to the Certificate in Community Volunteering. Circle the number that best describes your feelings.				
Community Volunteers Skills & Knowledge	Confident	OK	Unconfident	
I know how to find voluntary opportunities	1	2	3	4 5
I understand my rights and responsibilities	1	2	3	4 5
I can plan my own work	1	2	3	4 5
I know what training and development opportunities are available to volunteers	1	2	3	4 5
I can accept constructive feedback	1	2	3	4 5
I can describe my strengths, achievements and development needs	1	2	3	4 5
I can contribute to group discussions	1	2	3	4 5
I listen carefully to others	1	2	3	4 5
I can report on my work at team meetings	1	2	3	4 5
I have good written communication skills	1	2	3	4 5
I understand the structure and work of my organisation	1	2	3	4 5
I am a reliable team-member	1	2	3	4 5
I understand health & safety rules	1	2	3	4 5
I understand the equal opportunities policy and how it affects my work	1	2	3	4 5
I understand other key policies and how they affect my work	1	2	3	4 5
Show this checklist to your Certificate in Community Volunteering assessor, your mentor or supervisor.				

Unit 2 : Skills for Self Management

52

Example from the ASDAN CCV Skills Development Pack



Level 1 Units

(Accreditation Number: 100/3494/8)

1. Preparing for your volunteering role
2. Personal skills for volunteers
3. Dealing with meetings as a volunteer
4. Meeting your organisation's standards of good practice
5. Describing needs, issues and your own voluntary work
6. Working in a team as a volunteer

Level 2 Units

(Accreditation Number: 100/1302/7)

1. Preparing to volunteer
2. Skills for self-management
3. Dealing with meetings
4. Working to good practice standards
5. Understanding needs, issues and responses

Volunteers do not have to achieve Level 1 before proceeding on to Level 2. Wider Key Skills are available as optional additional units.

Each unit is broadly equivalent to 30 Guided Learning Hours (GLH), but many volunteers need less time than this. Most volunteers complete CCV programmes within three to nine months. It is possible to accredit prior achievements.

How is the CCV delivered?

The CCV may be offered as a course, through one-to-one sessions, by distance learning, and online. City of Bristol College offers the CCV online and Perth College has developed a distance learning pack. The Volunteer Development Agency (Northern Ireland) has published a Tutor Pack covering four Level 2 units, which includes session plans, handouts and PowerPoint presentations.

The ASDAN CCV CD contains extensive flexible resources, including training/distance learning materials, and witness statement proforma, for all of the CCV units. These can be customised by centres.

ASDAN has also produced resources to help volunteers on Youth Achievement Award programmes gain the qualification.

CCV in Context



Examples of volunteers who have successfully completed CCV programmes:

- YOT (Youth Offending Team) panel members
- Patient Representatives (NHS)
- School Council members
- Student Mentors from Industry
- Undergraduate volunteers
- Sure Start volunteers
- Age Concern managers
- School Governors
- Headway service users/beneficiaries
- College student sports coaches working in primary schools
- Learning Ambassadors/Champions
- Riding for the Disabled (RDA) volunteers
- Youth Advice workers/Youth Club leaders

Benefits to voluntary organisations

The CCV can:

- Help to increase volunteer information, retention and effectiveness
- Quality assure volunteer recruitment, induction and review
- Provide a route to funding volunteer training and be included in bids for funding

Information for schools

The CCV is attractive to schools because it provides a means of delivering curriculum enrichment and Citizenship, and at Level 2 is worth 92 points. It has started to appear as an option in some schools for students in Years 10 and 11. Schools may start with the ASDAN Community Involvement and Volunteering Award (CIVA) short course with students in Years 9 or 10, before moving on to meet the full CCV requirements.



The CCV and Basic Skills/Skills for Life

The qualification has been mapped to the Adult Literacy and ESOL Core Curricula, so additional funding may be available if you are helping volunteers develop these skills. The DfES funded ASDAN to develop an extensive range of learning materials for use with volunteers with literacy needs. Materials have been developed at Entry 3, Level 1 and Level 2.

Case Studies



Who can offer the Certificate in Community Volunteering (CCV)?

The CCV is run by organisations registered with ASDAN. These include:

- Voluntary/community/health sector organisations
- Community education and training providers
- Colleges/schools/universities
- Partnerships

New organisations need to complete the ASDAN Application for Centre Registration Form to become an approved centre.

Case Studies

- Students on Health and Care courses at a Devon College have gained the CCV as Millennium Volunteers while undertaking voluntary work in primary schools and other community settings. This has enabled them to enhance their CVs and improve their job and university prospects.
- More than 25 students from six schools achieved the CCV by working with Harlow Youth Project to become members of the Young Essex Assembly, Harlow Youth Council or the Youth Bank.
- A CVS offered the CCV to volunteers from different organisations in Cheshire. One course participant went on to help the tutor run a second course before getting a job as a Community Education Builder helping local people into education.

For more case studies, please visit:
www.asdan.org.uk/ccv.php

Want to find out more?

For further information on the CCV and other ASDAN Qualifications and Awards, publications, workshop dates and centre registration, please visit our website:
www.asdan.org.uk

Contact

ASDAN Central Office
Wainbrook House
Hudds Vale Road
St George
Bristol BS5 7HY

Telephone: 0117 941 1126
Fax: 0117 935 1112
email: info@asdان.org.uk

ASDAN is an Educational Charity (No:1066927)