CHCVOL001

Volunteer’s Logbook

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# Instructions

You are to use this logbook to record your mandatory 20 hours of volunteering required for the unit of competency, *CHCVOL001 Be an effective volunteer*. This is a core element of the qualification and **must** be completed.

Please note the following instructions:

When you start your volunteering placement, you must complete their induction process and have the relevant section of this logbook completed and signed by the Volunteering supervisor and yourself (student).

During each time you volunteer (your shift) list the tasks you carry out in as much detail as possible.

The supervisor on duty is to sign the bottom of the Volunteer Activity Log sheet to verify that all the activities you listed were performed competently by you.

If you work across more than one volunteer organisation, then use a new logbook for each organisaton.

The supervisor is to fill in and sign the summary Supervisor Report at the end of the logbook.

# Record of Induction

This part of the logbook records your induction into the role of a volunteer as arranged by the hosting organisation. It is to be filled out before volunteering begins.

|  |  |  |
| --- | --- | --- |
| **Student’s Name:** |  | |
| **Volunteer Organisation:** |  | |
| **Sie Telephone Number:** |  | |
| **Supervisor’s Name:** |  | |
| **Contact Email:** |  | |
| **Actions to occur** | | **Completed** |
| Volunteer is introduced to key contact person and other persons they will work with. | | ¨ |
| Volunteer has been provided with a tour of facilities and place of work including toilets. | | ¨ |
| Volunteer has been provided with storage area for belongings and any foodstuffs they may require. | | ¨ |
| Volunteer has been provided information on emergency procedures of the site and shown location of the emergency exits and first aid kit. | | ¨ |
| Volunteer has been briefed on the need for confidentiality and privacy relating to the organisation. | | ¨ |
| Volunteer has been provided with information about the use of a personal mobile phone and camera. | | ¨ |
| Volunteer has been provided with information on accessing any computers they may be required to use while on task. | | ¨ |
| The daily routines have been explained and the volunteer has been informed of how they fit into that routine. | | ¨ |
| The process of calling in to report their absence to the organisation is explained. | | ¨ |
| Instruction on any equipment the volunteer is to use has been explained along with relevant safety processes. | | ¨ |
| Any additional items covered are listed below: | | ¨ |
|  | | |

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|  |  |
| --- | --- |
| **Supervisor endorsement:**  The volunteer’s details of engagement in our work have been completed and all the items in this checklist have been covered. | **Supervisor’s signature:** |
| **Volunteer’s statement:**  I understand that my volunteering duties at this organisation will be reviewed regularly, and I will be given directions, extra information and feedback as required. I confirm that the items listed in this checklist have been discussed with me. | **Volunteer’s signature:** |

# Record of volunteer hours completed

Volunteers must complete a minimum of 20 hours of active volunteering in an organisation where they are able to work as part of a team of paid or unpaid staff.

All hours must be recorded as evidence of completion. Use a new logbook if working in different organisations.

Each volunteer session must be recorded in this activity log and signed by both the supervisor and the volunteer (student).

## Example of logbook entry:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **List of duties performed** | | **Start/Finish Time** | **Number of hours** | **Supervisor’s Signature** |
| 14/10/22 | Helped to prepare food for barbeque  Cooked on barbeque  Served persons at counter | | 7:30am – 10:30am | 3 | A. Mensat |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **Supervisor’s Signature:** | | A. Mensat | | | |
| **Volunteer’s Signature:** | | *A. Volunteer* | | | |
| On completion of this volunteering, add all hours together to gain total. | | | **Total hours of volunteering:** | | 3 hours |

# Volunteering Log Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **List of duties performed** | | **Start/Finish Time** | **Number of hours** | **Supervisor’s Signature** |
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| **Supervisor’s Signature:** | |  | | | |
| **Volunteer’s Signature:** | |  | | | |
| On completion of this volunteering, add all hours together to gain total. | | | **Total hours of volunteering:** | |  |

# Volunteering Log Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **List of duties performed** | | **Start/Finish Time** | **Number of hours** | **Supervisor’s Signature** |
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| **Supervisor’s Signature:** | |  | | | |
| **Volunteer’s Signature:** | |  | | | |
| On completion of this volunteering, add all hours together to gain total. | | | **Total hours of volunteering:** | |  |

# Supervisor’s Report

Instructions: Reflecting on your volunteer and the time they have worked at your site, please complete the checklist below. You are asked to read each point and write YES or NO in the box beside it to indicate if the volunteer completed these tasks/duties competently.

|  |  |  |
| --- | --- | --- |
| **Student’s Name:** |  | |
| **Supervisor’s Name:** |  | |
| **Volunteer Organisation:** |  | |
| **Performance evidence – Did the volunteer…** | | **YES or NO** |
| Complete an induction at the site and identify the rights and responsibilities of the organisation and those of the volunteer and apply these to their role as a volunteer | |  |
| At induction, become aware of the relevant policies and procedures and understand how these will apply to their work | |  |
| At induction, develop an understanding of the organisation’s structure, lines of communication and authority, and boundaries of work roles that apply to own work | |  |
| Prepare for volunteer work by participating in required background checks in accordance with organisation and legislative requirements | |  |
| Manage and organize their own time and work tasks to the standard required | |  |
| Work as part of a team to meet organisation needs | |  |
| Maintain appropriate communication networks, processes, and relationships between paid and unpaid staff in relation to volunteer work | |  |
| Identify and access available support structures as required within your volunteer site | |  |
| Respond to problems and contingencies related to the workplace in accordance with their role | |  |
| Checked and completed work in consultation with supervisor by seeking and receiving feedback on own performance | |  |
| Checked and completed work in consultation with supervisor by requesting advice, assistance, clarification, and further information as required | |  |
| Checked and completed work in consultation with supervisor by reporting any issues and/or unresolved problems to the supervisor | |  |
| Checked and completed work in consultation with supervisor by completing relevant reports or workplace documentation as required | |  |
|  | |  |
| What number of hours did the volunteer spend in total working voluntarily with your team or others in this organisation: | | \_\_\_\_\_ hours |

|  |  |
| --- | --- |
| **Supervisor endorsement:**  This report is constructed as part of the volunteer’s assessment in this activity, and I understand that they will receive a copy of this report as part of the course’s feedback. | **Supervisor’s signature:**  **Date:** |