Introduction to Managing Volunteers – CU3730

	Assessment Criteria	Activity	Activity details	Primary & Supplementary Evidence	Links
A	1.1, 1.2	Facilitate individual/group discussion & magazine activity	• Use images and key words from magazines to gather inspiration & ideas regarding key responsibilities, skills, knowledge and approach needed for managing volunteers. • Produce a 'collage' for volunteer management. • Draft a 'mission' statement for volunteer management, focusing on 'what effective volunteer management means for an organisation'.	P = Collage & mission statement S = Journal reflections	
B	3.3, 3.6, 3.9	Individual skills analysis & discussion	• Use the information captured from the collage activity to draw up an individual assessment template with criteria based on the skills, knowledge, approach identified. • Rate own competence against the criteria created, suggest areas which are strengths and areas for development plus highlighting where support is needed and from whom. • Professional discussion & action planning with line manager or tutor to draw out how this information can be used to enable the learner to support volunteers more effectively.	P = Assessment template P = Action plan S = Journal reflections	

C	1.3, 3.4	See exercises covered in Unit CU3748 (A) & CU3751 (D)			

	Assessment Criteria	Activity	Activity details	Primary & Supplementary Evidence	Links
D	2.1, 2.2	See exercises covered in Unit CU3750 (A)			
E	2.3, 2.4, 2.5, 2.6, 2.7, 2.8	See exercises covered in Unit CU3749			
F	3.1, 3.2	See exercises covered in Unit CU3751			
G	3.5, 3.7, 3.8	See exercises covered in Unit CU3748 (D)			G