Academic year 2021–22



SUBMISSION DEADLINE:
4 weeks after delivery is complete

BTEC LEVEL 2

Teamwork and Personal Development in the Community

UNIT 9 WORKBOOK

Volunteering in the Community

Example copy only, not for use

LEARNER NAME:

EMAIL ADDRESS: (capital letters)

CVQO REF: VQ

GROUP OR UNIT NAME:

Affix label here (for CVQO use)

LEARNER DECLARATION

The declaration must be signed by you (the learner). Unfortunately, any unsigned work cannot be accepted for marking.

"I certify that the work submitted in this workbook is my own."

SIGNED:

.....

DATE:

.....

Edexcel approved centre. Centre number 01383

BTEC
Approved Centre from Pearson

Welcome to the workbook

for Unit 9

This workbook is for you to submit your answers for the written tasks required for Unit 9.

Further instructions are contained in the learning guide, which you should use to help you learn and understand how to complete the tasks. If you feel that you need support or assistance with completing the workbook please ask your tutor.

Referencing

Although you should try to use your own words throughout this workbook, there may be some answers where a quote from elsewhere is acceptable. If you do this, you must use quotation marks and name the source.

Glossary

The following command verbs introduce the different tasks in this workbook and their meanings are given below:

Assess	A reasoned argument on a topic with a conclusion.
Describe	Think of this as answering the question 'what is it?' Include a linked series of relevant points to 'paint a picture with words'.
Explain	Think of this as 'how does something work?' You need to provide an explanation first and *then* give your reasons for doing so. Using words such as 'because' or 'therefore' will help you to do this.
Identify	This usually tests your skill of remembering information. You might select from a list of options, point something out, or give a list of main features.
Outline	A brief description setting out main characteristics or points.

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Icon key

Icon	Description
	**Learning outcome** Each unit has a series of learning outcomes which indicate the knowledge you are expected to demonstrate when you complete the accompanying tasks or activities.
	**Literacy** This will assess your understanding of the task and demonstrate the quality of your English skills, particularly your use of correct spelling, punctuation and grammar.
	**Task** This requires a written response which links to each assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

	**Learning** Learn the subject theory.
	**Doing** Put into practice what you have learnt.
	**Listening** Ask yourself how you performed. Listen to feedback from others, i.e. your tutor or peers.
	**Reflecting** Learn from the experience to improve next time.

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Unit 9

Volunteering in the Community

Who taught this unit?

Task 1: Describe the different types of voluntary work available and explain the skills required (AC 1.1 & 1.2)

There are two parts to this task.

Part a.
In the table below there are **six** volunteer roles listed, two from each category of volunteering.

You should **DESCRIBE** the role of each volunteer.

As the command verb is **DESCRIBE**, consider what the volunteer does and include enough detail to 'paint a picture with words'.

	Role	Description
Public	Youth Organisation Adult Volunteer	
	Police Special Constable	
Charity	Mountain Rescue volunteer	
	Food bank volunteer	

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Business	Wildlife Trust volunteer	
	National Trust Volunteer	

Part b.
You should now choose one volunteering role, either from Part a. or one of your own choosing.

You must then **EXPLAIN two** skills that are required for the role. The skills can be general skills/qualities, communication skills or specific skills/abilities.

Voluntary role:	
Skill 1: Why is this skill needed?	
Skill 2: Why is this skill needed?	

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Task 2: Understanding the importance of volunteering (AC 2.1 & 2.2)



To complete Task 2 you need to examine the importance of volunteering. There are two parts to this task.

Part a.
EXPLAIN why volunteers are important in your own youth organisation or community.

As the command verb is **EXPLAIN**, you should give additional details or an *example* to support each answer you give.

THREE benefits that volunteering can provide in your own youth organisation or community
1.
2.
3.

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Part b.
OUTLINE three benefits to be gained from volunteering.

THREE benefits to be gained from volunteering
1.
2.
3.

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Activity 1: Undertake voluntary work in the community (AC 3.1 & 3.2)



To complete the next part of the unit you need to show that you can:

- Work as a volunteer in the community in line with a given brief (minimum of 10 hours)
- Demonstrate expected behaviours when volunteering

This is something that will be carried out as part of the activities within your organisation.

Below is a list of recognised activities that can evidence your voluntary work. Please read through and tick one activity that you have completed. Evidence of activities marked with an * MUST be submitted with your workbook (i.e. screenshots, copies of certificates, etc.) This evidence will be verified by CVQO.

	Activity	✓
Fire Cadets	*Social action (As part of Award 1)	
	*Unit 14 L2 BTEC FRS	
Other	*Bronze DofE Volunteering (or higher)	
Scouts	*Explorer Scouts Young Leader	

If you **have** been able to tick one of the recognised activities above then you **do not** need to complete Task 3 in the workbook.

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	Activity	✓
SCC	Completing Community Activities (as part of the Able Cadet syllabus)	
RAFAC	Blue Badge Pre-DofE Volunteering	
ACF	2 Star Cadet in the Community	
CCF	RAF (As above)	
St John Ambulance	*Record of logbook (DIPS)	
Other opportunities	*Completion of NCS *(Your tutor must complete a VQF654)*	

If you **have** been able to tick one of the recognised activities above then you **must** now go on to complete **Task 3** in the workbook.

If you **have not** been able to tick one of the recognised activities above then you should read below for more information.

You can use other volunteering experiences you may have completed either within your own organisation or elsewhere* i.e. at school or college to evidence your work as a volunteer. Use the table below to record at least 10 hours of volunteering that you have completed. You **must** then complete the review questions that follow in Task 3.

Month - Year	Volunteering activity	Hours	Completed as part of own organisation	Completed with another organisation

*Your tutor **must** complete a VQF654 if your activities have been completed **outside** of your organisation.

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Task 3: Review the impact of undertaking voluntary work (AC 4.1 & 4.2)

There are two parts to this task.

Part a.
Choose **one** volunteering experience that you have had as a member of your youth organisation. This may be different to the one identified in Activity 1.

Complete the table below to **ASSESS** the impact of undertaking voluntary work.

Volunteering activity: *e.g. Packing bags*	
Skills **Identify two skills YOU developed:** *e.g. Verbal communication*	1.
	2.
Benefits **Identify two benefits that YOU gained:** *e.g. Improved my confidence*	1.
	2.

What impact did this volunteering experience have on **OTHERS**?
e.g. Customers were grateful of the help

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What impact did this volunteering experience have on your **ORGANISATION**?
e.g. Raised funds

...

Part b.
IDENTIFY two lessons that you have learnt from this volunteering experience.

1.

2.

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VQF 654
Academic Year 2021-22

BTEC Level 2 Teamwork and Personal Development in the Community
Unit 9: Volunteering

For completion by the VQ Officer or an appropriate assessor

CVQO registration number:	**VQ**
Learner name(CAPS):	

This form can provide evidence that the learner has:

- Worked as a volunteer in the community in line with a given brief
- Demonstrated expected behaviours when volunteering

The learner demonstrated the following expected behaviours whilst volunteering:			
Punctuality		Self-discipline	
Honesty and integrity		Reliability	

Please comment on the learner's behaviour whilst undertaking their volunteering providing at least one example in the box below:

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Learner comment:			
Learner signature:		Date:	

Tutor signature:	*"I confirm that the learner has undertaken at least 10 hours volunteering"*
Tutor name (CAPS):	
Job role:	Date:

When complete this tutor testimony must be passed to the learner. They must then sign, date and comment on your feedback in the space below and submit the completed form with their work.

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