Cadet Vocational College

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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

LEARNER NAME:	REFERENCE: VQ
EMAIL ADDRESS:	GROUP OR UNIT NAME:

Affix label here
(for Cadet Vocational College 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:

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VERSION 3.1

Pearson Approved Centre. Centre number 01383

Welcome to the workbook

for Unit 9

This workbook is for you to submit your answers for the written tasks to complete 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 VQO, your tutor or email tpd@cvcollege.org and we will get back to you.

Referencing

You **must** use your own words to answer the tasks.

There may be an occasion when a quote from a resource (e.g. a website or a Cadet Vocational College learning resource) can be used to *support* your written answer. If you do this, you **must** use quotation marks, name the source and if applicable, state a page number. For example, "Having team members you trust is key to the success of any team." (Learning Guide, page 5).

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 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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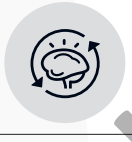
Icon key

Icon	Description
	**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 of the assessment criteria (AC).
	**Activity** This requires you to complete a practical activity.

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

Teaching and learning

There are a number of teaching sessions for Unit 9. To find out more, please speak to your Teaching and Learning Manager or scan here for more details.

Scan me!

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Unit 9

Volunteering in the Community

Who delivered 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.

DESCRIBE the role of each volunteer.

As the command verb is **DESCRIBE**, consider what the volunteer does, the role they have and the tasks they undertake. You can include examples to help you include the level of detail required.

	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.
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 volunteering is important to the community.

As the command verb is **EXPLAIN**, you must give **three** detailed reasons *why* volunteering is important in the community. You can strengthen your answer by using your own experiences to help provide the detail required.

Reason 1:	
Why is this important?	

Reason 2:	
Why is this important?	

Reason 3:	
Why is this important?	

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

You can strengthen your answer by using your own experiences to help provide the detail required.

Benefit 1:	
What impact does this have on the individual?	

Benefit 2:	
What impact does this have on the individual?	

Benefit 3:	
What impact does this have on the individual?	

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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 (a 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.

Option 1

Tick one of the recognised activities below that you have completed. Evidence of activities marked with an asterisk (*) **MUST** be submitted with your assessment. For example this could be screenshots, copies of certificates, etc. This evidence **MUST** show your name.

	Activity	✓
Fire Cadets	*Social Action (as part of Award 1)	
	*Unit 14 L2 BTEC FRS	
St John Ambulance (SJA)	*Volunteering in My Community	
Scouts	*Explorer Scouts Young Leader (completion of)	
	*Platinum Award (or higher)	
	*Community Impact Stage 2 (or higher)	
Boys Brigade (BB)	*Queen's Badge - voluntary service	
Other	*Bronze DofE Volunteering (or higher)	

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

If you **have not** been able to tick one of the recognised activities above, you **must** now evidence your experience of volunteering by completing Option 2 **or** Option 3 on the next page.

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Option 2

Below is a list of recognised activities that can evidence your volunteering experience. Choose **one** that you have completed and would like to review.

	Activity	✓
Sea Cadet Corps (SCC)	Able Cadet (completing community activities)	
Royal Air Force Air Cadets (RAFAC)	*Blue Badge Pre-DofE Volunteering	
Combined Cadet Force (CCF)	CCF RAF (as above)	
Army Cadets (ACF) and CCF (Army)	2 Star Community engagment (or higher) (ACS)	
Army Cadets (ACF)	2 Star Cadet in the Community (or higher) (APC)	
St John Ambulance (SJA)	*Event hours	
Boys Brigade (BB)	*President's Badge (or higher)	
Other opportunities	*Completion of NCS *(Your tutor must complete a VQF654)*	

Evidence of the activities will need to be checked, either from Westminster / Bader (if applicable) or by you uploading evidence for those marked with an asterisk (*). For example this could be screenshots, copies of certificates, etc. This evidence **MUST** show your name.

If you **have** been able to tick one of the recognised activities above, then **you will now need to complete Task 3** in your workbook.

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Option 3 for all organisations

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 will then need to complete Task 3 to review your volunteering experience.**

Month - Year	Volunteering activity	Hours	Completed as part of own organisation	*Completed elsewhere

*If your activities have been completed **outside** of your organisation, you must submit a witness statement. This can be found on pages 13-14 in this workbook.

Scan here for an updated version of the Recognised Prior Learning activities (RPL)

If you have evidence of volunteering that you wish to be considered for RPL, please contact tpd@cvcollege.org

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Remember you **do not** need to complete this **if** you have completed a suitable activity listed on page 8.

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.

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

Task continued on the next page.

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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.

Congratulations - you have now completed all of the tasks in this unit.

Check your work before submitting for assessment!

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VQF 654
Version 3

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

Witness statement - for completion by the VQ Officer or an appropriate assessor

Reference:	**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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Tutor signature:	*"I confirm that this is a true and accurate account"*		
Tutor name (CAPS):			
Job role:		Date:	

Learner comment:			
Learner signature:		Date:	

When completed, this witness statement must be passed to the learner. The learner should then sign, date and comment on your feedback. The completed form must be submitted at the same time as the learner's work.

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