**New Volunteers - Programme Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compulsory** | **Details** | | **Timing** | **Requirements/Notes** |
| 1 | Application pack sent |  |  |
| 2 | Application received back |  | * Arrange Interview |
| 3 | Interview |  |  |
| 4 | Apply for references |  | * One must be current/previous employer * Must be professional - Not friends |
| 5 | Volunteer apply for CRB |  | * Use Volunteering bureau to complete form * Volunteering bureau invoice us |
| 4 | CRB Check received |  | * Copy to go on volunteers file |
| 5 | Bereavement Day Taster  - Group Carer | 4 x year | * 3 day course not a requirement * must have CRB and references to attend |
| 6 | 3 Day Training | Termly/3 x year | * CRB & references prior to start of course * Photographic ID required with CRB * Incorporates Bereavement Day * FREE |
| 7 | Bereavement Day | 4 x year | * Initially as a group carer * Progress to group worker |
|  | | | | |
| **Optional Courses** | Assessment Visits Course | | Termly/3 x year  **½ day course** | * Completed 3 day volunteering course * Receive a support pack * FREE to volunteers |
| Lead Assessor/Bereavement Day Group Leader | | Annually  **½ day course** | * Receive a support pack * 2 skill sets amalgamated into the one session * Completed 3 day volunteering course * Receive a support pack * FREE to volunteers |
| Teenage Group Worker | | Ad Hoc/Informal | * Completed 3 day volunteering course * Support Group Leader * FREE to volunteers |
| Teenage Group Leader | | Annually  **Support pack** | * Responsible for organising the session * Interview * Guidance on using toolkit/support pack * Completed 3 day volunteering course * FREE to volunteers |
| Parents Group Worker | | Ad Hoc/Informal | * Idea is that parents will facilitate their own group * Guidance on facilitating the group * Completed 3 day volunteering course * FREE to volunteers |
| School Group Worker | | Ad Hoc/Informal  **Support pack** | * Interview * Guidance on using toolkit/support pack * Completed 3 day volunteering course * FREE to volunteers |
| Telephone Support Worker | | Termly/3 x year  **Support pack** | * Completed 3 day volunteering course * Guidance on using toolkit/support pack * FREE to volunteers |
| Pre-Bereavement Worker | | Annually  **1 day course** | * Completed 3 day volunteering course * FREE to volunteers |
| Penhaligon’s Ambassador | | Ad Hoc/Informal  **Support pack** | * interview * Guidance on using toolkit/support pack * Completed 3 day volunteering course * FREE to volunteers |
| **Specialised Opportunities** | | | | |
|  | Accredited Level 1 & 2 training | | TBA | * Professional Development |
|  | Level 1 & 2 Training  In current format | |  | * Undertake work placement * Undertake one to one work * CHARGEABLE |
|  | Making One to One Visits | | Sept 2011 onwards | * Completion of level 1 & 2 training - chargeable * Interview to determine appropriate/skill set * Amalgamated level ½ course appropriate to one to one work |
|  | Placements | | Jan 2011  Then Annually | * Completion of level 1 & 2 training - chargeable * Interview to determine appropriate/skill set |