**New Volunteers - Programme Details**

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| **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
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|  |
| **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 2011Then Annually | * Completion of level 1 & 2 training - chargeable
* Interview to determine appropriate/skill set
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