

Introduction

These guidelines provide all the essential information about the Volunteer Management Activity 2024–2025, Volunteer Management Activity (VMA) Educational Scholarship.

Before submitting your application, please read this document carefully.

This guide outlines:

- The purpose of the scholarship
- Eligibility and assessment criteria
- How to submit an Expression of Interest
- The application review process and notification of outcomes
- Scholarship monitoring and evaluation
- Responsibilities and expectations of recipients

Volunteer Management Activity

The Volunteer Management Activity (VMA) is a current stream of Australian Government (Department of Social Services) funding aimed at strengthening volunteering across Australia. The VMA program is delivered in a partnership between DSS and the volunteering peak bodies across Australia.

The objective of the Volunteer Management Activity is to create a thriving, inclusive and diverse volunteering culture, which meets the changing demands for capable and committed volunteers in communities across Australia.

The VMA program has three key pillars:

- Building the capacity of Volunteer Involving Organisations (VIOs) – Best Practice.
- Breaking down barriers to volunteering for identified priority groups – Inclusion.
- The ability to achieve change and deliver the above across different geographic regions and sectors – Reach.

Grant Administrator/Prime Provider: Volunteering Queensland

Volunteering Queensland (VQ) is the peak body for volunteering in Queensland, dedicated to advocacy, sector development, and promoting meaningful and purposeful volunteering. VQ is responsible for managing the selection and allocation of educational scholarships for volunteer managers within community organisations.

1. Purpose of Scholarship

1.1. Objective

The VMA Educational Scholarship is designed to support the professional development of volunteer coordinators/managers by funding the educational costs associated with completing the Certificate IV in Coordination of Volunteer Programs. This scholarship enables recipients to strengthen their volunteer programs and improve the overall volunteering experience.

The objective is to build capacity and align practices with the strategic objectives of the National Standards for Volunteer Involvement and the National Strategy for Volunteering in organisations by:

- promoting best practices in volunteer leadership
- ensuring volunteer programs are effectively managed, and
- enhancing the overall volunteer experience.

This initiative also supports the strategic priorities of the National Strategy for Volunteering by fostering a resilient and sustainable volunteer sector.

1.2. Scholarship Purpose and Intent

The scholarship is intended to support individuals who:

- Are currently employed or volunteering as a volunteer coordinator/manager in a not-for-profit organisation.
- Work in organisations that depend heavily on volunteers.
- Seek to enhance their professional development in volunteer management through accredited education.

The scholarships are not intended to support:

- Individuals not currently working or volunteering in the volunteer management sector.
- Individuals seeking funding for non-accredited courses or programs unrelated to volunteer management.

1.3. The grant aims to achieve the following outcomes:

- Strengthened volunteer management practices in community organisations.
- Enhanced professional skills and qualifications for volunteer managers.
- Improved volunteer recruitment, retention, and support.
- Increased social, civic, and economic participation.
- Expanded career pathways for volunteer managers.
- Greater access to education and employment readiness programs.
- Greater connections to community engagement services.

2. Eligibility and Assessment Criteria

2.1. The VMA Educational Scholarship is aimed at Volunteer Coordinators/Managers who located in regional and remote areas of Queensland.

2.2. Applicants must

- be currently working (paid or unpaid) in a role with responsibilities for coordinating volunteers.
- be aged 18 years or older.
- provide a letter of employment (or volunteering) with a position description on the organisation's official letterhead.

2.3. The volunteer program you currently coordinate/manage must support one or more of the following:

- Young people 12 to 18 years who are disengaged, or at risk of disengaging, from education to reconnect with their community, school, training and/or employment opportunities.
- People with disabilities and/or mental health conditions to actively participate in the community while building independence and engaging meaningfully in the economy and society.
- Women who experience or are at risk of experiencing isolation or discrimination to engage in their community and the economy, fostering self-agency and inclusion.
- People who are unemployed to increase participation in their community and/or increase their capacity to engage in employment, training, or existing employment services.

2.4. The certificate program is delivered online, and participants must have access to the following:

- Computer with compatible operating system (Windows or Mac)
- Printer
- Current web browser (Chrome, Safari, or Firefox)
- A valid email address
- Stable internet connection
- Microsoft Office (including Word, Excel, and PowerPoint)
- Adobe Reader
- Assistive technology and software, if required for accessibility

2.5. Applicants must meet the Australian Qualifications Framework (AQF) Level 4 requirements for this qualification.

Certificate IV accredited courses in Australia, are designed to develop both theoretical and practical knowledge, along with specialised skills. As part of the application process for the Educational Scholarship, Volunteering Queensland (VQ) conducts testing to assess eligibility.

If applicants do not meet the minimum requirements, Volunteering Queensland may recommend alternative course options that better align with their qualifications and experience.

Please refer to the following documents:

- Student Handbook
- <https://www.aqf.edu.au/framework/aqf-qualifications>
- <https://www.aqf.edu.au/framework/aqf-levels>
- Cert IV Entry requirements – Overseas students

3. How to Apply

The VMA Educational Scholarship is a two-step process:

3.1. Submit an Expression of Interest.

To apply applicants must:

- Meet all the eligibility and assessment criteria requirements.
- Complete the online Expression of Interest Form and provide the required documents.
- Submit the Expression of Interest by **4.00pm AEST 29 April 2025**.

Support during the Expression of Interest Process

If you have questions about the application process, please refer to the information available on our website volunteeringqld.org.au

For further assistance you can also email us at grants@volunteeringqld.org.au

Assessment of Expression of Interests Applications

Applications will be reviewed by Volunteering Queensland representatives and/or independent consultants to assess eligibility. Volunteering Queensland may conduct referee checks on applicant organisations as part of the process. Final recommendations will be submitted to the CEO of Volunteering Queensland, whose decision will be final.

If the application meets all the criteria, you will be invited to proceed to the next step: submitting a VMA Educational Scholarship Application.

3.2. Submit the VMA Educational Scholarship Application.

- If you are invited to apply for a VMA Educational Scholarship, you must complete and submit your application online by **4:00 PM AEST on 22 May 2025**.

- It is your responsibility to ensure that all information provided is accurate. Submitting false or misleading information may result in disqualification from further consideration.

4. Notification and Scholarship Allocation

Applicants will be notified by Volunteering Queensland in writing about the outcome of their application. Successful recipients will receive details of any conditions attached to their scholarship.

Recipients must sign and return the required documents within 10 business days from the date of the offer. A meeting will be scheduled to complete the VMA Educational Scholarship Agreement.

The names of successful applicants will be published on the Volunteering Queensland website.

5. Monitoring and Evaluation of Scholarship

Volunteering Queensland will monitor the program to ensure training completion and achievement of objectives. Evaluation activities will include progress tracking, outcomes analysis, and recipient feedback.

5.1. Scholarship Recipient Responsibilities

As a scholarship recipient, you will be responsible for:

- Adhering to the Scholarship Agreement: Ensuring compliance with all terms and conditions, including meeting assessment deadlines.
- Course modules and assessments are self-guided, and students are responsible for submitting their work on time for

marking and participate in Tutorials to support learning and clarify assessment-related questions.

- Meeting Key Milestones: Completing all required training components within the timeframes outlined in the Training Activity Plan.
- Updating Personal Information: Notify Volunteering Queensland of any changes to your personal details throughout the scholarship, including your name, residential address, email address, and contact information.
- Engaging in Evaluation Activities: Participating in surveys, feedback sessions, or interviews to assess the effectiveness of the program and its outcomes.

This monitoring and evaluation process helps ensure the scholarship achieves its intended goals and provides valuable insights for future program improvements.

5.2. Responsibilities of Volunteering Queensland RTO as part of the Scholarship

- Meet the Terms and Conditions of the VMA Educational Scholarship Agreement to ensure compliance with all program requirements.
- Monitor Your Progress in accordance with your Training Activity Plan, which may include periodic reviews and requests for additional information.
- Provide Access to Training Resources needed to support your successful completion of course modules and assessments.
- Offer Guidance and Support throughout the training, including responding to queries and providing clarification on course content.
- Facilitate Required Tutorials to assist with learning and ensure engagement in the training program.

- Conduct Evaluations and Feedback Assessments to assess scholarship outcomes and program effectiveness.
- Issue Certification Upon Completion of all required training components, provided all criteria have been met.
- Maintain Confidentiality and Compliance with privacy policies regarding your personal and academic information.
- Communicate Any Changes in training schedules, requirements, or other relevant program details that may impact your scholarship.

6. Probity

Volunteering Queensland is responsible for ensuring that the VMA Educational Scholarship process is fair, transparent, and conducted in accordance with the published guidelines. Appropriate safeguards will be in place to prevent fraud, unlawful activities, and other misconduct.

6.1. Enquiries and Feedback

Complaints regarding this educational scholarship opportunity can be submitted in writing to grants@volunteeringqld.org.au. All complaints will be handled confidentially.

6.2. Conflicts of Interest

Conflicts of interest may impact the integrity and effectiveness of the educational scholarship program.

A conflict of interest—whether actual or perceived—may arise if Volunteering Queensland staff, a selection panel member, you, or any of your personnel has:

- A professional, commercial, or personal relationship with someone who can influence the application selection process

(e.g., an Australian Government officer or an external panel member).

- A relationship with or interest in an organisation that may compromise, restrict, or interfere with the applicant's ability to carry out the proposed activities fairly and independently.

As part of your application, you must declare any known or perceived conflicts of interest or confirm that, to the best of your knowledge, none exist. If you later become aware of an actual, apparent, or perceived conflict of interest during the scholarship process, you must immediately notify Volunteering Queensland in writing.

7. Privacy

Volunteering Queensland adheres to the Privacy Act 1988 and the Australian Privacy Principles. By submitting a scholarship application, you consent to the collection and use of your personal information, including your name, contact information, and role within your organisation, for the purpose of assessing your application and administering the scholarship. If you do not provide this information, we will be unable to process your application.

We may share the information provided in your application with designated personnel such as the selection panel and the Department of Social Services. Your information will only be accessed by Volunteering Queensland staff responsible for managing the VMA Educational Scholarship.

As part of your application, you must confirm your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles regarding the collection, use, storage, and disclosure of personal information. You must also ensure that any officers, employees, agents, or

subcontractors assisting in the delivery of the activity adhere to the same privacy obligations.

8. Confidential Information

Except for information already in the public domain, you agree not to disclose any confidential information related to the scholarship application and/or agreement to any person or organisation other than Volunteering Queensland, unless you have received our prior written approval.

Volunteering Queensland will not be in breach of confidentiality obligations if the information is disclosed to:

- Volunteering Queensland employees and contractors to facilitate the effective management of the program.
- Volunteering Queensland employees and contractors for research, assessment, monitoring, and analysis of programs and activities.
- The Department of Social Services.
- The National Centre for Vocational Education Research (NCVER)
- USI: Unique Student Identifier
- DESBT: Department of Trade, Employment and Training