



**Heritage**  
VICTORIA

## Heritage Keepers Volunteer Training Program: Short Course

### HERITAGE KEEPERS VOLUNTEER TRAINING PROGRAM

Volunteers play an important role in managing Victoria's diverse heritage. The Heritage Keepers Program supports the valuable work being done by volunteers who care for heritage places, objects and collections. It provides access to free training and resources to assist with volunteer operational responsibilities and will ensure a sustainable future for volunteer activities.

The Program is being delivered by the Royal Historical Society of Victoria (RHSV) (in partnership with Silberberg Consulting and Australian Institute of Education and Training) with Heritage Victoria and has been funded through Victoria's Heritage Strategy- *Victoria's Heritage: Strengthening our communities - to meet the needs of:*

- Historical societies;
- Local museums and community collecting organizations;
- Culturally diverse heritage groups;
- RSL and veterans groups;
- Community groups with heritage records (e.g. sporting, scouts, local history, amateur archaeology, architecture and natural history groups);
- Cemetery trusts, family history and genealogy groups; and,
- Similar voluntary heritage groups.

### SHORT TRAINING COURSE

The training will be delivered by the RHSV's project partners, the Australian Institute of Education and Training and Silberberg Consulting. It has been designed to enhance the ability of volunteers to manage their work practices covering:

- Occupational Health and Safety (OHS)
- Risk management
- volunteer management
- project management

### TRAINING LOCATION(S) AND DURATION

The Program will be offered over 2.5 days, in 6 Metropolitan and regional locations, for 15-20 participants in each session. An advertisement will appear in local newspapers to announce details about the training. Course locations and dates are:

LOCATION	DATE	DURATION
MELBOURNE	19-21 November	2.5 Days
KERANG	26-28 November	2.5 Days
WARRNAMBOOL	3-5 December	2.5 Days
ARARAT	25-27 February	2.5 Days
BAIRNSDALE	4-6 March	2.5 Days
WANGARATTA	11-13 March	2.5 Days

### RESOURCE KIT

The training will be underpinned by a Resource Kit that is a take-away resource to assist groups to meet their ongoing operational responsibilities. It will contain a range of resources to enable:

- implementation of OHS responsibilities;
- management of risk associated with care of facilities, heritage resources and other valuable items/information;
- guidance on volunteer recruitment;
- effective volunteer management and community engagement principles;
- planning for heritage conservation activities and other group projects; and
- other practical advice.

### TRAINING CALENDAR

A Training Calendar is now available on the Victoria's Heritage web site to provide volunteers and other heritage practitioners with information about practical and specialist training opportunities that are available across Victoria. It also has links to useful information and online training.

The Training Calendar can be viewed at  
[www.heritage.vic.gov.au/Volunteer-community/Calendar.aspx](http://www.heritage.vic.gov.au/Volunteer-community/Calendar.aspx)

## HOW WILL THE COURSE IMPROVE MY ABILITY TO MANAGE MY HERITAGE ORGANISATION?

The Program has been designed so that participants are able to take the learning's and resources from the Program back to their heritage groups.

Measuring the impact of the training and resources is an important aspect of the Program.

Therefore, participants will be asked to evaluate the Program, both during and after the training, so the RHSV can measure the effectiveness of the training and the group's abilities to implement the learnings.

## WHAT RECOGNITION WILL I GET FOR UNDERTAKING THE TRAINING?

All volunteers who participate in the Program will receive a Certificate of Participation.

The course is not-accredited; however, the units covering OHS and Risk Management (Monitor a safe workplace and Identify risk and apply risk management processes) are aligned to Certificate IV Business (Frontline Management) (BSB41004).

Participants who wish to pursue accreditation in these units may do so on arrangement with the Australian Institute of Education and Training. This qualification consists of 4 units equaling 20 nominal hours of delivery.

## WHAT COSTS AND OTHER FEES SHOULD I EXPECT?

The course and all resources are free of charge to eligible participants.

## HOW WILL THE COURSE BE DELIVERED?

The course is will be delivered in an informal class setting (face to face). Training in each region will run from Wednesday morning until lunchtime on Friday and during the training, participants will receive (free of charge):

- A Resource Kit
- A Training manual
- A Certificate of Participation

Lunch and morning tea will be provided to all participants.

## AM I ELIGIBLE TO APPLY?

Applicants must be associated (either through membership or a volunteer engagement arrangement) with a voluntary heritage group or be an individual with (not for profit) responsibility for the voluntary care of a heritage place, object or collection. Organisations with paid employees are ineligible to apply.

## WHAT ARE THE SELECTION CRITERIA FOR THIS COURSE?

In selecting volunteers to participate in the course, the aim is to provide access for a diverse range of groups and heritage management activities, from a wide spread of geographic locations across Victoria.

All applicants will be notified of the selection outcome.

## HOW DO I APPLY?

Once the training has been announced in your local press, you can download an application form from the RHSV web site at: [www.historyvictoria.org.au](http://www.historyvictoria.org.au). Alternatively, you can request a form or make an enquiry about the program by contacting the RHSV on **9326-9288**.

## NEED MORE INFORMATION?

Call us on **+61 3 9326-9288**

Email us at [office@historyvictoria.org.au](mailto:office@historyvictoria.org.au)