

## **Norfolk Volunteer Passport Pilot Information for Volunteers**

### **1. Introduction**

The development of a Volunteer Passport for Norfolk is well under way and we are looking for volunteers to join a pilot project to help us try out some of the main elements of the programme. If you are new to volunteering, are about to start a new role, or you are interested in the development of the Volunteer Passport itself, then we hope you will like to join us. We will support you all the way and you will have the chance to tell us what you think and help to decide what the final Volunteer Passport scheme will look like.

### **2. What is a Volunteer Passport?**

A Volunteer Passport is a programme that helps volunteers to develop knowledge and skills to help them in their volunteering roles and to move more easily between volunteering placements. It includes core training that equips volunteers with the basic knowledge needed for most volunteering roles, as well as support to identify and apply for volunteering roles. Over time, we will build up a register of all of the volunteers who have completed the Volunteer Passport programme and this will help organisations to know what knowledge and skills potential volunteers have, and can reduce the amount of training needed when volunteers change roles.

### **3. What is involved in being part of the Volunteer Passport Pilot?**

If you would like to be part of the Volunteer Passport pilot, you will be trying out some of the main elements of the Volunteer Passport programme, and when you complete the training modules and we have received your references, you will be issued with a Volunteer Passport. We will be asking you for your feedback about the Volunteer Passport programme as we go through the pilot, both individually and as part of the group support sessions. The feedback from the volunteers involved in the pilot will be presented to the Pilot Steering Group, which includes people with experience of volunteering and organisations that work with volunteers.

### **4. Core training**

The training will be delivered by the Norfolk County Council Adult Learning service, and, due to the current crisis, all of the training will be delivered on line. You will need to be reasonably confident with using a computer and the internet, but there will be an optional session offering an introduction to using the online video conferencing platform at the start of the training programme. There will be five core training modules:

- Introduction to Volunteering
- Equality, Diversity and Inclusion
- Health and Safety
- Safeguarding Adults and Children
- Person-centred working

The pilot programme will run weekly and each session will last for 2½ hours. As well as the five training modules, there will be an introductory group session and two further group support sessions during the pilot, so the programme will be 8 sessions in total. The pilot training and support sessions will start at the end of February and will take place on Wednesdays, with the time of day yet to be arranged.

### **5. Volunteer Support**

We will offer you support while you are completing the Volunteer Passport training modules. We will set up regular online group support sessions for participants in the pilot, and you will be able to contact a member of staff from the Volunteer Centre if you have any questions or problems as you go through the training.

### **6. Volunteer Records**

We are setting up a central database of volunteers who hold a Volunteer Passport. We will ask you to register on the database and you will have a log in so that you can update your personal details, and provide further information.

### **7. References**

We are going to be piloting a system for taking up references and making them available to organisations with the volunteer and referees' permissions. The aim is to reduce the number of times volunteers have to approach their referees when they change volunteering roles.

### **8. Identifying suitable volunteer roles**

When you have completed the Volunteer Passport training, if you don't already have a role identified, you will be supported to register with, and use, the Volunteering Portal to search for and apply for volunteer roles

### **9. More information**

If you have any questions or would like more information, please contact Laura Holland on [volunteercentre@voluntarynorfolk.org.uk](mailto:volunteercentre@voluntarynorfolk.org.uk)