



Policies & Procedures

Volunteer Training & Certification

It is planned that all volunteers should have opportunities to receive training and achieve certification in the use of one or more machines

Training

We are all volunteers and there are no experts in the use of any of the machines.

Training will be achieved, therefore, in Teams of volunteers which will gather understanding and experience in the use of each machine. Each Team will have a Team Lead.

The Team Lead will be responsible for overseeing training. Individual training sessions may be delivered by the Team Lead, a Team member or, potentially, an external consultant

Each Team will produce training information about the operation of the machine that will assist in the induction of other volunteers. This will include a risk assessment in relation to the use of the machine and health & safety information in relation to the machine and the Makerspace as a whole

Volunteer Certification

Volunteer Certification relates to each machine rather than the Makerspace as a whole

Volunteer Certification in a specific machine will be achieved once the Team Lead and the volunteer her/himself are both confident that the volunteer has been sufficiently trained to be able to

- Use the machine without breaking it or endangering themselves, other volunteers or users
- Recognise when they need assistance/ support
- Teach others how to use the machine
- Report any damage or incidents
- Can be trusted to be a Burgh Chambers key holder (if they wish to be) and to adhere to the two volunteer policy (ie there must be two certified volunteers in the building at any one time - no lone working)
- Details of training attended & certification achieved will be recorded by the Team Lead and passed to the Volunteer Support Team who will update their records.

Re Certification

Recertification may be required if, in the view of the Team Lead, a volunteer's experience 'has lapsed'. A short refresher course will be provided.

Access

Once Volunteer Certification has been achieved in one machine, the access codes to the Burgh Chambers and the Makerspace can be made available to the volunteer. The special Keyholder form will need to be signed and returned to the Volunteer Coordinator.

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