

OUTCOME

- To ensure that all volunteer information is recorded in VMS and reflects current status of engagement including recording of all current integrity check and training records

VMS UPDATE - QUICK START GUIDE

UPDATE
*There are now less fields to complete
*Old info is archived not lost

NEED HELP
contact VR Helpdesk
VRHelpdesk@salvationarmy.org.au
or 03 8878 2467

1 PLAN – update or create Role Profile

- ☐ Check and edit all existing role profile details.
- ☐ Record the following info: Role category, specific duties, integrity check requirements related to the role. (criminal history required, direct contact with children/WWCC). Line manager name, position and contact details

➔

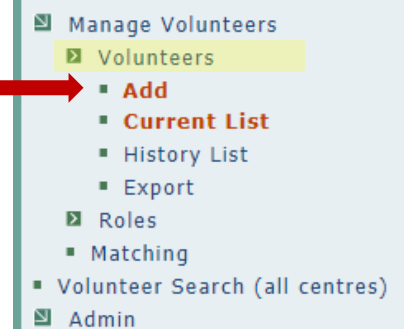
(Note: To create a new role profile or change its title contact the VR Helpdesk)



2/3 RECRUIT / SELECT – Register volunteers & record integrity checks

- ☐ Choose 'Volunteers / Add' and record volunteer's personal information e.g. name, address, DOB ➔
- ☐ Once references have been checked, organise integrity checks and record info by choosing Volunteers/Current List and selecting [Edit](#) in line with their name. The required integrity checks must be verified by recording an issue date, number, expiry & for a children's check, verification online ➔
- ☐ Match the volunteer to their new role by choosing Manage Volunteers/Roles/Matching and [Select](#) the role that you want to match
Select the volunteer from your centre, enter their start date ➔

(Note: Once integrity check info has been saved it can only be edited by the VR Helpdesk).



4 INDUCT – Record mandatory training

- ☐ Once integrity checks have been received choose Volunteers/Current List, select [Edit](#) in line with their name. Mandatory training should be completed as soon as practical before the volunteer starts or ideally in the first few weeks of beginning their role. Record the date when each mandatory training course was completed in VMS. ➔

5/6 RECOGNISE / RETAIN & EVALUATE – Review & update information

- ☐ Check each volunteer in the Volunteer/Current List and selecting [Edit](#) in line with their name. Update volunteer info and integrity check renewal.
- ☐ Archive *volunteers* by choosing Volunteers/Current list.
Choose , enter an end date ➔ ok.
Choose , enter a reason for leaving and an end date ➔ . The volunteer will then appear in Volunteers/History List.
(Choose [Reinstate](#) from this list to make the volunteer active again).
- ☐ Archive *roles* that are not current. Choose Roles / Current List and click on the [Delete](#) on the line of the role that you want to remove.

