5 TOP TIPS FROM IIV ACHIEVERS TO PREPARE FOR IIV

www.iiv.investinginvolunteers.org.uk
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<th><strong>INVEST TIME</strong></th>
<th>Make sure that you have enough time to dedicate to IiV. It is not a quick and easy process but it is worth spending the time to work through it properly. Rather than an expense, consider it an investment.</th>
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| **ENGAGE ALL STAKEHOLDERS FROM THE START** | Communication from the very beginning is crucial. Let everyone know what is happening and why. Make sure everyone, including senior management, is aware of the benefits of achieving IiV and why it is important to your organisation.  
- Ensure volunteers are aware that they are not being tested but the organisation is.  
- Keep staff fully informed about the process and make sure they are aware of their roles in it. |
| **SET UP A WORKING GROUP** | Set up a small working group that includes staff, volunteers and trustees representing all levels in the organisation. Ensure that the group has clear objectives and timescales and treats IiV as an ongoing project.  
- Where appropriate a steering group can help share the workload or at the very least provide feedback on any policies or processes the IiV lead has developed. |
| **CREATE AN ACTION PLAN** | Plan, plan, plan! If possible build the award into work plans before you apply - that way you will already be going along the right lines.  
- Don't rush, try to do the work in manageable size chunks. Make an action plan with key deadlines and block time out in your diary weekly to allow enough time to complete these tasks. When setting deadlines, find out the IiV Quality Assurance Panel dates in advance and work backwards. |
| **KNOW THE IiV INDICATORS BACK TO FRONT** | Read and understand all of the IiV criteria indicators and keep reading them throughout the process.  
- Some organisations used the IiV indicators at a team meeting getting their staff to self-evaluate where they thought the organisation was against the standard. This introduced IiV to those who didn't know much about it and got everyone focused on what they wanted to achieve. |

Find out more about the assessment process and its benefits on the [IiV website](http://www.iivwebsite.org.uk). Feel free to contact the IiV Team at [iiv@ncvo.org.uk](mailto:iiv@ncvo.org.uk) if you have any questions or if you would like to get in touch with organisations that have achieved the Quality Standard.