

<b>Name of Policy</b>	<b>Work Experience and Volunteers Policy</b>
<b>Description of Policy</b>	This policy identifies the process of accepting work experience or volunteers and the obligations and expectations of the University through the nominated supervisor.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> ) <hr/> <input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	Update of references to other policies and inclusion of information about when working with children checks may be required.

<b>Approval Authority</b>	Vice-Chancellor
<b>Governing Authority</b>	Chief Operating Officer
<b>Responsible Officer</b>	Director, Human Resources

<b>Approval Date</b>	24 March 2015
<b>Effective Date</b>	24 March 2015
<b>Date of Last Revision</b>	7 April 2008
<b>Date of Policy Review*</b>	31 December 2016

\* Unless otherwise indicated, this policy will still apply beyond the review date.

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	
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## **1. Background Information**

ACU is approached on occasion by individuals offering their services in either a voluntary or work experience capacity. ACU supports work experience students and the use of volunteers as part of its commitment to involvement with the community.

## **2. Policy Statement**

Engagement of work experience students and volunteers is for a specified period and will be in accordance with the provisions set out in this policy.

## **3. Policy Purpose**

The purpose of this policy is to identify the process of accepting work experience students or volunteers and the obligations and expectations of the University through the Nominated Supervisor.

## **4. Application of Policy**

- 4.1** A work experience student or volunteer is any individual who performs a service for and directly related to the business of ACU, without the expectation of monetary or material compensation.
- 4.2** Work experience students and volunteers will not be engaged to replace paid staff members.
- 4.3** Work experience students and volunteers are required to abide by all relevant University policies and procedures, including but not limited to the Code of Conduct for All Staff, Discrimination and Harassment Policy, and Work, Health, Safety and Wellbeing Policy.
- 4.4** The University may offer work experience to students enrolled in a course of study in an educational or other institution, provided that the students can provide evidence that the institution agrees to cover the students for insurance purposes while they are at ACU. The Nominated Supervisor is responsible for checking insurance cover.
- 4.5** The University may offer voluntary assignments, other than work experience, to individuals for a defined period. Such volunteers whilst engaged in University activities are covered by the University's Personal Accident Policy.
- 4.6** A voluntary assignment can be terminated at the discretion of the University at any time without notice or cause.

## **5. Approvals**

The commencement of a work experience or voluntary assignment is subject to the approval of the relevant Executive Staff member.

## 6. Procedures

- 6.1 Each functional unit is required to establish their own selection process for volunteers that best meet their needs.
- 6.2 If the Nominated Supervisor deems it appropriate, a volunteer may be asked for work or character references before placement.
- 6.3 A work experience student or volunteer will not perform any work until the Nominated Supervisor has confirmation that there is insurance cover for the individual. See Section 4.4 and 4.5 of this policy.
- 6.4 A work experience student or volunteer will not perform any work until the Nominated Supervisor has confirmed whether a working with children check (or equivalent for the relevant state or territory) is required under the following circumstances:
- the work experience student or volunteer is engaged in activities defined in the relevant state or territory legislation as requiring such a check to be performed; or
  - the work experience student or volunteer is under 18 years and the relevant state or territory legislation requires such a check to be performed by the others in the workplace (this is not normally required but should be checked on every occasion).

Where a working with children check is required, it will be completed before the work experience student or volunteer commences work.

- 6.5 A work experience student or volunteer will not perform any work until he/she has completed and signed [the Work Experience and Volunteer Registration Form](#).
- 6.6 The Nominated Supervisor is responsible for inducting the work experience student or volunteer. Induction will include, but is not limited, to health, safety and wellbeing, harassment and discrimination at the workplace, privacy (if the individual will be working with records) and any other important relevant subject matter as identified by the Nominated Supervisor.
- 6.7 Nominated Supervisors are expected to provide adequate training to enable their work experience students or volunteers to carry out their prescribed duties. If the individual will be working with machinery or equipment they must be provided with the personal protective equipment and be supervised by a trained staff member.
- 6.8 The Nominated Supervisor is also responsible for explaining all relevant policies and procedures that apply to the student or volunteer.

## **7. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Human Resources Advisory Service.

## **8. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the Human Resources Advisory Service, [HR@acu.edu.au](mailto:HR@acu.edu.au) or extension 4222.