

Work Experience and Volunteers

Q&A

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Q1. Why does the University offer work experience or volunteer work?

A1. ACU has a comprehensive policy outlining its support for engaging where possible of a work experience student and/or volunteer. As an educational institution ACU is willing where possible to support students in programs which require them to undertake work experience as part of their study. ACU is also mindful of its obligation to community and, therefore, where possible supports the engagement of volunteers.

Q2. Who is considered a work experience student or volunteer?

A2. 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.

Q3. What is the responsibility of the volunteer or work experience student when undertaking work at ACU?

A3. Work experience students or volunteers engaged by the University are required to abide by all relevant University policy and procedures, including but not limited to the *Code of Conduct for all Staff*, *Discrimination & Harassment Policy*, and *Occupational Health & Safety* policies.

Q4. What is the process for engaging a work experience student / volunteer?

A4. When approached by an individual or organisation the nominated supervisor must ascertain if the functional unit can accommodate the request. The nominated supervisor must consider the nature of the work (eg. confidentiality) and if there is any conflict of interest by engaging a volunteer or work experience student in the area.

Prior to confirming any arrangement with a volunteer or work experience student the nominated supervisor must seek the approval from the relevant Executive Staff member this can be undertaken by completing the "Work Experience and Volunteer Registration Form" attached to the policy on work experience and volunteers available on the Human Resources website.

Q5. Who is responsible for supervising the work experience student / volunteer?

A5. Generally the Nominated Supervisor of the functional unit is responsible for the supervision of the work experience student / volunteer.

Q6. What issues does a Nominated Supervisor need to be aware of when engaging a work experience student / volunteer?

A6. Prior to agreeing to support the involvement of a work experience student / volunteer in the work unit the Nominated Supervisor should consider the following:

- Availability to provide supervision.
- Insurance arrangements.
- Any character or work references.
- Any conflict of interests.
- Meaningful activities supportive of the work experience program or aims of the volunteer.
- Confidentiality.
- Induction to University policy and procedures.
- Previous experience of the student / volunteer.
- Resources to undertake activities.
- Any cost factors.

Q7. Who needs to approve a work experience student / volunteer undertaking work at the University?

A7. The relevant Executive Staff member needs to approve the arrangement.

Q8. Does notice need to be provided if terminating a work experience / volunteer arrangement?

A8. Although a work experience / volunteer arrangement can be terminated at the discretion of the University at any time without notice or cause, the University does approach each situation on a case by case basis and is sensitive to the student / volunteer.

Q9. How do I find out further information about Work Experience and Volunteers?

A9. You can refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your supervisor, or contact your local Human Resources Consultant.