

<b>Name of Policy</b>	<b>Work Experience and Volunteers Policy</b>
<b>Description of Policy</b>	<i>This policy identifies the process of accepting work experience or volunteers and the obligations and expectations of the University through the nominated supervisor.</i>
<input checked="" type="checkbox"/> <b>New Policy</b>	<input type="checkbox"/> <b>Revision</b>
<b>Description of Revision</b>	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	7 April 2008

## Table of Contents

1.	Background Information .....	1
2.	Policy Statement .....	1
3.	Policy Purpose .....	1
4.	Application of Policy .....	1
5.	Approvals.....	1
6.	Procedures .....	1
7.	Policy Review .....	2
8.	Further Assistance .....	2
	Attachment 1 – Work Experience & Volunteer Registration Form .....	3

## **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 are required to abide by all relevant University policies and procedures, including but not limited to the Code of Conduct for all Staff, Discrimination & Harassment Policy and Occupational Health & Safety Roles & Responsibilities Policy.

**4.3** Work experience students and volunteers do not normally replace paid staff members.

**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 may 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.

**6.4** A work experience student or volunteer may not perform any work until he/she has completed and signed the Work Experience and Volunteer Registration Form.

- 6.5** The Nominated Supervisor is responsible for inducting the work experience student or volunteer. Induction will include, but is not limited, to Occupational Health and Safety, 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.
- 6.6** 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.
- 6.7** 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 Director, Human Resources.

**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 needed, they should contact the Human Resources Consultant responsible for their campus.

**Attachment 1 – Work Experience & Volunteer Registration Form**



**WORK EXPERIENCE & VOLUNTEER REGISTRATION FORM**

WORK EXPERIENCE / VOLUNTEER DETAILS		
Surname:		First Name:
Home Address:		
Telephone Number:		
Next of Kin Name:		Telephone Number:
TYPE OF WORK TO BE UNDERTAKEN		
Please tick appropriate box		
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Other Voluntary	
Details of work undertaken on a voluntary basis:		
School / Functional Unit:		
Period of work experience or voluntary assignment:	From:            /    /	To:                 /    /
RECOMMENDATION		
Signature of Work Experience Student or Volunteer:		Date:                 /    /
Signature of Nominated Supervisor:		Date:                 /    /
Supervisor's Name		Ext No:
APPROVAL		
Signature of Executive Staff Member:		Date:                 /    /
UNIVERSITY AND WORK EXPERIENCE STUDENT / VOLUNTEER RELATIONSHIP		
<p>ACU appreciates the contribution to its work made by work experience students and volunteers. There are some aspects of the relationship of work experience students or volunteers to the University which should be clear to all parties involved. These are set out below:</p> <ol style="list-style-type: none"> <li>1. There will be no monetary or material compensation for services provided by work experience students and volunteers.</li> <li>2. The term of appointment of a work experience student or volunteer is normally for a finite identified period.</li> <li>3. Work experience students and volunteers must abide by University policies and procedures.</li> <li>4. A volunteer will be covered by the University's Personal Accident Policy during the period of the voluntary work. A work experience student must be covered by their educational institution for insurance purposes and is required to provide evidence of insurance cover.</li> <li>5. The University should be notified if a volunteer wishes to conclude his or her arrangement with the University. Alternatively, the University has the right to end such an arrangement at any time.</li> </ol>		
WHERE TO FILE THIS FORM		
<p>The original form is to be retained by the School/Functional Unit and stored in a secure area to protect the individual's personal information. A copy must be provided to Human Resources with the necessary evidence of insurance coverage.</p>		

Please refer to the Australian Catholic University Privacy Policy located at [www.acu.edu.au](http://www.acu.edu.au) for details on how personal information collected on this form will be used and disclosed.