

Work Experience and Volunteers Policy

Section 1 - Background Information

(1) 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.

Section 2 - Policy Statement

(2) 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.

Section 3 - Policy Purpose

(3) 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.

Section 4 - Application of Policy

(4) 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.

(5) Work experience students and volunteers will not be engaged to replace paid staff members.

(6) 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 Staff](#), [Discrimination and Harassment Policy](#), and [Work, Health, Safety and Wellbeing Policy](#).

(7) 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.

(8) 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 insurance.

(9) A voluntary assignment can be terminated at the discretion of the University at any time without notice or cause.

Section 5 - Approvals

(10) The commencement of a work experience or voluntary assignment is subject to the approval of the relevant

Executive Staff member.

Section 6 - Procedures

(11) Each functional unit is required to establish their own selection process for volunteers that best meet their needs.

(12) If the Nominated Supervisor deems it appropriate, a volunteer may be asked for work or character references before placement.

(13) 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 of this Policy).

(14) 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:

- a. 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
- b. 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).

(15) Where a Working with Children Check is required, it will be completed before the work experience student or volunteer commences work.

(16) A work experience student or volunteer will not perform any work until they have completed and signed the [Work Experience and Volunteer Registration Form](#).

(17) 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.

(18) 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.

(19) The Nominated Supervisor is also responsible for explaining all relevant policies and procedures that apply to the student or volunteer.

Section 7 - Revisions made to this Policy

(20) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
24 March 2015	Editorial	Update references to other policies and inclusion of information about when working with children checks may be required.

(21) The University may make changes to this Policy and related 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 People and Capability.

Section 8 - Further Assistance

(22) 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 information or advice be required staff should visit [Service Central](#).

Section 9 - Associated Information

(23) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability