

Student Volunteer and Employment

Procedure

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Procedure owner:	Manager Learning and Information Services
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Related policies and documents:	Child Safe Policy Corporate Partnerships and Sponsorship Policy Risk Management Policy Student Volunteer Recognition Procedure

Purpose

To ensure that:

- risk to students undertaking volunteering and employment opportunities gained through William Angliss Institute (WAI) is minimised.
- risk to William Angliss Institute's corporate brand from unfavourable publicity or potential non-compliance with employment legislation is managed.
- formal records are kept of volunteering and employment opportunities offered to students.
- the Careers and Employment Service does not provide recruitment services for employers.

Procedure

All employment opportunities received from external groups or employers will be referred to the Careers and Employment Service and/or the website address <https://www.angliss.edu.au/industry/employ-our-students> for further details of the service offered by WAI.

Student volunteer opportunities received by the Careers and Employment Service will not be advertised and promoted unless student insurance details are compliant.

Please refer to the Process Chart for Student Volunteer and Employment opportunities below. The Careers and Employment Service will explain the following services provided for students volunteering and/or seeking employment:

For volunteer opportunities:

- Advertising volunteer opportunities through the online job platform CareerHub.
- Posting new volunteer opportunities to the Careers noticeboard.
- Providing no guarantee that WAI students will apply for the positions advertised.
- Ensuring both peak and non-peak study periods for students accessing CareerHub and advertised volunteering positions are included in the information about the position.

- Encouraging Industry partners participating in on-campus recruitment events such as the Careers and Employment Expo to advertise volunteer positions on CareerHub.

The Careers Coordinator is responsible for confirming with the host (employer or organisation) that the volunteer opportunity is valid. This will include:

- Confirmation that all volunteer opportunities are with an industry registered provider.
- Confirmation of full event details (name / location / dates / times).
- Provision of a Job description for volunteers (including tasks / shift times / rest breaks / what students will be provided with on the day e.g., refreshments, free parking, certificate of participation, uniform).
- Provision of a Volunteer application form for students to complete and detailed instructions on the application process (to be managed by the host). An email address of where to send the form is to be provided.
- Confirmation that the host organisation has volunteer insurance that will cover the volunteer for workplace injury etc.
- Confirmation that the organisation is not relying on the volunteer entirely to complete a task or duty that should be completed by a standard paid employee.

Confirmation that there is professional development for the student when a host organisation is advertising a volunteer opportunity.

For employment opportunities:

The Careers Coordinator is responsible for ensuring that all jobs advertised to William Angliss Institute students are:

- with a registered business.
- have all appropriate and current workplace insurances, and
- comply with all relevant Australian Federal and State Laws including paying minimum award rates, superannuation, and any other entitlements that a normal employee would be entitled to under the relevant legislation.

Any complaints from students regarding issues relating to non-compliance of the above conditions may result in the job advertisement being removed from CareerHub.

Process Chart for Student Volunteer and Employment opportunities

