

Student Volunteer and Employment

Procedure

Code and version control:	LIS024/28-04-2020
Procedure owner:	Manager Learning and Information Services
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Related policies and documents:	

Purpose

To ensure that the correct procedure for volunteering and employment opportunities is followed to minimise risk for students and strengthen the William Angliss Institute brand.

Procedure

The initial contact person with the employer will refer volunteer and employment opportunities to the Careers and Employment Service and/or <https://www.angliss.edu.au/industry/employ-our-students>

Careers and Employment will explain the services provided:

For volunteer and employment opportunities:

- Advertising employment and volunteer opportunities through online job platform CareerHub
- New jobs posted to our Careers noticeboard
- There is no guarantee that WAI students will apply for the positions advertised
- WAI Careers and Employment do not provide recruitment services for employers
- Peak / non-peak periods for students accessing CareerHub and positions advertised
- Industry partners agreeing to participate in on campus recruitment and the Careers and Employment Expo will agree to advertise position on CareerHub.

For employment opportunities only:

All jobs advertised to William Angliss Institute students must;

- be 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 entitlement 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.

For volunteer opportunities only:

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

- Full event details (name / location / dates / times)
- 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)
- Volunteer application form for students to complete + detailed instructions on the application process (to be managed by the host) + email address of where to send the form
- Confirmation that the host organisation has volunteer insurance that will cover the volunteer for workplace injury etc
- Confirming that the organisation is not relying on the volunteer entirely to complete a task or duty that should be completed by standard paid employee.
- Confirming that there is professional development for the student when a host organisation is advertising a volunteer opportunity.

Process Chart

