

Student Volunteer Recognition

Procedure

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Related policies and documents:	Student Volunteer Recognition Procedure Appendix 1 - Certificate of Participation Student Duty of Care Policy Student Duty of Care Procedure Student Volunteer and Employment Procedure VET Practical Placement Policy VET Practical Placement Appendix 1- Agreement VET Practical Placement Procedure

Purpose

To ensure that William Angliss Institute (WAI) internal and external student volunteer opportunities are recognised and recorded.

Procedure

Each year a number of WAI students volunteer in activities or events organised by WAI outside scheduled class time. These activities are often in collaboration with WAI departments, industry partners or external organisations

This procedure provides a framework for those activities to ensure that:

- WAI records all endorsed student participation in WAI organised, industry partner and external organisation activities and events.
- WAI students participating in WAI organised, industry partner and external organisation activities and events are formally recognised.

Scope of this procedure

This procedure extends to on and off-campus curriculum and non-curriculum student volunteer opportunities.

Off-campus volunteer opportunities must be arranged in accordance with the [VET Practical Placement Procedure](#) which outlines Occupational Health & Safety (OHS) requirements.

Paid work, work experience and work completed as part of an assessment is not included in the scope of this procedure. Refer to the Student Volunteer and Employment Procedure.

Ad hoc volunteer opportunities

Industry partners or external organisations may request student volunteers on an ad hoc basis from time to time. These opportunities are fully hosted by the partner or external organisation and are advertised to individual students via the WAI Career Hub portal.

It is the responsibility of the host organisation to recognise the student's contribution.

Group volunteer opportunities

Any WAI department may request student volunteers for an activity or event. The employee requesting volunteers is referred to as the 'event organiser'.

Participation record keeping

The event organiser will maintain evidence of student attendance. Information must include student number, surname, first name and course code. All parties must ensure that an accurate list is maintained.

If the event is a curriculum-appropriate event, the event organiser must report and assess participation as required in the course curriculum.

It is the responsibility of the event organiser to ensure that appropriate records are kept in line with the requirements of the relevant department. The record of participation by the student is kept in the Student Management System.

Recognition of participation

The event organiser must ensure that students receive a certificate of participation.

If the event is in collaboration with an industry partner or external organisation, the event organiser will seek to arrange certificates from that organisation.

If external certificates cannot be arranged or the event is internal to WAI, the event organiser must provide volunteers with certificates. The Student Volunteer Recognition Procedure Appendix 1 provides a standard-form certificate.

The event organiser may choose to provide volunteers with an honorarium in recognition of their participation. An honorarium is not equivalent to paid work for the purposes of this procedure.