VOLUNTEERS AND WORK EXPERIENCE STUDENTS POLICY

1. OVERVIEW
This Policy outlines the obligations by the University and by the Volunteers and Work Experience Students, including applicable benefits.

2. THE POLICY
2.1. Volunteers
The University encourages people from the wider community who wish to donate their time to the mutual benefit of both the University and the Volunteer. Volunteers may assist the University in areas where it is not viable or operationally efficient to employ staff.

2.2. Work Experience - School/University/Tertiary Education Students
Work Experience Students are usually school or university students, who, as part of their curriculum, attend work areas through local community businesses in order to gain Work Experience. Work Experience also gives Bond University an opportunity to contribute to the growth of the local community, and to create an environment in which staff and students assist others to learn and continue to learn themselves.

Work Experience Students must be covered under the educational establishment’s insurance policy and a Work Experience form should be received and completed by the University prior to the commencement of the arrangement in order to understand the terms and conditions of the work placement.

The educational establishment must provide the Faculty/College/Office (prior to commencement of the arrangement) copies of the following documents:

- Certificate of Currency - Public Liability Insurance (minimum $10 million);
- Certificate of Currency - Student Personal Accident Insurance; and
- Terms and conditions of the work placement

In addition for school students:
- the Work Experience form (form C)

2.3. Insurance
To ensure Bond University is not at risk of litigation in the event of an accident or injury, it is important that Volunteers and Work Experience Students are covered by personal injury and liability insurance.
Therefore, Work Experience Students (for schools, universities and other tertiary education providers) must be covered by the required evidence and documents under point 2.2.

Volunteers, other than Work Experience Students, are covered under the University Voluntary Workers Personal Accident Insurance Policy whilst engaged in authorised volunteer activities only with the exception of Volunteers 85 years of age and beyond. Volunteers of this age bracket are not covered by University insurance.

Volunteers between the ages of 75 and less than 85 years of age are restricted to a reduced benefit, with no permanent disability insurance.

2.4. Benefits
Volunteers and Work Experience Students are not employees of the University and as such an employer/employee relationship does not exist. Benefits such as gym access, Library access and other employee benefits are not usually extended to Volunteers and Work Experience Students.

Volunteers and Work Experience Students can join these facilities as a member of the broader community and subject to payment of the appropriate fee.

2.5. Remuneration
Volunteers and Work Experience Students are not remunerated for the time spent in a voluntary work or Work Experience capacity. In addition legislative entitlements for employees such as Personal Leave, superannuation and Long service Leave are not applicable.

2.6. Engaging Volunteers and Work Experience Students
Executive Deans/Directors and Managers who decide to utilise the services of Volunteers or Work Experience Students shall follow the process as outlined in the Volunteers / Work Experience Student Procedure. (See Human Resources (HR), an HR delegate or the Faculty Business Director for the Procedure.) This document will assist the Faculty, College, or Office in the engagement of Volunteers or Work Experience Students. It is imperative that all documents are completed and signed prior to the commencement of a Volunteer or Work Experience Student arrangement and that an induction checklist is completed on the first day of commencement. Copies of the relevant agreement along with Certificates of Currency (if a Work Experience Student arrangement) should be forwarded to HR for filing. The Manager, Insurance and Risk can be consulted as required regarding insurance related matters.

3. DEFINITIONS
Voluntary Work  Unpaid work performed by members of the wider community in support of non-core University tasks.

Work Experience  Unpaid work, usually performed by school students as part of their curriculum, to gain work experience.

4. RELATED PROCEDURES, GUIDELINES AND FORMS
Volunteers and Work Experience forms and procedures can be found at:
U Drive > Human Resources > Work Experience/Volunteers
Volunteers Agreement
Work Experience Agreement
Volunteers / Work Experience Student Procedure
Induction Checklist