



VOLUNTEERS AND WORK EXPERIENCE STUDENTS POLICY

Policy number	HRP 3.12
Policy name	Volunteers and Work Experience Students Policy (Issue Three)
Applicability	Volunteers and work experience students
Policy owner	Director, Human Resources
Contact person	HR Manager
Policy status	Approved Policy
Date of approval	22 September 2004
Date last amended	26 July 2018
Date last exposed	June 2018
Date last reviewed	
Date of next review	26 July 2021
Related policies	

1. OVERVIEW

This Policy outlines the obligations by the University, Bond University Volunteer, and Bond University [Work Experience Student](#) and applicable benefits.

The Student Industry Placement Policy ([TLR 2.10](#)) covers outgoing Bond University work experience students.

2. THE POLICY

2.1. Volunteers

The University will accept volunteers and work experience students from the wider community to work within the institution on projects and tasks that meet the needs of both parties and where the investment of University time and resources can be justified by the benefits achieved.

2.2. Work Experience Students

Work Experience Students are usually school, university, or tertiary institute 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 Work Experience Student's 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 \$20 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.

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 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/university/tertiary institute students as part of their curriculum, to gain work experience.

4. RELATED PROCEDURES, GUIDELINES AND FORMS

Volunteers and Work Experience information can be found on the Volunteer and Work Experience Appointments HR intranet site: <http://www.staff.bond.edu.au/hr/staff-groups/volunteers-workexp.htm>

[Volunteers Agreement](#)

[Work Experience Agreement](#)

[Volunteers and Work Experience Induction Checklist](#)

Volunteers/Work Experience Student Procedure