

Work Experience and Volunteer Placement Policy

Policy Name: Work Experience and Volunteer Placement Policy

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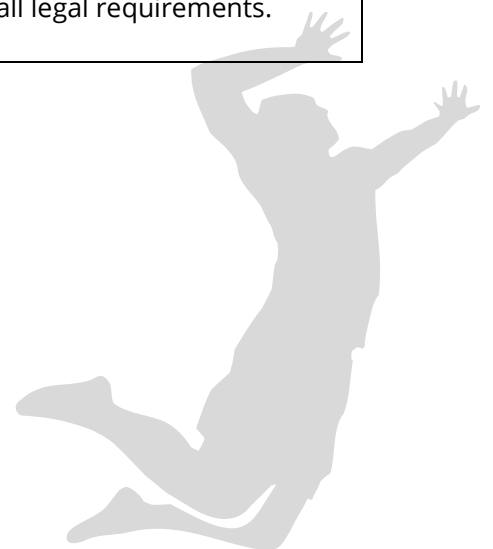
Last Reviewed: November 2021

Next Review: November 2024

Applicable Legislation:

- Fair Work Act 2009;
- Volunteers and Food and other Donors (Protection from Liability) Act 2002
- Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth)
- Equal Opportunity Act 1984 (WA)
- <https://www.fairwork.gov.au/> Occupational Safety and Health Act 1984 (the OSH Act)
- Sex Discrimination Act 1984 (Cth) (amended by the Sex Discrimination and Fair Work (Respect at Work) Amendment Bill 2021),
- Working with Children (Criminal Record Checking) Act 2004
- [Working with Children \(Criminal Record Checking\) Regulations 2005.](#)

This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.



Purpose Statement

Volleyball WA (VWA) supports the participation of work experience students and volunteers who would like to develop their skills and knowledge further to pursue a career in sport or similar industries. Work experiences plays a vital part in the transition from education into the world of work or to experience a new/different job role and is an important investment in the quality of the future workforce.

The purpose of this policy is to outline VWA's position to provide for and manage mutually respectful, safe, and healthy voluntary professional learning opportunities.

Policy Application

This policy applies to all VWA employees, contractors, volunteers, members and all other people or organisations which by agreement or otherwise, access VWA's information systems and networks.

The policy comes into effect when a student or volunteer commences a placement at VWA until the completion of the placement, as outlined in the respected volunteer/work experience contracts. It applies to the conduct and performance of VWA and the student or volunteer whilst undertaking VWA business, activities, competitions, and events.

Definitions

The following definitions are listed to provide clarity for this policy.

- **Placement** means the period where duties are being undertaken with VWA. This applies to both volunteers and work experience students.
- **Screening Check** means the process outlined in the Volleyball WA Screening Procedure to determine whether a person is suitable for the position of application.
- **Supervisor** means the nominated VWA employee who will oversee the coordination of tasks and day to day management of the volunteer or work experience student.
- **Volunteer** means a person who freely offers to take part in an enterprise or undertake a task and receives no financial reward or remuneration.
- **Work experience** means the placement of a student in a work environment, also referred to as workplace learning/work placement.
- **Individual** means work experience student or volunteer.

Background

VWA often seeks or is approached by organisations (on behalf of their students) or individuals offering their services in either a voluntary or work experience capacity.

Policy Statement

VWA is committed to providing individuals with the opportunity to develop and apply their skills, knowledge, and understanding of sport related administration.

Each individual will be supported and supervised by a VWA employee during their placement period.

Students and volunteers may undertake tasks that are part of a VWA usual business activities on an observational and supporting basis. VWA will not use work placement students or volunteers to replace paid employees.

There is no entitlement for payment of wages whilst an individual is undertaking a work placement with VWA.

Relevant VWA policies and procedures will be applied during the placement, including policies regarding confidentiality, child safeguarding and risk management. The VWA employee supervising the placement will hold an induction with the individual upon the commencement of their placement.

It is a requirement that anyone over the age of 18 who is on a placement at VWA provides a WWC card for validation prior to commencing their placement for VWA if VWA deems the placement to be a child related work placement.

VWA will provide all volunteers and work placement students with information regarding the VWA WWC Check Screening process and the specific criteria for the position in accordance with the requirements of the WWC Act.

Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure and includes serious misconduct as defined in the Fair Work Act (Cwlth) 2009.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

Document Control

Version History

Date	Version number	Executive Summary of changes
October 2017	1.0	This policy was adopted at the October VWA Board Meeting.
October 2021	2.0	<ul style="list-style-type: none">• Updated Policy in accordance with the new framework adopted by the VWA Board.• Removed reference to Policy Procedures and created a separate document.• Updated to include Child Safeguarding and defining that the placements are on an observational and supporting basis.

Appendices & Relevant Procedures

- Work Experience and Volunteer Placement – Supervisor Procedure
- Volunteer Agreement Template
- VWA Volunteer and Work Experience Code of Conduct
- VWA Child Safeguarding Policy
- VWA Working with Children Check Policy