

Student Volunteer Recognition

Procedure

Code and version control:	LIS025/25-01-2022
Procedure owner:	Manager Learning and Information Services
Date approved by CEO:	25 January 2022
Scheduled review date:	25 January 2025
Related policies and documents:	

Purpose

To ensure that student participation in recognised extra activities and voluntary or charitable events enhance a student's experience and employability skills, and are recorded and acknowledged.

Procedure

William Angliss Institute (WAI) will recognise and certify any students who participate in extra curriculum activities and events that are above and beyond the demands of their normal course of studies at the Institute and where they are not paid as employees. A number of WAI students each year volunteer in activities or events organised by the Institute outside their normal scheduled classes. These activities include things like student representation, membership of student clubs and societies, open day volunteering, and attendance at external events that are supported by the Institute such as Melbourne Food & Wine Festival and other events and conferences. All of these activities are volunteer positions. This procedure formalises recognition of students who assist the Institute and who make a contribution to the Institute above and beyond the requirement of their course.

This ensures that:

- WAI records all endorsed student participation in voluntary or charitable events.
- WAI students participating in voluntary or charitable events are formally recognised.
- Students can provide prospective employers with information of their participation in endorsed voluntary or charitable events.
- WAI students are encouraged to participate in endorsed voluntary or charitable events.
- A registry of endorsed voluntary or charitable events is maintained.

Paid work, work experience and work completed as part of an assessment is not included in the scope of Student Volunteer Recognition.

Student Volunteer Recognition is issued and awarded separately to students upon graduation or upon completion of studies, or printed on their Statement of Results.

Students placed in events off campus through this procedure are also covered under the practical placement procedure, so WorkCover is covered and consideration is given to the worksite and Occupational Health & Safety.

Process

Event Selection

The VET Program Planner or Associate Dean (HE Operations) plan which events are suitable to be included in the curriculum. Once the event is confirmed, they will discuss the arrangement with the Careers Coordinator.

An event may be selected using the following criteria:

- Potential experience that the student will gain.
- Nature of the relationship between the organisation and the Institute.
- Timing of the event.
- Student workload at the time.
- How well it fits in with student timetables.
- A risk assessment of the event and occupational health and safety concerns.

Student assignment

Students are assigned as a group to an event by their teacher, for example, the Melbourne Food and Wine Festival

The Careers Coordinator is responsible for advertising

To all students registered on CareerHub.

Through flyers and notices on job boards.

Targeted directly to class groups or students according to relevance to students.

Evidence of Participation

The VET Program Planner or / Associate Dean (HE Operations) will maintain evidence of student attendance and report if part of an assessment in the curriculum. Information must include student number, surname, first name and course code.

Certificate of Participation

The Student Opportunities team will produce the award Certificate of Participation upon completion of the student volunteer opportunity.