



Unpaid Internships, Work Experience and Volunteering Advertisements

The following information is designed to assist employers intending to offer unpaid work to our students.

Unpaid Internships and Work Experience

We are unable to accept any unpaid work positions for students unless they form a part of the University curriculum. The only time students can perform unpaid work experience is when they are placed with an outside provider by their department or faculty **as part of their University course, or it is authorised by a government department.**

Faculties where students may need to complete a certain amount of industry experience are: Agriculture, Food and Natural Resources; Arts; Architecture, Design and Planning; Economics and Business; Education and Social Work; Engineering and Information Technologies; Dentistry; Health Sciences; Medicine; Nursing and Midwifery; Pharmacy; Law and Veterinary Science.

Please go to www.usyd.edu.au/about/organisation/pub/faculties.shtml to contact these faculties directly. An example of a University endorsed Internship programme can be found on the Department of Media and Communications website: www.arts.usyd.edu.au/departs/media

Employers are encouraged to visit the Workplace Authority www.workplaceauthority.gov.au and NSW Office of Industrial Relations www.industrialrelations.nsw.gov.au websites for more information about work experience.

Volunteering

The Careers Centre will advertise volunteer positions that conform to Volunteering Australia's 'Definition and Principles of Volunteering' statement found on www.volunteeringaustralia.org.

To assist us in processing your ad please email your responses to the following questions to careers.administration@usyd.edu.au -

1. Are you a not-for-profit organisation and what is your registration number?
2. What is your volunteer policy?
3. What is the job description and guidelines for the role?
4. What training is given for the job?
5. Do volunteers get proof of involvement as volunteers or a certificate of involvement?
6. Do you have insurance for your volunteers and what kind is it e.g. personal or accident?
7. What hours are you expecting your volunteers to work?
8. What support systems are in place for your volunteers?
9. Is there a risk management plan for your volunteers including who to call in an emergency?