



# AUSTRALIAN REFUGEE VOLUNTEERS INC

## VOLUNTEER RETRAINING POLICY

### SCOPE AND PURPOSE

**This policy applies to:** Australian Refugee Volunteers Incorporated (ARV) Training and Recruitment ICs and team members, general volunteers, as well as Program ICs, committee members, and the Executive Committee to the extent that they may be contacted by a previous volunteer who would be subject to this policy. It is the responsibility of all ICs, in particular the Training and Recruitment ICs, to ensure that the rest of their team is aware of and familiar with this policy.

**Purpose:** At ARV, it is important that we have a high standard for our volunteers. This means they should be up-to-date with our latest policies and have a basic knowledge of the issues relevant to the young people we work with. We do frequently have volunteers who attend programs regularly, then drop out for a period of time, and then wish to join again.

The purpose of this policy is to ensure that such volunteers have all the knowledge they need to participate in ARV's programs. ARV reserves the right to amend this policy at its discretion, and will notify all ICs of amendments.

### POLICY & PROCEDURE

**Policy:** In order to ensure that ARV's volunteers have all the knowledge they need to participate in programs, those who have had a significant period of leave from programs may need to attend another training day for retraining. This would be the case for any volunteer that has had a period of leave for over 12 months, regardless of the number of programs they had attended previously.

**Training and interview:** In such circumstances, the volunteer would be required to attend a full training day with the new recruits.

The interview process may not need to be as extensive, particularly if the volunteer has been to a significant number of programs in the past. The interview should more be focused on why they were on leave and why they have come back.

**Membership fee and documents:** The volunteer should be exempt from paying a membership fee again, as the membership fee is a one-off. They may also need to provide Working with Children Check (WWCC) details and identification if these are not already on file or, for example, if the WWCC has expired.

### VERSION HISTORY

Versions	Date	Drafted/reviewed by
Version 1	August 2016	Drafted by Jennifer Dunne, Recruitment IC & Kiri Libbesson, co-VP