

Volunteer Induction Information

Please refer to the following information on how to complete the induction process for a volunteer placement with Motivation Australia (MA).



Induction process

Once you have accepted an offer for a volunteer placement, our Office Manager will email you the details to commence your online induction process. If you have accepted an offer, but have not received this information, please call +61 (0)466833708 or email admin@motivation.org.au

Successful applicants will be supported through a two-step induction process:

- 1) **Online induction:** We will provide all relevant policies, procedures and important material that will support you during your placement with us. You will then be asked to submit appropriate proof of identity and upload your induction documents.
- 2) **In person induction:** Ideally, all volunteers will attend an induction at the MA head office in South Australia. This will be discussed with you during the interview process.

Online induction

To complete the online induction process, you will need to:

1. Click on the link that was emailed to you by the Office Manager. You will be directed to our website.
2. Download the Volunteer Induction Package, (VIP) at the top of the page, which includes relevant policies, procedures and important documents, including the Volunteer Induction Checklist.
3. Complete and sign the Volunteer Induction Checklist
4. Complete and sign the Child Safe Declaration form
5. Review the required policies, procedures and relevant material
6. Upload required documents:
 - o Signed Volunteer Induction Checklist
 - o Signed Child Safe Declaration
 - o Copy of photo page of passport (certified true copy if working with children)
 - o Copy of driver's licence (certified true copy if working with children)
 - o National Police Check (working with children option) from countries of citizenship
 - o National Police Check from any country in which you have lived for an accumulated period of 12 months or more in the last 5 years

Note: If you do not have current police checks, please provide proof that these have been applied for. We must sight the police checks before you start your placement.

Once all the required documentation for your induction has been received by our Office Manager, you will receive a formal offer of placement via email, together with further information about your placement and what to do next.

In person induction

The in-person induction gives us a chance to meet and discuss the placement, including but not limited to: training material, logistics and any travel or accommodation plans. It also gives us an opportunity to introduce you to the organisation, meet our team and any of the other volunteers.

If you are living interstate, and we do ask you to attend the MA Head Office in SA, we will work with you to arrange your travel and any accommodation that is required for your visit. This will be funded by MA.

We will work with you to schedule an appropriate day for the in-person induction to take place.

Contact

For more information on your induction please email admin@motivation.org.au