

Reference Group Induction Information



motivation
australia

Please refer to the following information on how to complete the induction process for the Reference Group for Motivation Australia (MA).

Induction process

Once you have accepted an offer for a Reference Group position, 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

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:
 - Signed Volunteer Induction Checklist
 - Signed Child Safe Declaration
 - Copy of photo page of passport
 - Copy of driver's licence
 - National Police Check (working with children option) from countries of citizenship
 - 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
 - Profile photo to be displayed on our website (high resolution .jpeg or .png)
 - Small biography for the website

Note: If you do not have current police checks, please provide proof that these have been applied for.

To see an example of how your biography and photo may look, please see the existing page for members of [our Reference Group](#).

Once all the required documentation for your induction has been received by our Office Manager, you will receive a formal offer via email.

Contact

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