Introducing Australian Volunteers for International Development (AVID)

What is AVID?

Australian Volunteers for International Development is part of the Australian Government's volunteer program. Funded by AusAID, the Australian Government agency responsible for managing Australia's overseas aid program, the AVID Program places skilled Australian volunteers in developing countries throughout Asia, the Pacific, Africa and Latin America.

Australian volunteers work with local counterparts to reduce poverty and achieve sustainable outcomes in the communities in which they work through skills and knowledge exchange, institutional strengthening and capacity development. AVID is managed by Austraining International with support from its consortium partner CECI/WUSC (Centre for International Studies and Cooperation).

What kinds of assignments are available?

A range of assignments are available across sectors that include Education, Environment, Gender, Governance, Health & Disability, Infrastructure, Rural Development and Trades.

Where does AVID send volunteers?

AVID currently sends volunteers to the following countries in Asia, the Pacific, Africa, Latin America and the Caribbean:

- Bangladesh
- Cambodia
- Dominica
- East Timor
- Fiji
- Ghana
- Indonesia
- Kenya

- Kiribati
- Laos
- Mongolia
- Nepal
- Papua New Guinea
- Peru
- Philippines

- Samoa
- Solomon Islands
- Suriname
- Thailand
- Tonga
- Vanuatu
- Vietnam

How long are AVID volunteer assignments?

Assignments can be from 1 month to 3 years in length.

Short term assignments are 1-12 months in length.
Long term assignments are 12-36 months in length.

Assignment length depends on the needs of the Host Organisation and is outlined in the assignment description when a volunteer assignment is advertised on the AVID website.

Who can become an AVID Volunteer?

AVID works in line with AusAID's program priorities when sourcing volunteers. Australian volunteers will have the desirable qualifications, specific skills and experience required to complete the outcomes of the assignment for which they are selected. Volunteers will have the personal attributes to adapt to a lifestyle which will be of a different standard to Australia.

Australian citizens, Australian Permanent Residents, and New Zealand citizens residing in Australia and holding a Special Condition Visa (SCV) aged between 18 and up (there is no upper age limit) are eligible to apply for AVID advertised assignments.

All applicants must hold a current Australian Medicare card that is valid for the length of the overseas placement.

Volunteer Assignments

AVID sources volunteer positions from organisations throughout Asia, the Pacific, Africa, Latin America and the Caribbean. AVID calls these volunteer positions "Volunteer Assignments" and they are advertised on the AVID website.

AVID believes in responding to the needs of partner countries and ensures that no volunteer placement replaces local staff. AVID also works in line with the Australian Government's overseas aid program priorities when sourcing volunteer assignments.

AVID volunteer assignments have long term sustainable development goals. AVID does not send volunteers in response to emergencies.

Host Organisations

AVID places volunteers with organisations throughout Asia, the Pacific, Africa and Latin America. AVID calls these organisations "Host Organisations" or "HOs".

Host Organisations (HOs) are government departments, Non-Governmental Organisations (NGOs), educational institutions and private companies who host a volunteer for the duration of an assignment.

Australian Partner Organisations

Australian Partner Organisations (APOs) are Australian government departments, Non-Governmental Organisations (NGOs), educational institutions and private companies who partner with a Host Organisation and a volunteer for the duration of the assignment.

In some cases, APOs may also be the Host Organisation if they have offices based in country. APOs work with the HO and the volunteer to help provide support in developing volunteer assignments, creating networks and supporting project outcomes.

Mobilisations

Mobilisations are when Australian Volunteers depart Australia to go on assignment. AVID provides the opportunity for volunteers to be mobilised throughout the year. Mobilisation dates are determined via consultation with Host Organisations and In-Country Managers.

Australian Volunteer Program

AVID is supported by the Australian Government's overseas aid agency AusAID as part of AusAID's Australian Volunteer Program (AVP). The program also includes Australian Business Volunteers and Australian Volunteers International.

Volunteer Support

AVID Volunteers will receive the following support:

- Australian Volunteers Briefing
- Pre-departure medical examination and vaccinations
- Comprehensive insurance (travel/medical/professional)
- Travel to your host country and back to Australia
- In-country support from the In-Country Management (ICM) Team

Allowances

AVID allowances have been determined following significant consultation in country and against an agreed formula. These allowances are intended to cover costs associated with living a modest life whilst undertaking your assignment. AVID allowances differ from country to country and are reviewed bi-annually. Significant changes in the cost of living as a result of external factors (such as high inflation levels, an increased international presence etc) can result in changes to AVID allowances.

The AVID Program provides the following allowances:

- Living and Accommodation Allowances
- Settlement Allowance
- Resettlement Allowance
- Assignment Support Allowance (by application)
- Language Allowance

Volunteer Allowances

Australian Volunteer allowances are structured to take into account the differing costs in each country and will allow volunteers to have a moderately comfortable lifestyle while on placement. The Volunteer allowance is divided into two parts - an Accommodation Allowance and a Living Allowance.

Accommodation Allowance

The Accommodation Allowance is based on the average cost of safe, suitable and affordable accommodation in each country. If a Host Organisation supplies appropriate accommodation then the volunteer will not receive the Accommodation Allowance. If the accommodation supplied by the Host Organisation is not appropriate the volunteer will receive the Accommodation Allowance and the In-Country Management Team will assist them in finding appropriate accommodation.

Living Allowance

The Living Allowance is based on the average cost of living for a volunteer in each country. The Living Allowance is calculated by taking into account the costs of a number of factors including food, daily travel to and from an assignment placement, communication and other incidental costs.

The cost of living varies greatly across (and in some cases within) the countries where AVID operates. In some countries housing may be cheap while some fresh fruit and vegetables may be more expensive than you are used to in Australia - this applies particularly to the Pacific. The AVID allowances are structured to take these differences into account.

Partners and families

There may be limited support for dependants (partners and children) who accompany a volunteer on long term assignments (over 12 months). This support could be in the form of airfares, medical expenses, and a small living allowance as approved on a case by case basis.

Priority Sectors

AVID is guided by AusAID priorities in sourcing volunteer assignments. Below are some examples of the kinds of assignment roles sourced in different sectors.

Education
Curriculum Development
Teacher Trainer

Environment
Environmental Management
Environmental Engineering
Environment related Project Work

Gender
Gender/social research
Education

Governance
Business Management
Law/Legal and Regulatory Framework
Public Administration
Communications (including Media, Journalism, Marketing, Tourism)
Community Development (including Youth Development Work, Social Work)
Project Management (Project Officers/Assistants, with NGOs)

Health & Disability
Nursing
Occupational Therapy
Health related Project Work

Infrastructure
Engineering (Civil/Mechanical)
Information Technology
Urban Planning

Rural Development
Agriculture
Veterinary Science
Natural Resource Management
Forestry

Trades
Mechanics
Carpentry
Building

Application Process

Apply to become an Australian Volunteer

Applicants apply for specific assignments just like they would apply for a job.

AVID sources volunteer assignments from Host Organisations in partner countries and Australian Partner Organisations in a wide range of sectors. AVID advertises these assignments online at: http://volunteering.austraining.com.au/volunteer-with-us/current-assignments.

How can you apply?

Step 1
Search the current volunteer assignments advertised and click into the assignment description.

Step 2
When you find an assignment you would like to apply for click the "**Click here to apply for this assignment**" button found on the assignment description. This will take you to the online application form.

Step 3
You will need to create a log-in if it's your first time submitting an online application. If you have previously created a log-in please enter your username and password. Instructions on how to successfully complete and online application will be found once you login.

To continue a previously started application, please click here.

Step 4
Complete a full application for each assignment.

Your application has five different parts and some of these can take some time to organise so give yourself plenty of time to pull it all together. Here's a breakdown of each part:

- **Your details**
    - The various tabs on the online application form include all your contact details and other information relevant to your application, including declaration of your preparation to undertake the AVID Program.

- **CV** (template provided on the online application form)
    - Your CV should include a history of your work experience (including tasks) and your education. The online form contains fields for you to fill out, you won't need to prepare and upload a CV document.

- **Statement Against the Selection Criteria**
    - The Statement Against Selection Criteria is the pivotal part of your application. This is the section where you explain (using examples from your own experience) why you would be the best possible candidate for the assignment you are applying for.
    - You will be required to answer 3 Selection Criteria questions within a word limit which can be found on the AVID Online Application Form.

- o For hints and tips on applying please download the [Hints and Tips for Applicants](#) document.

- **Referee Contact Details**
  - o You will need to provide the contact details for three referees with each application. Your referees need to be able to comment on your skills and experience and your ability to do the assignment for which you are applying. Professional referees (supervisors through work or study including volunteer work) are preferred.
  - o All referees must be contactable during Australian business hours.

  - o **Proof of Eligibility**

    - ▪ **Australian Citizens**
      - You will need to supply us with a scanned copy of your current Australian passport ID page. If you do not have a passport we will accept a receipt of your Australia Post passport application and a copy of your photo id in place of the photocopy of your passport id page.
      - You will need to provide the Program with scanned copy of the front of your Australian Medicare card.

    - ▪ **New Zealand Citizens holding a Special Condition Visa (which means you are residing in Australia at the time of application):**
      - You will need to supply us with a scanned copy of your New Zealand passport ID page and a scanned copy of the front of your Australian Medicare card.

    - ▪ **Australian Permanent Residents:**
      - You will need to supply us with a scanned copy of your non-Australian passport ID page, a copy of your Australian Permanent Resident visa and a scanned copy of the front of your Australian Medicare card.

All applications are screened for compliance and any incomplete applications will not be forwarded to the Selection Panel.

All candidates must hold a valid Australian Medicare Card for the entirety of their volunteer assignment.

Step 5
Submit your completed online application. You will receive an acknowledgment email for each application you submit.

Selection Process

Successful volunteers will meet the following criteria:

✓ Necessary technical qualifications and skills to fulfil the objectives of the assignment
✓ Cultural awareness and sensitivity to the needs of others
✓ An understanding of the challenges of working in a diverse cross-cultural environment
✓ Demonstrated ability to work cross-culturally
✓ Excellent communication and interpersonal skills
✓ Adaptability and flexibility to deal with challenging situations that arise
✓ A strong commitment to and understanding of capacity building and sustainable development
✓ A willingness to exchange knowledge and develop/conduct activities to build capacity of individuals and organisations

The Selection Process

AVID has a staged selection process. The selection process is based on merit and AVID works within the parameters of the Australian Equal Opportunities Act. The AVID Selection Team consists of experienced panel members with professional backgrounds in Recruitment and Selection.

At any stage of the selection process AVID reserves the right to withdraw a volunteer assignment.

The stages of the selection process include:
Stage 1: Applicant shortlisted by a Selection Panel
Stage 2: Top ranked candidates interviewed by Response Psychological
Stage 3: Reference checks
Stage 4: Final selection of Recommended Candidate
Stage 5: Host Organisation (HO)/Australian Partner Organisation (APO) Approval
Stage 6: Criminal History Check
Stage 7: Medical Clearance
Stage 8: Visa
Stage 9: Australian Volunteers Breifing

The AVID Program is careful to select candidates whose skills and experience match those needed for each individual assignment.

At Stage 5 of the selection process a recommended candidate's application will be forwarded to the Host Organisation to be reviewed for their final approval. HOs may choose to interview the candidate before their final approval is given. During this Stage, when the Program selects a candidate for an APO assignment, the APO will also have the opportunity to review the selected candidate's application

In all cases APOs and HOs will be informed in writing of the outcome of the selection panel and required to sign an Agreement form which outlines the HOs and APOs roles and responsibilities.

If a recommended candidate turns down an offered assignment or the Host Organisation does not approve the recommended candidate, that assignment may then be offered to the next ranked candidate. However, the AVID Program will not fill an assignment if there are no appropriate candidates (even if there are applications for that assignment).

Feedback for Unsuccessful Applicants

The Selection Panel is available to give feedback to all unsuccessful applicants. Unsuccessful applicants will be contacted by the Program with the dates for application feedback.

Australian Volunteers Briefing

The Australian Volunteers Briefing is a 4 day workshop that all volunteers must attend. The costs associated with attending the Briefing (domestic airfares, accommodation and meals) are covered by the AVID Program.

The Australian Volunteers Briefing includes sessions on: health, safety and security; program policies and in-country support; capacity development and cross cultural training; as well as the opportunity to meet with recently returned volunteers.

In Country

In Country Support

Australian Volunteers are supported in country by an In-Country Manager (ICM) Team. The In Country Manager lives in that country, often in the capital city, and is the first line of support for volunteers. Each country has its own ICM and the AVID program employs a combination of indigenous and expatriate staff as ICMs.

When you arrive in country the ICM Team will take you through an Orientation Program including a security briefing, banking, shopping and transport options.

The ICM Team also helps volunteers:

- find safe, affordable and appropriate accommodation
- source appropriate language training (the AVID program offers initial language train training as part of the Orientation Program and an allowance for additional language training for volunteers on long term assignments)

If any issues arise while a volunteer is on assignment (both personal and professional), the ICM Team is the first point of contact.

Holidays and Travel

Australian Volunteers earn one week of paid leave for every three months of service. Volunteers must negotiate with their Host Organisation when arranging leave time.

Australian Volunteers are encouraged to travel within their Host Country; however any extra costs incurred above and beyond the Living Allowance are the responsibility of the individual. Volunteers may choose to return to Australia or travel internationally during their volunteer assignment and these costs are also the responsibility of the individual.

When travelling, Australian Volunteers must abide by the Australian Government's Department of Foreign Affairs and Trade travel advisories. These can be found at www.smarttraveller.gov.au.

Security and Emergencies

AVID's first priority is the safety and security of Australian Volunteers. AVID constantly monitors the security situation in all the countries in which it operates.

In a situation where the safety and security of an Australian Volunteer cannot be assured, AVID will evacuate the volunteer. Options for evacuated volunteers depend on the nature of the emergency but can include being remobilised once the situation stabilises, mobilisation to similar assignments in different areas or countries or termination of the volunteer assignment.

AVID operates in line with recommendations from the Australian Government's Department of Foreign Affairs and Trade in determining the safety and security of Australian Volunteers.

AVID Alumni (Returned volunteer)

Our first returned AVID Volunteer

Louise Brunero completed a three month AVID assignment in Cambodia. Based with Host Organisation, AUSTCARE Cambodia, Louise worked as a Land Law Training Instructor travelling between head office in Phnom Penh and Austcare's field office in Anlong Veng. Anlong Veng was the former Khmer Rouge stronghold up until 1998 but now is a poor small dusty town in Otdar Meanchey Province, Northwest Cambodia about 10 kilometres from the border with Thailand.

The work

Austcare's Integrated Mine Action project takes a holistic approach to meeting the needs of landmine-affected communities. The project involves clearing mines and unexploded ordnance in order to make land safe for resettlement and agriculture and then delivering development activities such as farmer field schools, literacy classes, cow banks, rice seed banks and building wells.

Louise's work involved the capacity building of the provincial government bodies across 5 provinces in Northwest Cambodia who are responsible for the transparent distribution of cleared lands to poor that lack land for residential and/or family farming purposes. These provincial government bodies, the Mine Action Planning Units (MAPU) and the District Working Groups (DWG) play a vital role in the prioritisation of land for mine clearance, identification and selection of beneficiaries, and for the transparent distribution of cleared lands to the landless poor.

Working with two Khmer counterparts, Louise carried out research on Cambodian land law for the legal process for land distribution, land registration and land titling for de-mined tracts of land in Cambodia and also conducted research on the current field practice for these processes. This research formed the basis of a comprehensive 5-day land law training course that was presented in December to MAPU and the DWG by Louise's counterparts under her guidance and support. The training was designed to ensure that the participants understand the legal context for the MAPU land distribution process and provided MAPU and the DWG with an assignment to critically review their field practices for consistency with Cambodia's land laws. To Louise and her counterpart's delight the training received media coverage and was aired on Cambodia's Royal Government Television Channel "TVK", helping raise the profile of the important work undertaken by MAPU and the DWG.

The value to the local community

'Land is one of the most basic of all resources available for social and economic development. MAPU and the DWG play a key role in the distribution of cleared land to the poor in Northwest Cambodia who lack land for residential and/or family farming purposes. By training MAPU and the DWG on the legal process for land distribution, AUSTCARE is assisting the process of fair, transparent and legal land distribution and strengthening land tenure rights of the poor in mine affected areas.'

Volunteer impressions

'The wonderfully positive attitude of the Khmer people I have met is very striking. I noticed this particularly in the provinces - despite their difficult living conditions and poverty, Khmer people possess plenty of determination, generosity and smiles.'

Lessons to take home

'To be thankful for all the simple things in life that I have taken for granted living in Australia – access to clean water, life without fear of landmines, adequate food and shelter, access to education, printed media and reliable information sources... just to name a few.'

AVID Contact Details

For further information please contact:

The AVID Team

Info.volunteers@austraining.com.au

Freecall: 1800 995 536 (in Australia)

Phone: +61 (0)8 8364 8500

Fax: +61 (0)8 8364 8588

Address:
Australian Volunteers for International Development (AVID)
C/o Austraining International
Level1, 41 Dequetteville Terrace
Kent Town SA 5067
AUSTRALIA

Check out the website at http://volunteering.austraining.com.au/home

Australian Volunteers
for International Development

Australian Partner Organisation
Information Pack

Austraining
International

Introducing Australian Volunteers for International Development

The Australian Volunteers for International Development program was launched by the Federal Minister for Foreign Affairs in May 2011. The program draws together all AusAID-funded international development volunteering initiatives into one program with one name, common branding and a shared web-portal. A single name and unified branding will contribute significantly to the coherent presentation and effective reach of the volunteer program in Australia and overseas.

The Australian Volunteers program places skilled Australian volunteers in developing countries in Asia, the Pacific, Africa, Latin America and the Caribbean. Australian volunteers work with local counterparts to reduce poverty and achieve sustainable development in the communities in which they work through skills and knowledge exchange, institutional strengthening and capacity building.

Austraining International

Austraining International is a South Australian Government owned project management and international development organisation. Since its inception in 1991, Austraining has managed over 300 bilateral and multilateral projects throughout the Asia-Pacific region, and the Middle East.

Austraining International is one of the three volunteer partner organisations selected to implement Australian Volunteers for International Development program, an Australian Government, AusAID initiative. With extensive experience in international volunteering, Austraining works with Australian Volunteers International and Australian Red Cross to deliver more than 1000 volunteers annually around the globe.

As part of the Australian Volunteers for International Development, Austraining mobilises skilled volunteers on short and long term assignments across Asia, the Pacific, Africa, Latin America and the Caribbean. Austraining works with World University Service Canada (WUSC) and the Canadian Centre for International Studies and Cooperation (CECI) in the delivery of its volunteer programs

Skilled volunteers, through Austraining International, work with local counterparts to:

- Reduce poverty and achieve sustainable development results in the communities in which they work.
- Undertake skills and knowledge exchange, institutional strengthening and capacity development.

Austraining manages over 150 new skilled volunteers annually and is responsible for all aspects of the program, including promotion, recruitment and selection, mobilising, allowances, in country management and community engagement.

Volunteers work with local staff in Host Organisations (HOs) in the public and private sector, including non government organisations (NGOs), International NGOs, government agencies and educational institutions. Volunteer assignments are from one month to 36 months in duration and in a range of priority sectors including Education, Health, Environment, Governance, and Rural Development. Volunteers must be above the age of 18. There is no upper age limit.

Where does Austraining International send skilled Australian Volunteers?

Austraining mobilises skilled volunteers to the following countries:

- Bangladesh
- Bolivia
- Cambodia
- Dominica
- East Timor
- Fiji
- Ghana
- Indonesia

- Kiribati
- Kenya
- Laos
- Mongolia
- Nepal
- Peru
- Philippines
- Papua New Guinea

- Samoa
- Solomon Islands
- Thailand
- Tonga
- Tuvalu
- Vanuatu
- Vietnam

What kinds of assignments are there?

Australian Volunteer assignments range across a variety of sectors including Education, Environment, Gender, Governance, Health, Infrastructure, Rural Development and Trades.

The Australian Volunteers program responds to the needs of partner countries and host organisations and ensures no volunteer assignment replaces local staff. The Australian Volunteers program also works in line with the Australian Government's overseas aid program priorities when sourcing volunteer assignments.

Australian Volunteer assignments have long term sustainable development goals. Austraining does not send volunteers in response to emergencies.

How long are Australian Volunteer assignments?

Assignments can be from one month to three years in length, depending on the needs of the Host Organisation.

All potential volunteers are asked to contact the HO/APO before accepting an offer to agree on the duration of the assignment. Any subsequent extension of assignment must be agreed by both the volunteer and HO/APO, and approved by Austraining.

Who can become an Australian Volunteer?

Australian Volunteers have the desirable qualifications, specific skills and experience required to complete the outcomes of the assignment for which they are selected. Volunteers have the personal attributes to adapt to a lifestyle which will be of a different standard to Australia.

Australian citizens, permanent residents and New Zealand citizens who hold a Special Condition Visa (SCV) aged above the age of 18 are eligible to apply for the Australian Volunteers program. There is no upper age limit. The Australian Volunteers program works in line with AusAID's program priorities when sourcing volunteers.

Mobilisations

Mobilisations are when Australian Volunteers depart Australia to go on assignment. The Australian Volunteers program provides the opportunity for volunteers to be deployed throughout the year once all pre mobilisation requirements have been met. Mobilisation dates are determined via consultation with Host Organisations and In-Country Managers.

Host Organisations

The Australian Volunteers program places volunteers with organisations in the Asia, the Pacific, Africa, Latin America and the Caribbean.

Host Organisations (HOs) can be government departments, non-government organisations (NGOs), INGOs, educational institutions and private companies.

HOs are required to provide volunteers with an appropriate workspace and any resources required to fulfil their assignment. Any work related travel expenses will also be covered by the HO (including accommodation, travel and per diems). HOs designate a supervisor for the Australian Volunteer and/or counterpart(s) with whom they work directly.

All HOs undergo a site inspection by the In-Country Manager to assess their suitability and capacity to host volunteers.

Australian Partner Organisations

Australian Partner Organisations

A main feature of the Australian Volunteers program is the involvement of Australian Partner Organisations (APOs). The Australian Volunteers program provides the opportunity for Australian organisations to strengthen relationships with organisations in Asia, the Pacific, Latin America and the Caribbean, or to create new long term partnerships.

Australian Partner Organisations can be Australian government departments, non-government organisations (NGOs), educational institutions and private companies that have or wish to establish links with organisations working in development in Asia, the Pacific, Latin America and the Caribbean. For examples of APOs currently involved with the Program, please visit www.volunteering.austraining.com.au

How to become an Australian Partner Organisation

An Australian organisation becomes an Australian Partner Organisation (APO) once they have an assignment with the Program. The Program also assists Australian organisations to develop new mutually beneficial long term partnerships with communities and organisations. For more information, please contact the Partnerships Team partnerships@austraining.com.au

What is the role of an Australian Partner Organisation?

APOs provide additional support to Australian Volunteer assignments by:
- Assisting HOs to develop assignment proposals.
- Assisting HOs to source candidates by promoting assignments to their networks.
- Providing an assignment specific pre-departure briefing for the Australian Volunteer.
- Acting in a mentoring role to support the Australian Volunteer whilst on assignment (engaging in regular email contact and providing advice and assistance).
- Providing an assignment specific debrief on the Australian Volunteer's return.

The benefits of being an Australian Partner Organisation

Being an Australian Partner Organisation provides you with the opportunity to:
- Develop new or expand existing links with companies, governments and organisations in Asia, the Pacific, Latin America and the Caribbean.
- Support delivery of your long term strategic goals for Host Organisations, sector or country.
- Raise the profile of your organisation in Australia and overseas.
- Develop long-term networks with Australian and overseas organisations.
- Exchange skills with Host Organisations.
- Gain an increased understanding of cultures in new and emerging markets.
- Make a positive contribution to development and enhance Australia's involvement with Asia, the Pacific, Latin America and the Caribbean.

Developing an Australian Volunteer Assignment

Developing the Assignment Proposal

Once you and your partner Host Organisation (HO) have identified a need for an Australian Volunteer, you and the HO will work together to develop an assignment. The Partnerships Team and In Country Managers will support you to develop the assignment in line with the development sector priorities of the Australian Volunteer program in each country. Contact details for Austraining's In Country Managers are available at www.volunteering.austraining.com.au

Provincial Assignments and Assignments in High Risk Security Locations

Assignments in provincial locations can be remote and isolated, which can impact upon the Australian Volunteer's experience and ability to complete his or her assignment. Assignments in high risk security locations can affect Australian Volunteers similarly. For these assignments, the Program requires additional support from the HO and APO. The Austraining team can provide up-to-date information on Program requirements.

Assignment Approval Criteria

The Austraining In-Country Managers will guide you and your Host Organisation to develop assignments considering the following factors:

- **Country Quotas** – the Australian Volunteers Program supports a certain number of assignments in each country, each financial year.

- **Country Volunteer Strategy (CVS)** – the Australian Volunteer program has a strategy for the sectors and geographical areas it places volunteers in each country. A minimum of 75% of assignments must align directly with AusAID's priorities. For more information regarding the priorities please contact the In Country Managers.

- **Capacity Building Focus** – assignments are designed to build the capacity of the Host Organisation in line with the Millennium Development Goals by working alongside and building the capacity of local staff as opposed to replacing them.

- **Sustainability of Outcomes** – the volunteer should work towards outcomes that will continue to benefit the HO's work upon the volunteer's departure.

- **Host Organisation** – should have the capacity to host a volunteer. A Host Organisation is required to provide an appropriate workspace and any resources required for the Australian volunteer to achieve their assignment outcomes. A supervisor and/or counterpart will be nominated to work directly with the volunteer.

- **Realistic Expectations** – there must be realistic expectations of what the volunteer will be able to contribute during their assignment. Expectations should match the requested skills and experience of the volunteer and the length of the assignment.

Contributions

The Australian Volunteer program encourages contributions to the Program in support of volunteer assignments. These contributions can be provided by Host Organisations or Australian Partner Organisations and may be financial or as a Gift in Kind. These contributions demonstrate the HO and APO's commitment to supporting the volunteer, an acknowledgement of the value of that volunteer within their strategic objectives, and to support the achievement of assignment outcomes.

Financial contributions directly offset costs which would otherwise be borne by the Australian Volunteer program and enable the Program to maximise the number of volunteers mobilised.

Austraining understands that not all organisations will be in a financial position to provide extensive support and contributions will be assessed on a case by case basis. The level of contribution offered will not affect the sourcing or approval of the volunteer assignment. For one-off contributions, organisations will be invoiced in a lump sum, shortly after volunteer mobilisation. Organisations will be invoiced quarterly for ongoing contributions.

Examples of contribution types:

- Cost of flights to or from Pre-Departure Briefing in Australia
- Pre-departure medical costs
- Insurance costs
- Cost of flights to or from the country of assignment
- Living allowance
- Provision of suitable accommodation as a Gift In Kind
- Language lessons
- Assignment support allowance to purchase necessary work materials
- Cost of airfares, medical costs or living allowances for dependants (children/spouse)
- Resettlement allowance
- Post-assignment medical costs
- Cost of flights to and/or from debrief

Indicative costs of a selection of Contributions

Contribution type	Indicative cost
Pre-Departure Medical Costs	$1,000.00
Insurance Costs	$215 per month
Settlement Allowance	$1,000 for assignments over 6 months $500 for assignments up to 6 months
Suitable Accommodation	Gift In Kind
Resettlement Allowance	$1,200 for assignments over 6 months
Post-return Medical Costs	Up to $500

Volunteer Selection Process

Sourcing volunteers for Australian Volunteer assignments

Each month Australian Volunteer assignments are advertised on the Australian Volunteer web portal www.ausaid.gov.au/volunteer for 25 days.

HOs and APOs are strongly encouraged to promote assignments through their networks with any interested candidates required to apply through the normal application process, which ensures the process is fair and equal for all applicants.

You will receive an email when your assignment is advertised which will contain a link to your particular assignment for you to promote to your networks.

Austraining promotes assignments to potential candidates, but you are in a unique position to give your assignments attract applicants from your sector and we will support you to use one or more of these approaches to promote advertised assignments to your networks:

- Post details of the assignment on your website.
- Circulate details of the assignment to your mailing lists.
- Circulate details of the assignment amongst any professional bodies or associations you are affiliated with.
- Advertise the assignment on development related websites (such as ACFID www.acfid.asn.au/ and the Australian Development Gateway www.developmentgateway.com.au/).

Please forward any advertisements to the Partnerships Team for approval before submitting them to external websites.

Please direct any interested candidates to the Australian Volunteers web portal www.ausaid.gov.au/volunteer for further information or to submit an application.

Successful volunteers will meet the following criteria:

- ✓ Technical qualifications and skills to fulfil assignment objectives.

- ✓ Cultural awareness and sensitivity to the needs of others.

- ✓ An understanding of the challenges of working in a diverse cross-cultural environment.

- ✓ Excellent communication and interpersonal skills.

- ✓ Adaptability to deal with challenging situations.

- ✓ A strong commitment to and understanding of capacity building and sustainable development.

- ✓ A willingness to exchange knowledge and develop/conduct activities to build capacity of individuals and organisations.

The Australian Volunteers Selection Process

Austraining International has a staged selection process. The selection process is based on merit and Austraining works within the parameters of the Australian Equal Opportunities Act. At any stage of the selection process Austraining reserves the right to withdraw a volunteer assignment.

Selection
Stage 1:   Assessment of written application against assignment selection criteria
Stage 2:   Online Psychological assessment and telephone interview with a Psychologist
Stage 3:   Referee checks
Stage 4:   HO review and approval (more than one candidate may be put forward)
             APO approval

Candidate notified whether they have been successfully selected
Stage 5:   Pre departure Briefing requirements (including attendance at a Pre Departure
             Briefing)
Stage 6:   Criminal History Check
Stage 7:   Medical
Stage 8:   Visa

Austraining uses a merit based selection process to select candidates whose skills and experience match those needed for each individual assignment. When the Program selects a candidate for an APO assignment, the APO will have the opportunity to review the selected candidate's application at Stage 4. HOs will also have the opportunity to review the selected candidate's application and may choose to interview the candidate before their final approval is given.

In all cases APOs and HOs will be informed in writing of the outcome of the selection panel and required to sign an Assignment Agreement which outlines the APO's roles and responsibilities.

Pre-Departure Briefing

Pre-Departure Briefing (PDB) includes briefings on insurance, medical information, security and emergency, Austraining policies and procedures, media and community engagement, capacity building and cross cultural training.

PDB is carried out prior to mobilisation. The costs of attending PDB, such as airfares, accommodation and meals, are covered by the Australian Volunteers program. All volunteers are required to attend PDB before they can mobilise.

In Country

In Country Support

Host Organisations and Australian Volunteers are supported by an Austraining In-Country Manager (ICM) and Regional Director (RD). The ICM lives in that country and is the first line of contact and support for volunteers, providing welfare support and monitoring the progress of assignments.

Austraining employs a combination of local and expatriate staff in the ICM role. For assignments in remote locations and places with security requirements, the Australian Volunteers program requests that both the HO and APO play a stronger role in welfare support and assignment monitoring.

APOs and HOs can work with ICMs to develop appropriate assignments for the Australian Volunteers program. The ICM also supports HOs and APOs with any issues arising throughout the duration of the Australian Volunteer assignment.

When volunteers arrive in country they undergo an In Country Orientation program which lasts up to 2 weeks and includes intensive language training, security training, local knowledge and cultural awareness.

The ICM also helps volunteers:

- Find safe, affordable and appropriate accommodation.
- Source additional language training

If any issues arise while a volunteer is on assignment (personal or professional), the ICM is the first point of contact.

Security and Emergencies

Austraining International's first priority is the safety and security of Australian Volunteers. Austraining constantly monitors the security situation in all the countries in which it operates. In a situation where the safety and security of an Australian Volunteer cannot be assured, Austraining will evacuate the volunteer.

Options for evacuated volunteers depend on the nature of the emergency but can include being remobilised once the situation stabilises, mobilisation to similar assignments in different areas or countries, or termination of the volunteer assignment.

Austraining operates in line with recommendations from the Australian Government's Department of Foreign Affairs and Trade (DFAT) in determining the safety and security of Australian Volunteers.

Holidays and Travel

Australian Volunteers are eligible for five working days of paid leave for every three months of service. Volunteers must negotiate with their HO when arranging leave time and inform their ICM.

Australian Volunteers are encouraged to travel within the country of their assignment, and any extra costs incurred above and beyond the Living Allowance are the responsibility of the individual.

Volunteers may choose to return to Australia or travel internationally during their volunteer assignment and these costs are also the responsibility of the individual.

When travelling, Australian Volunteers must abide by the Australian Government's Department of Foreign Affairs and Trade travel advisories. These can be found at www.smarttraveller.gov.au

Volunteer support

Australian Volunteers receive the following support from Austraining:

- Pre-Departure Briefing
- Pre-departure medical examination and vaccinations.
- Comprehensive insurance (travel/professional/medical).
- Reimbursement of visa expenses.
- Return airfares
- In-country support from the In-Country Manager (ICM) and Regional Director (RD)
- Post assignment medical

Partners and families

There are opportunities for couples and families who want to volunteer together. The Australian Volunteers program offers support for approved dependants (partners and children) who accompany a volunteer on long term assignments. This support could be in the form of airfares, insurance, and a small living allowance as approved on a case by case basis.

Volunteer contribution and visas

Australian Volunteers are responsible for obtaining and maintaining an appropriate visa for the duration of their assignment.

All Australian Volunteers are responsible for paying any excess baggage fees.

Volunteer allowances

Australian Volunteer allowances are structured to take into account the differing costs in each country and will allow volunteers to have a moderately comfortable lifestyle while on assignment.

Allowances

- Accommodation allowance

- Living allowance

- Settlement allowance

- Resettlement allowance

- Language Training allowance

- Assignment support allowance (by application)

Accommodation Allowance

The Accommodation Allowance is based on the average cost of safe, suitable and affordable accommodation in each country. If an HO supplies appropriate accommodation, then the volunteer will not receive the Accommodation Allowance. If the accommodation supplied by the HO is not appropriate, the volunteer will receive the Accommodation Allowance and the ICM will assist them in finding accommodation.

Living Allowance

The Living Allowance is based on the average cost of living for a volunteer in each country and is calculated by taking into account a number of factors including food, daily travel to and from an assignment placement, communication and other incidental costs.

The cost of living varies greatly across (and in some cases within) the countries where Austraining operates. In some countries housing may be cheap while some fresh fruit and vegetables may be more expensive than in Australia - this applies particularly in the Pacific. The Australian Volunteer allowances are structured to take these differences into account and reviewed regularly. For further details on specific allowances please contact the Partnerships Team on
partnerships@austraining.com.au

Settlement Allowance

The Settlement Allowance covers expenses associated with taking up the assignment including excess baggage and costs associated with setting up accommodation in-country.

Resettlement Allowance

The Resettlement Allowance assists with the costs of settling back into Australia and is conditional on the successful completion of a Post-Assignment Medical Assessment and End of Assignment Report.

Language Training Allowance

Volunteers are better able to fulfil the desired outcomes of their assignment when they have some understanding of the local language. Language training is provided at ICO and an additional Language Allowance is available on application to the ICM

Assignment Support

A competitive grant will be provided to successful Australian Volunteers to support the achievement by their Host Organisation of long term development objectives. Volunteers who have been in country less than 6 months are not eligible to apply. Multiple assignment short term volunteers may apply if recommended by the In-Country Manager. The allowance covers specific items needed to support the objectives of the assignment i.e. books, equipment and training materials. All items remain the property of the Host Organisation. Approval is at the discretion of Program management.

Post Assignment Debriefing Guidelines

You may wish to discuss some or all of the following areas during your post assignment debrief with your volunteer.

Area	Specific Topic
Assignment specific	• Key project achievements during assignment • Changes to assignment description • Achievement of assignment outcomes • Achievement of additional outcomes • Capacity building outcomes • Sustainability of outcomes • Challenges and lessons learned • Recommendations for the future of the project • Any opportunities for future Australian Volunteer assignments
Organisation specific	• HO Capacity to support a volunteer • HO commitment to assignment outcomes • HO ability to provide formal and informal supervision • Commitment to skills sharing • HO governance or other issues
Partnership development	• Volunteer assessment of partnership and recommendations for further development • Potential constraints to APO/HO partnership • Linkages with other organisations, in-country or internationally • Benefits of partnership for HO
Program support	• Support provided by the program at each stage (pre-departure, in country, post assignment) • Program communication • Recommendations about the project, program, HO or APO
Life in the host country	• How well did the volunteer adapt? • What were the highlights? What were the biggest challenges? • If the assignment was remotely located, how did the volunteer manage this and how accessible were basic services? • If there are future assignments, how can the APO support help address these challenges?
Ongoing involvement with the APO	• Determine the potential for opportunities for continued involvement of the volunteer in APO activities • Potential for promotional activities, media engagement etc to raise awareness of APO activities • Determine the potential for a Development Internship and develop as appropriate (AYAD only)

Pre Departure Briefing Guidelines

You may wish to discuss some or all of the following areas during your pre departure briefing with your volunteer.

Area	Specific Topic
Assignment specific	• Review and amendment of the assignment description and work plan in line with the volunteer's skills and experience, current organisational needs and new or emerging priorities • Project background and history • Project funding and structure, including any donor or partner agencies and their involvement • Suggestions for managing potential assignment-related challenges • Advice on assignment-related resources • APO expectations about assignment outcomes and objectives • Advice on capacity building, skills transfer and sustainability in light of the specific assignment
Organisation specific	• Background information on the APO • Background information on the Host Organisation including decision makers, challenges and achievements • The APO's role in the assignment • Reporting and organisational structures • Expertise of the APO • Other areas of APO activity
Organisational relationship	• Nature and extent of the partnership between the APO and HO • History of the partnership • Future objectives for the partnership • Key areas of partnership • Objectives (if any) for strengthening/expanding the partnership • How APO sees the volunteer supporting the partnership
APO support for the assignment and volunteer	• Any areas of APO support, for example funding support for field-related travel • Mentoring and guidance • How often and in what form communication will occur (eg weekly emails, monthly skype) • Assignment related monitoring activities • What are the volunteer's expectations for APO support

Host Organisation Information Pack

Introducing Australian Volunteers for International Development

The Australian Volunteers for International Development program was launched by the Federal Minister for Foreign Affairs in May 2011. The program draws together all AusAID-funded international development volunteering initiatives into one program with one name, common branding and a shared web-portal. A single name and unified branding will contribute significantly to the coherent presentation and effective reach of the volunteer program in Australia and overseas.

The Australian Volunteers program places skilled Australian volunteers in developing countries in Asia, the Pacific, Africa, Latin America and the Caribbean. Australian Volunteers work with local counterparts to reduce poverty and achieve sustainable development in the communities in which they work through skills and knowledge exchange, institutional strengthening and capacity building.

Austraining International

Austraining International is a specialist project management and international development organisation delivering projects worldwide. Since its inception in 1991, Austraining has managed over 300 bilateral and multilateral projects throughout the Asia-Pacific region, and the Middle East.

Austraining International is one of the three volunteer partner organisations selected to implement Australian Volunteers for International Development program, an Australian Government, AusAID initiative. With extensive experience in international volunteering, Austraining works with Australian Volunteers International and Australian Red Cross to deliver more than 1000 volunteers annually around the globe.

As part of Australian Volunteers for International Development, Austraining mobilises skilled volunteers on short and long term assignments across Asia, the Pacific, Africa, Latin America and the Caribbean. Austraining works with World University Service Canada (WUSC) and the Canadian Centre for International Studies and Cooperation (CECI) in the delivery of its volunteer programs

Skilled volunteers, through Austraining International, work with local counterparts to:

• Reduce poverty and achieve sustainable development results in the communities in which they work.
• Undertake skills and knowledge exchange, institutional strengthening and capacity development

Australian
AID

The Australian Government is working in partnership to send Australian volunteers overseas through the *Australian Volunteers for International Development* program.

www.austraining.com.au/volunteering

Austraining manages over 150 new skilled volunteers annually and is responsible for all aspects of the program, including promotion, recruitment and selection, mobilising, allowances, in country management and community engagement.

Volunteers work with local staff in Host Organisations (HOs) in the public and private sector, including non government organisations (NGOs), International NGOs, government agencies and educational institutions. Volunteer assignments are from one month to 36 months in duration and in a range of priority sectors including Education, Health, Environment, Governance, and Rural Development. Volunteers must be above the age of 18. There is no upper age limit.

Where does Austraining International send skilled Australian Volunteers?

Austraining mobilises skilled volunteers to the following countries:

- Bangladesh
- Bolivia
- Cambodia
- Dominica
- East Timor
- Fiji
- Ghana
- Indonesia

- Kiribati
- Kenya
- Laos
- Mongolia
- Nepal
- Peru
- Philippines
- Papua New Guinea

- Samoa
- Solomon Islands
- Thailand
- Tonga
- Tuvalu
- Vanuatu
- Vietnam

What kinds of assignments are there?

Australian Volunteer assignments range across a variety of sectors including Education, Environment, Gender, Governance, Health, Infrastructure, Rural Development and Trades.

The Australian Volunteers program responds to the needs of partner countries and host organisations and ensures no volunteer assignment replaces local staff. The Australian Volunteers program also works in line with the Australian Government's overseas aid program priorities when sourcing volunteer assignments.

Australian Volunteer assignments have long term sustainable development goals. Austraining does not send volunteers in response to emergencies.

How long are Australian Volunteer assignments?

Assignments can be from one month to three years in length, depending on the needs of the Host Organisation.

All potential volunteers are asked to contact the HO/APO before accepting an offer to agree on the duration of the assignment. Any subsequent extension of assignment must be agreed by both the volunteer and HO/APO, and approved by Austraining.

Who can become an Australian Volunteer?

Australian Volunteers have the desirable qualifications, specific skills and experience required to complete the outcomes of the assignment for which they are selected. Volunteers have the personal attributes to adapt to a lifestyle which will be of a different standard to Australia.

Australian citizens, permanent residents and New Zealand citizens who hold a Special Condition Visa (SCV) aged above the age of 18 are eligible to apply for the Australian Volunteers program. There is no upper age limit. The Australian Volunteers program works in line with AusAID's program priorities when sourcing volunteers.

Mobilisations

Mobilisations are when Australian Volunteers depart Australia to go on assignment. The Australian Volunteers program provides the opportunity for volunteers to be deployed throughout the year once all pre mobilisation requirements have been met. Mobilisation dates are determined via consultation with Host Organisations and In-Country Managers.

Host Organisations

The Australian Volunteers program places volunteers with organisations in the Asia, the Pacific, Africa, Latin America and the Caribbean.

Host Organisations (HOs) can be government departments, non-government organisations (NGOs), INGOs, educational institutions and private companies.

HOs are required to provide volunteers with an appropriate workspace and any resources required to fulfil their assignment. Any work related travel expenses will also be covered by the HO (including accommodation, travel and per diems). HOs designate a supervisor for the Australian Volunteer and/or counterpart(s) with whom they work directly.

All HOs undergo a site inspection by the In-Country Manager to assess their suitability and capacity to host volunteers.

Developing an Australian Volunteer Assignment

Once you have identified a need within your organisation and would like to host an Australian Volunteer you should contact your In Country Manager to develop an Assignment Proposal. You can find In Country Manager contact details at www.volunteering.austraining.com.au

The In Country Manager will help you develop an assignment that fit the priorities of the Australian Volunteers for International Development program in your country. You can also work with an Australian Partner Organisation to develop the assignment if you have one.

Your assignment proposal should:
- have clear, achievable and sustainable development outcomes
- outline support strategies for the volunteer while on assignment

Your In Country Manager will advise you when you need to give them your completed Assignment Proposal.

Assignment Approval

The Austraining In-Country Managers will guide you and your Host Organisation to develop assignments considering the following factors:

- **Country Quotas** – the Australian Volunteers Program supports a certain number of assignments in each country, each financial year.

- **Country Volunteer Strategy (CVS)** – the Australian Volunteer program has a strategy for the sectors and geographical areas it places volunteers in each country. A minimum of 75% of assignments must align directly with AusAID's priorities. For more information regarding the priorities please contact the In Country Managers.

- **Capacity Building Focus** – assignments are designed to build the capacity of the Host Organisation in line with the Millennium Development Goals by working alongside and building the capacity of local staff as opposed to replacing them.

- **Sustainability of Outcomes** – the volunteer should work towards outcomes that will continue to benefit the HO's work upon the volunteer's departure.

- **Host Organisation** – should have the capacity to host a volunteer. A Host Organisation is required to provide an appropriate workspace and any resources required for the Australian volunteer to achieve their assignment outcomes. A supervisor and/or counterpart will be nominated to work directly with the volunteer.

- **Realistic Expectations** – there must be realistic expectations of what the volunteer will be able to contribute during their assignment. Expectations should match the requested skills and experience of the volunteer and the length of the assignment.

In Country Managers will advise Host Organisations whether an assignment has been approved.

Contributions

The Australian Volunteer program encourages contributions to the Program in support of volunteer assignments. These contributions can be provided by Host Organisations or Australian Partner Organisations and may be financial or as a Gift in Kind. These contributions demonstrate the HO and APO's commitment to supporting the volunteer, an acknowledgement of the value of that volunteer within their strategic objectives, and to support the achievement of assignment outcomes.

Financial contributions directly offset costs which would otherwise be borne by the Australian Volunteer program and enable the Program to maximise the number of volunteers mobilised.

Austraining understands that not all organisations will be in a financial position to provide extensive support and contributions will be assessed on a case by case basis. The level of contribution offered will not affect the sourcing or approval of the volunteer assignment. For one-off contributions, organisations will be invoiced in a lump sum, shortly after volunteer mobilisation. Organisations will be invoiced quarterly for ongoing contributions.

Examples of contribution types:

- Cost of flights to or from Pre-Departure Briefing in Australia
- Pre-departure medical costs
- Insurance costs
- Cost of flights to or from the country of assignment
- Living allowance
- Provision of suitable accommodation as a Gift In Kind
- Language lessons
- Assignment support allowance to purchase necessary work materials
- Cost of airfares, medical costs or living allowances for dependants (children/spouse)
- Resettlement allowance
- Post-assignment medical costs
- Cost of flights to and/or from debrief

Indicative costs of a selection of Contributions

Contribution type	Indicative cost
Pre-Departure Medical Costs	$1,000.00
Insurance Costs	$215 per month
Settlement Allowance	$1,000 for assignments over 6 months $500 for assignments up to 6 months
Suitable Accommodation	Gift In Kind
Resettlement Allowance	$1,200 for assignments over 6 months
Post-return Medical Costs	Up to $500

Australian Partner Organisations

What is an Australian Partner Organisation?

A main feature of the Australian Volunteers program is the involvement of Australian Partner Organisations (APOs). The Australian Volunteers program provides the opportunity for Australian organisations to strengthen relationships with organisations in Asia, the Pacific, Latin America and the Caribbean, or to create new long term partnerships.

Australian Partner Organisations can be Australian government departments, non-government organisations (NGOs), educational institutions and private companies that have or wish to establish links with organisations working in development in Asia, the Pacific, Latin America and the Caribbean.

Host Organisations can work together with the APO to develop Australian Volunteer assignment proposals, assist in sourcing potential volunteers and provide mentoring, advice and support to volunteers and HO staff throughout the assignment process. In some cases the APO may be the Australian office of the Host Organisation.

Host Organisations do not need an Australian Partner Organisation to submit an assignment.

For examples of APOs currently involved with the Program, please visit www.volunteering.austraining.com.au

What is the role of an Australian Partner Organisation?

An APO works with the HO and the volunteer to:

- Develop assignment proposals.
- Source candidates by promoting assignments to their networks.
- Provide an assignment specific pre-departure briefing for the Australian Volunteer.
- Act in a mentoring role to support the Australian Volunteer whilst on assignment (engaging in regular email contact and providing advice and assistance).
- Provdie an assignment specific debrief on the Australian Volunteer's return.

Creating new partnerships

Austraining International can help Host Organisations to create partnerships with Australian organisations. Please contact partnerships@austraining.com.au for more information.

Example Assignments

Here are some examples of the kinds of assignments which may be suitable:

Agriculture, Veterinary
- Rural Development Officer
- Veterinary Science

Business, Marketing, Tourism, Art and Design
- Business Development Officer
- Museum Curator
- Tourism Development Officer

Community, Social Development
- Community Development Officer

Disaster and Emergency Management
- Disaster Risk Reduction Advisor

Education, Training, Library
- Science Teaching Facilitator
- Librarian Trainer

Engineering, Architecture
- Environmental Project Management Engineer

Finance, Economics
- Finance System Officer

Health
- Infectious Disease Project Officer
- Speech Pathologist

IT, Knowledge Management
- Information Management Officer

Law and Justice
- Legal Support Officer

Management, HR, Admin
- Administration Officer
- Human Resources Trainer

Media, Communications, Public Relations, Fund Raising
- Communications Officer
- Media Marketing and Research Officer

Natural Science, Environment
- Climate Change Support Officer
- Regional Water Management Officer

Skilled Trades
- Carpenter Trainer

Sport
- Netball Sport for Development Officer

Volunteer Selection Process

Successful volunteers will have:

- ✓ Technical qualifications and skills to fulfil the objectives of the assignment
- ✓ Cultural awareness and sensitivity to the needs of others
- ✓ An understanding of the challenges of working in a cross-cultural environment
- ✓ Excellent communication and interpersonal skills
- ✓ Confidence in problem solving
- ✓ Adaptability and flexibility to deal with challenging situations
- ✓ A commitment to and understanding of capacity building and sustainable development
- ✓ A willingness to exchange knowledge and build capacity of individuals and organisations

The Selection Process

Austraining International has a staged selection process. The selection process is based on merit and refers to the Australian Equal Opportunities Act.

At any stage of the selection process Austraining International reserves the right to withdraw a volunteer assignment.

Australian Volunteers assignments are advertised on the 1st day of each month. Once candidates have submitted their applications the selection process is in 8 stages:

Selection
Stage 1: Assessment of written application against assignment selection criteria
Stage 2: Online Psychological assessment and telephone interview with a Psychologist
Stage 3: Referee checks
Stage 4: HO review and approval (more than one candidate may be put forward) APO approval

Candidate notified whether they have been successfully selected
Stage 5: Pre departure Briefing requirements (including attendance at a Pre Departure Briefing)
Stage 6: Criminal History Check
Stage 7: Medical
Stage 8: Visa

Austraining select candidates with the right skills and experience for the assignments. At Stage 4, Host Organisations receive the preferred candidate's application and may choose to interview the candidate before final approval is given.

Host Organisations and Australian Partner Organisations will be informed in writing whether or not a volunteer has been selected for their assignment. HOs and APOs will then be asked to sign an Assignment Agreement which outlines the HO and APO roles and responsibilities.

Pre-Departure Briefing

Before departing for their assignments, Australian Volunteers attend a three-day Pre-Departure Briefing which includes:

- Insurance information

- Medical information

- Security and emergency information

- Australian Volunteers for International Development policies and procedures

- Media briefing

- Community engagement training

- Capacity building training

- Cross cultural training.

Australian Volunteers pays the costs of attending Pre Departure Briefing (airfares, accommodation and meals).

In Country

What do Host Organisations provide?

A Host Organisation is required to provide Australian volunteers with:
- appropriate workspace
- equipment required to fulfil their assignment outcomes
- work related travel expenses (such as travel, accommodation and per diems)

Host Organisations may also need to provide other support such as helping to get a visa for the volunteer.

A Host Organisation will identify:
- a supervisor for the volunteer
- a counterpart for the volunteer (someone who will work alongside the volunteer)

Host Organisations provide an orientation program within their organisation for the volunteer when they first arrive and ensure that Host Organisation staff understand the role of the volunteer within the organisation.

In Country Managers support Host Organisations to ensure a successful volunteer placement.

In Country Support

Host Organisations and volunteers are supported by an In-Country Manager (ICM) who lives in that country. The In Country Manager helps Host Organisations and volunteers with any issues during an Australian Volunteer assignment.

When volunteers arrive in country the In Country Manager arranges an Orientation Program (including banking, shopping and transport options.)

The In Country Manager works with Host Organisations to help volunteers with:

- safe, affordable and appropriate accommodation
- language training
- visas

Australian Volunteers are encouraged to discuss assignment issues with their Host Organisation. The In Country Manager will also offer support regarding personal or professional issues during the assignment.

Holidays and Travel

Australian volunteers are entitled to five working days of paid leave for every three months of service. Volunteers must negotiate with their Host Organisation to arrange leave.

Volunteers may choose to travel within their host country, return to Australia or travel internationally during their volunteer assignment but must pay any costs beyond those provided for by their volunteer allowance.

Security and Emergencies

Austraining International's first priority is the safety and security of Volunteers. Austraining monitors the security situation in all the countries where we have volunteer. Austraining operates in line with recommendations from the Australian Government's Department of Foreign Affairs and Trade to determine the safety and security of Volunteers.

Host Organisations should discuss security issues with volunteers and should be aware of Austraining International Volunteer Development Program emergency protocols.

If a volunteer's safety is threatened the Austraining International will evacuate the volunteer. Depending on the type of emergency, a volunteer:

- may be able to return to his or her assignment after the situation is resolved
- may be offered an assignment in a different location
- may have his or her assignment terminated.

Volunteer support

The Australian Volunteer program will provide volunteers with:

- Pre-Departure Briefing
- Pre-departure medical examination and vaccinations
- Insurance (travel, medical and professional)
- Travel to the host country and back to Australia
- Personal and Professional support from the In-Country Manager (ICM)

Allowances

- Living and Accommodation allowances
- Settlement allowance
- Resettlement allowance
- Assignment support allowance (by application)
- Language allowance (by application)

Partners and families

There are opportunities for couples and families who want to volunteer together. The Australian Volunteers program offers support for approved dependants (partners and children) who accompany a volunteer on assignments which are longer than 12 months. This support will be assessed according to each situation and may include airfares, insurance and a small living allowance.

Contact Details

For further information please contact your In Country Manager:

Austraining International In-Country Manager Contact Details can be found at:

www.volunteering.austraining.com.au

Austraining International

info.volunteering@austraining.com.au

Phone: +61 (0)8 8364 8500
Fax: +61 (0)8 8364 8588

www.volunteering.austraining.com.au

Austraining International

BANGLADESH
Ms Mahmuda Afroz
mahmuda.afroz@austraining.com.au
(w) +880 1713 304872

CAMBODIA
Mr Song Kim Hour (Hour)
song.hour@austraining.com.au
(w) +855-23-864-345
(m) +855 (0) 12 706 699

CARIBBEAN
(Dominica, Suriname, Dominican
Rebublic, St Lucia, Belize)
Ms Michelle Cheah
michelle.cheah@austraining.com.au
(w) +61 8 8364 8500

CHINA
(AYAD only, no new assignments)
Mr Wang Xingzui (Wang)
xingzuiw.wang@austraining.com.au
(w) +86 0 10 82622697
(m) +86 1360 1266448

EAST TIMOR
Mr Eliot Stephens
eliot.stephens@austraining.com.au
(m) +6770 784 8017

FIJI
Mr Daniel Lafu Taufaga
daniel.taufaga@austraining.com.au
(w) +679 3100 364
(m) +679 9978 981

GHANA
Ms Abena Acheampong
abena.acheampong
@austraining.com.au
(w) +233 302 511029
(m) +233 204 651 138

INDONESIA
Ms Tamara Megaw
tamara.megaw@austraining.com.au
(w) +62 (21) 5292 0810
(m) +62 811 993 7476

KENYA
Ms Rhoda Lewa
rhoda.lewa@austraining.com.au
(w) +254 20 273 1479
(m) +254 722 619 546

KIRIBATI
Ms Linda Uan
linda.uan@austraining.com.au
(w) + 686 21 747
(m) + 686 97 650

LAOS
Mr David Sharman-Selvidge
david.sharman-
selvidge@austraining.com.au
(m) +856 207 604 3499

MALDIVES
Ms Shehezinee Fathimath (Shehe)
Shehezinee.Fathimath
@austraining.com.au
(w) +960 7786606

MONGOLIA
Ms Bolormaa Khalzan (Boggie)
Bolormaa.khalzan
@austraining.com.au
(w) +976 774 403 00
(m) +976 9924 7686

NEPAL
Mr Hari Bastola
hari.bastola@austraining.com.au
(w) +977 1 4414430
(m) +977 1 98510 40081

PAPUA NEW GUINEA
Ms Meg Toka (nee Sullivan)
pngicm@austraining.com.au
(w) +675 321 3077
(m) +675 733 40966

PERU (No AYAD)
Mr Michel Tapiero
michel.tapiero@austraining.com.au
(w) +51 1 242 1114
(m) +51 987 542 576

PHILIPPINES
Mr Jonas Tetangco
jonas.tetangco@austraining.com.au
(w) +63 2 910 5187
(m) +63 928 504 3490

SAMOA
Ms Frances Soon-Schuster
frances.soon-
schuster@austraining.com.au
(w) +685 27561
(m) +685 771 8806

SOLOMON ISLANDS
Mr Robert Pollard (Bob)
robert.pollard@austraining.com.au
(m) +677 20453
(w) +677 74 79187

THAILAND
Mr Phairoj (Tang) Dangna - Acting
Phairog.dangna@austraining.com.au
(w) +66 2260 9110
(m) +66 897 629 749

TONGA
Mr David Wyler
david.wyler@austraining.com.au
(w) +676 27 426
(m) +676 776 5878

VANUATU
Ms Lou Cochrane
lou.c@austraining.com.au
(w) +678 22119
(m) +678 5546365

VIETNAM
Ms Hoang Thi Hanh (Hanh)
Hanh.hoang@austraining.com.au
(w) +84 4 3736 8791 - ext 106
(m) +84 913 247 857