

## **ACS PORTABLE CAREER DISPLAY GUIDELINES**

### **Pre-amble**

In February 2009, the ACS Board approved expenditure of \$5,000 for the development of a portable career display with the following requirements:

- A responsible person be allocated to manage the use of the kit, including storage and maintenance
- Rules to be established around conditions of use including clear identification of responsibility for any damage.

### **Management**

The portable career display will be owned, stored, managed, insured and maintained by ACS.

ACS members can contact ACS reception to book the portable display. If it appears available at the requested time, a Hire Form will be emailed to the organisation for completion.

### **Hiring the Display**

The Hire Form will outline the hirer's responsibilities while in possession of the portable display as well as safety instructions related to its assembly and dismantling and costs associated with the hire.

If more than one organisation requests the portable career display for the same period, a decision will be made giving preference to those organisations which can demonstrate their event/display will:

- result in the most exposure
- target a high needs group ie specific identified skill shortage

Organisations hiring the portable career display will be responsible for transporting the display to the desired location, and ensuring its safety and care while at the location and returning it to ACS in the same condition, and on time, when the event/display is over.

### **Major Career Events**

The ACS Workforce Committee will be responsible for booking the portable career display for major metropolitan based career events. ACS member organisations can include their own promotional material for distribution during the event. Costs associated with acquiring a stand at these events will be shared between those organisations which agree to monitor and serve at the function for the duration of the event. ACS can pay the cost which they will then recover from the participating Aged Care organisations.

### **Responsibilities of Hirer**

- Transporting the display to the desired location.
- Returning the display to ACS in the same condition at the end of the hire period.
- Following safety instructions while assembling the display.
- Ensuring the display is monitored at all times or in a secure area while not in use.
- Pay the hire fee of \$25 per hire period of three days or less \$50 up to a week.
- Return the display on time at the end of the hire period.
- Cover any costs associated with loss or damage not covered by ACS insurance policy.
- Use the portable career display only for the purpose of promoting the aged and community care sector to job seekers.