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WHAT IS WORKPLACE LEARNING?

Workplace Learning involves students taking placements with a host organisation for the purpose of linking theoretical learning with its application in the workplace. This will enable students to extend their professional knowledge, enhance their employability skills, and reflect on and evaluate their own work practices. Workplace Learning provides industry with experienced or work-ready graduates.

The Workplace Learning Unit (WPLU) was established to manage the placement process for the suite of workplace learning subjects. Students are allocated a Workplace Learning Officer at the commencement of their WPL subject, who will assist them with administrative matters for the duration of the subject.

What are the Workplace Learning subjects and when are they available?

Bachelor of Business (with specialisations)

The Workplace Learning subjects in the Bachelor of Business programs are all compulsory subjects. They are designed to be undertaken sequentially, with each subject building upon skills learnt in the previous subject. The Workplace Learning subjects are as follows:

SUBJECT	HOURS	SEQUENCE	SESSIONS AVAILABLE
BUS110 – Workplace Learning 1	35	Year 1	Sessions 2 and 3
BUS220 – Workplace Learning 2	70	Year 2	Sessions 1 and 3
BUS370 – Workplace Learning 3	120	Year 3	Sessions 1 and 2

Bachelor of Accounting

ACC275 is a compulsory subject in the Bachelor of Accounting. The activities undertaken as part of this placement must be accounting-related.

SUBJECT	HOURS	SEQUENCE	SESSIONS AVAILABLE
ACC275 – Professional Practice in Accounting	100	Year 2	Sessions 1 and 2

WORK PLACEMENT

Are the Workplace Learning subjects compulsory?

Yes. Students in the Bachelor of Business (with specialisations) undertake three compulsory workplace learning subjects; and, Bachelor of Accounting students undertake one compulsory workplace learning subject (as outlined in above tables).

Do I have to go on placement?

Yes. Placements are a compulsory component of the workplace learning subjects. Students currently in the workplace are still required to undertake placement, which can be done in their current place of employment – although the type of activity undertaken will need to be different from that in the day-to-day duties of the position. Students undertaking placement with their current employer will be “Stream 2” students.

Students undertaking placement with an organisation that is not their normal place of employment will do so as “Stream 1” students.

International students do not go on placement, due to visa issues, and will undertake their placement as a “Stream 3” student.

Can I choose to undertake placement overseas?

Yes. A number of students have undertaken their placement overseas. Insurance for overseas placement does not include travel insurance or personal loss. Students should take additional insurance cover for travel. The Workplace Learning team are able to provide a copy of the Insurance letter for overseas placement that outlines the types of insurance students are covered for whilst overseas.

How do I undertake the placement?

Students are required to source their own placements.

The workplace learning subjects are very flexible in terms of how the placement is undertaken. Placement hours are agreed upon by the student and the host organisation – taking into account the needs of both parties. Placement can be undertaken as a block, XXX hours per day/week, or XXX days per week – until the placement hours have been completed.

Ideally, placement should commence about 2-3 weeks following the start of the session. If placement hours cannot be completed before the end of the session, students are able to complete the placement hours outside the end of session. If placement is to be completed outside the session end date, a Placement Officer will advise the student in regard to applying for a WPL Grade Pending (GP) to allow for a substantive grade to be awarded at a later date.

STREAMS

How do I know what Stream I will be in?

Students can undertake placement in one of three streams, whichever is most relevant. Most students undertake placement in either Stream 1 or Stream 2. The three Streams are as follows:

STREAM 1 – For students undertaking placement with a new host organisation (where the business is not the usual place of employment).

STREAM 2 – For students undertaking placement with an existing employer (where the business is the usual place of employment).

STREAM 3 – For international students. In extreme circumstances, some other students may be approved to undertake Stream 3, but must have a compelling case to do so. Students undertaking Stream 3 are given additional assessment items to complete in lieu of placement.

Am I eligible for Stream 3?

Admission to Stream 3 is mainly limited to international students living in Australia, who may have visa restrictions in regard to work. All other applications for Stream 3 must be approved by the Academic Director of the Workplace Learning Unit, on a case-by-case basis. If a Stream 3 application is declined, then the student must undertake a placement in either Streams 1 or 2; or withdraw from the subject until a suitable time can be found for the placement to be undertaken.

If students intend to apply for Stream 3, they must complete and submit the relevant sections on Form A: Placement/Stream Approval. Students should include supporting documentation or evidence to support the request for Stream 3. All Stream 3 requests are considered on a case-by-case basis and there is no guarantee that Stream 3 requests will be approved.

Students should **NOT** rely on Stream 3 as an alternative option if they are finding it difficult to obtain a placement or do not wish to undertake a placement.

If Stream 3 has been approved in one session, will I be granted Stream 3 in all my subsequent WPL subjects?

No. If students are granted Stream 3 for one of the WPL subjects, it is highly unlikely that they will be granted approval for Stream 3 in subsequent Workplace Learning subjects in other sessions.

International students living in Australia will complete Stream 3 for all their Workplace Learning subjects.

Can I undertake Stream 3?

International students will undertake Stream 3 for all their Workplace Learning subjects.

All other students are expected to undertake a work placement in either Stream 1 or Stream 2. Experience in the workplace or current employment does not exempt a student from undertaking work placement.

THE PROCESS

What is the process for undertaking WPL subjects?

Once enrolled in a WPL subject, students are required to:

- Source their own placement (refer to section “Finding a Placement” section of this document);
- Complete Form A: Placement/Stream Approval **before** placement commences;
- Receive approval of Form A from the WPLU (sent to student by email) **before** placement commences;
- Submit Form B: Business Student Placement Agreement (signed by student and the Supervisor at the host organisation), **before** placement commences;
- Submit a signed Form C: Attendance Record within 2 weeks of completing placement;
- Submit a signed Form D: Student Review within 2 weeks of completing placement.

All forms are submitted to: FOBJBS-WPL@csu.edu.au

Although the Subject Outline provides specific dates to submit Forms C and D toward the end of the session, the dates have only been provided to accommodate all students who will have different dates for commencement and completion of placement. It would be greatly appreciated if students actually submit Forms C and D immediately upon completion of their placement, and no later than two weeks following completion of the placement. This will assist the WPLU team to process forms in a timely manner.

There are a number of academic assessment items to be completed in conjunction with the placement. Students should refer to their Subject Outline for the timing and due dates of academic assessment items. All academic assessment items are to be submitted through EASTS.

CREDIT

I am currently employed – can I obtain credit for the workplace learning component of the WPL subject/s?

No. Credit is not available to students for the placement component of their work placement (students cannot obtain a partial credit). Students are able to undertake placement at their place of their employment. The placement activity must differ from the tasks undertaken in their day-to-day employment. By undertaking placement in the current place of employment, allows students the opportunity to showcase their skills, take on additional responsibilities, and expand the breadth of knowledge within the current workplace.

Please refer below in regard to instances where credit may be granted.

I am currently employed – can I obtain credit for the WPL subjects?

No. Credit is not available to students for the WPL subjects based on previous experience and/or employment. Students are expected to undertake placement either within their current place of employment or a new host organisation. Students with work experience can undertake higher level duties, or undertake a specific project etc. for their placement activity. The placement activity must differ from the tasks undertaken in their day-to-day employment.

In what instances will credit or RPL be granted?

Credit in the WPL subjects will only be granted in instances where the following requirements have been met:

- The student has completed a similar subject;
- The subject was undertaken at a recognised University (TAFE subjects do not qualify); and
- The subject contained a work placement component (general experience in the workforce does not qualify)

Credit is subject to approval by the Course Director.

FINDING A PLACEMENT

Who finds my placement?

Students undertaking the work placement subjects are self-placing. It is the student's responsibility to ensure they obtain a placement. We highly recommend that students commence looking for a placement before the start of session.

Students are able to undertake placement at their current place of employment, or, they can use their networks (family and friends) etc. to source a placement.

The Workplace Learning Unit may be able to assist in finding placements, and can be contacted at FOJBJS-WPL@csu.edu.au if students are having difficulty in finding a placement, or to request an Introductory Letter.

How do I find a placement?

We recommend that students utilise their networks to obtain placement. It may be that placement can be undertaken in a student's current place of employment, in a family business, or by contacting personal networks or those of family and friends. Students may have a particular organisation in mind, and approach those organisations directly.

There are a number of resources available on the WPL website to assist when approaching a potential host organisation, such as the "Host Information Booklet" and a directory of potential placement opportunities available.

The Workplace Learning website provides a listing of organisations where students can apply on a competitive basis for positions in organisations that CSU works closely with. For more information: <http://bjbs.csu.edu.au/workplace-learning/upcoming-placements-competitive-selection>

The WPL website has a number of other placement opportunities available, whereby students can contact an organisation directly to apply for a position. These opportunities are available from the same website above.

The WPLU can provide students with an Introductory Letter to potential host organisations. Requests can be made to: FOJBJS-WPL@csu.edu.au

What is the deadline for finding a placement?

As a general rule, placement should be organised by the second week of the start of the session. Please check the relevant Subject Outline for the exact due date.

If placement has not been organised by the due date for Form A: Placement/Stream Approval, students will need to contact the Workplace Learning Unit at FOBJS-WPL@csu.edu.au to advise proposed arrangements for the placement and to request an extension to submit Form A.

If placement is not able to be confirmed before the HECS Census date, it is recommended that students withdraw from the subject prior to the HECS Census date to avoid incurring a HECS fee for the subject. Students can then re-enrol in the subject at a later date.

We recommend that students commence sourcing a placement before the session commences, so that you are well organised at the start of the session. If placement is arranged before the session commences, it will remove pressure and students will be ready to start the placement once the session commences.

What sort of activities do I need to undertake while on placement?

For all placements students must demonstrate that the activities undertaken equate to the number of hours required to complete the placement.

It is important for students to be descriptive in their forms when outlining placement activities. For example, rather than just listing "BAS statements" as an activity, it would be appropriate to say "preparation and completion of end-of-year BAS statements for individual clients and partnerships". Having a well thought out descriptive outline of duties to be performed, will assist students later with the academic assessment item to be completed in the subject.

Form A: Placement Stream Approval forms will be returned to students if the Subject Convenor or Workplace Learning Officer deems that information on activities to be undertaken is insufficient, not descriptive enough or does not equate to the number of hours required for the placement.

Bachelor of Accounting Students – ACC275:

Accounting students must undertake accounting-related activities for the duration of their placement. Stream 2 students, undertaking placement in their current place of employment, need to undertake new duties that differ from their day-to-day activity. Students are required to learn new skills, increasing their employability and showcasing their attributes. Suitable activities might include (but not limited to):

- Auditing – processes & procedures
- Analysis
- Assets register – verify & review
- Balancing assets & loan accounts
- Bookkeeping
- Budget forecasting
- Expense budgets
- Business & Tax Planning
- Calculating payroll tax
- Cash handling
- Company tax returns
- Completion of company BAS
- Completion of trust BAS
- Compliance & Governance
- Debtors
- Depreciation
- Individual tax returns
- Partnership tax returns
- Trust tax returns
- FBT Lodgements
- Financial Planning
- Financial Statements
- Forecasting
- General Ledgers
- GST calculations
- Insolvency accounting
- Internal Audit
- Invoicing
- Payroll
- Practice management
- Projects, eg, IT etc
- Reconciliation, eg, bank
- Stocktakes
- Superannuation
- Undertake Training
- Undertake a Project – deliver project outcomes
- HR recruitment/interviews in an accounting context
- Marketing, eg, website design, advertising in an accounting context
- MYOB, Xero or other software programs
- Performance Management
- Undertake Research
- Attend team meetings
- Attend client meetings
- Any other accounting related activity

Bachelor of Business – BUS110, BUS220, BUS370:

As students' progress through the Work Placement subjects, the type of activities undertaken must be different from those undertaken in the previous subject and, for Stream 2 students, different from the activity undertaken on a daily basis in their current job. Students are required to learn new skills, increasing their employability and showcasing their attributes.

Marketing:

- Social Media such as Facebook and LinkedIn
- Marketing Project
- Marketing Plan / Strategies
- Marketing Research
- Developing marketing materials
- Marketing presentation
- Competitor Analysis reporting
- Develop databases
- Marketing Events promotions
- Marketing/Media events
- Marketing budgets
- Reviewing/updating websites
- Promotional marketing activity
- Advertising
- Event Management/planning

Management:

- Conducting research
- Market analysis
- Developing/reviewing marketing / business plans
- Procedures
- Business meetings
- Client Liaison / meetings
- Presentations
- Performance reporting
- Meetings: Agendas/Minutes/attendance
- Training
- Project work
- Reviewing systems, procedures, manuals etc.
- Stock control

Finance:

- Financial Management
- Investments
- Financial Management
- International Finance
- Superannuation
- Funds Management
- Shares
- Foreign Exchange
- Securities and Derivatives
- Succession Planning
- Business Analysis
- Market comparisons
- Lending
- External reporting
- Finance solutions
- Finance proposals
- Marketing of finance products
- Finance in agri-business, commercial or corporate etc.
- Reports & analysis

Human Resource Management:

- Create/review position descriptions
- Position advertisements
- Assessing & shortlisting applicant documents for interviews
- Interviewing
- Recruitment
- Draft letters of appointment
- Prepare Contracts
- Staff Induction
- Staff Records Management
- Staff Checks
- Manage Leave
- Payroll
- Performance Management
- Professional Development
- Enterprise Bargaining
- Industrial Relations
- Write/review HR policies
- Conduct training (or participate)

Banking:

- Customer Service
- Financial Lending
- Commercial Banking & Finance
- Financial Management
- Financial Planning
- International Finance
- Derivatives & Securities
- Managing Funds
- Brand knowledge
- Foreign Exchange
- Client business meetings
- Teller operations
- Reconciliations
- Reporting
- Sales Meetings
- Internal training
- Shadowing - Bank Managers/Bank Associates/Operations/Branch
- Loans / Lending
- Mortgage documentation
- Assets
- Risk Management
- Fraud
- Treasury functions
- Networking events
- Community Liaison

Event Management/Planning:

- Branding
- Develop promotional material
- Advertising
- Media liaison / launches
- Sourcing venues
- Co-ordinate programs
- Guest speakers / media / guests
- Catering requirements
- Meetings with stakeholders/organisers etc.
- Develop/monitor budgets
- Account management
- Media Sales
- Evaluation of events/success-shortcomings
- Project Management
- Event strategies & planning
- Analysis of requirements, eg, technical, print etc.
- Reflection reports
- Marketing and/or planning reports

Or, any combination of activities in any of the above discipline areas.

What sort of activities are not suitable for placement?

Examples of activities that would **not** be suitable for an Accounting or Business placement (but not limited to) include:

- Organising the staff Christmas party
- Fielding phone calls
- Word processing
- Filing / Scanning
- Opening & sorting mail
- Waiting on tables
- Serving meals / drinks
- Taking bookings
- Cleaning
- Working a check-out
- Taking messages
- Making tea / coffee
- Catering
- Shopping for supplies
- Packing of envelopes or parcels
- Moving offices
- Staff Rosters
- Reception duties

What sort of organisations are suitable to work in?

Bachelor of Accounting:

Appropriate organisations might include some of the following types of organisations:

- Chartered Accountants office
- Accounting / Professional Services Firm
- Bank or Credit Union
- Australian Taxation Office
- Financial Planning office
- Any organisation with an accounting department

Bachelor of Business:

- Any business organisation
- Charity organisations
- Clubs and Sporting organisations
- Event organisers

Travel time, Lunch time and Sick time

Time spent travelling to and from the host organisation do not count toward placement hours.

Lunch breaks and tea breaks at the host organisation do not count toward placement hours. Business lunches may count if there is formal business conducted over the lunch period, or, if the student is undertaking a working lunch.

Sick days, Flexi days or recreational leave days do not count toward placement hours. If unforeseen days are taken, then students may need to extend the end date of their Form B: Business Student Placement Agreement.

Can I split the placement across two organisations?

Yes. There are a number of reasons a student may choose to split their placement between two organisations. In these situations, students should be aware that they will need to contact the WPLU to advise WPL Officers accordingly, and that they must submit a set of Forms to cover both placements, eg, there must be **two** Form As approved, **two** Form Bs signed off for each organisation etc. If the placement is split between two organisations, students will also need to advise the hours to be spent with each organisation.

Can I complete placement subjects concurrently?

It is **not** recommended that students enrol in two placement subjects in the same session. The Workplace Learning subjects have been designed to be undertaken sequentially, ie, BUS110 then BUS220 then BUS370, with one subject taken in each academic year. The content of the WPL subjects develops as students' progress through, with subjects building on the knowledge gained from the previous subject.

I have looked, but I can't find a placement, what do I do?

There are a number of options available to students in these circumstances.

In the first instance, students should check the WPL website <http://bjbs.csu.edu.au/workplace-learning/upcoming-placements-competitive-selection> for a listing of competitive and non-competitive placement opportunities that may be available at a suitable location.

Students can also contact the WPLU team, who may be able to assist in finding a suitable placement (refer to the "Contacts" section). There are a number of organisations on our database who have indicated they are willing to take on students who are undertaking work placement.

If students are still not able to find a placement before the HECS Census date, they should consider withdrawing from the subject before the HECS Census date, so they do not incur a HECS fee for the subject. Refer to the Principal Dates on your Student website for details of the HECS Census date or contact the WPLU team to request details. Students can then re-enrol in the WPL subjects at a time when they are able to organise an organisation for placement.

EARLY PLACEMENT / LATE PLACEMENT

Can I commence my placement early?

Approval will need to be obtained to commence placement before the start of the session. There are some difficulties associated with commencing placement early, such as:

- Subject Outlines may not yet be available;
- Other resources may not yet be available;
- Pre-placement academic assessment items need to be completed before placement commences;
- Forms need to be completed and approved before the placement can take place;
- Learning outcomes/topics in the WPL subjects will not have been covered to assist students with their placement.

To obtain permission to commence placement early, students should contact FOBJBS-WPL@csu.edu.au to request approval to commence placement early, outlining the reasons why the placement must commence early.

If early placement is approved, it becomes the responsibility of the student to ensure that they then contact their Subject Convenor to obtain details of pre-placement assessment items and other resources and ensure that assessment items are submitted before the placement commences. It is also the responsibility of the student to ensure appropriate forms (Forms A & B) are approved before the placement commences.

We recommend that students aim to commence their placement approximately 2-3 weeks in to the start of the session.

What if my placement finishes after session?

The WPL subjects are flexible and allow students to complete placement after the end of the academic session the student is completing the subject in.

Once a student submits their Form B (Placement Agreement), the Workplace Learning Officer will determine whether the placement will be completed before the end of the session. If not, the Workplace Learning Officer will contact the student and advise them on the process for completing placement late and request

the student apply for a Workplace Learning Grade Pending (GP), that will allow the student to complete the placement late. A GP allows a student to be awarded a substantive grade after the session has ended.

It is preferred that students complete their placement before the end of session to avoid delays in receiving the final grade for the subject, but we do understand that this is not always possible, hence allowing placement to finish late.

If a student finds that there has been a delay in completing their placement as specified in Form B Placement Agreement, they should contact the WPLU at FOBJBS-WPL@csu.edu.au advising of the delay and the new end date for placement. This situation may also mean that a student may need to apply for a GP.

RESPONSIBILITIES

What are my responsibilities on placement?

Students undertaking placement with a host organisation should attend the workplace, as per their agreement with the host organisation in regard to work hours. Absences, due to illness of the student or immediate family member, should be communicated to the host Supervisor as soon as practicable. Students should adhere to the workplace dress code and perform to the best of their abilities at all times. Students are required to abide by issues such as confidentiality and privacy, should respect the organisation they are working in, its activities and personnel both during and after the placement has concluded. Students should not reveal any confidential information about individuals, or commercial and organisational matters.

If any aspect of the placement is of concern, students should contact their Subject Lecturer or Workplace Learning Officer for advice.

What are my hosts/supervisors responsibilities for the placement period?

Host organisations/supervisors are expected to be able to provide a student with:

- A variety of responsible works tasks;
- Adequate and professional supervision;
- Regular feedback regarding performance;
- Sign-off on Form C: Attendance Record;
- Complete the Form E: Placement Evaluation.

If any aspect of the placement is of concern, students should contact their Subject Lecturer or Workplace Learning Officer for advice.

INSURANCE

Am I covered by insurance whilst on placement?

Yes. The University provides insurance cover for its placement students. Students must complete Form B: Business Student Placement Agreement and provide CSU with a signed copy (student and host organisation) of the document before placement commences. The Workplace Learning Unit will return a fully signed copy of the Agreement to the student and the host organisation before placement can commence. Students must not commence their placement unless Form B has been signed off by all parties (student, host organisation and the University). Students should allow at least 2 days for processing. Form B is a legal document between all parties, and outlines the Terms and Conditions.

If placement commences before the Agreement has been signed, students will need to repeat those placement hours completed before the sign-off date.

If a student is undertaking placement outside Australia, workplace learning insurance does not include travel insurance, and students should make their own arrangements in this regard.

Once Form B has been signed, CSU will provide the host organisation and student with a copy of the Insurance Letter outlining the types of insurance coverage. Details of the insurance coverage can be found in the Student Handbook.

Details of Workplace Learning insurance can be found on the CSU website at:

<http://finance.csu.edu.au/services/insurance/certificates-currency>

Is my host organisation covered by insurance whilst on placement?

If the host organisation is the student's usual employer, they should already have appropriate insurance to cover them in case of accident.

If the host organisation is not the usual employer of the student, then CSU insurance will cover the student as outlined in the Workplace Learning Insurance letters (details provided in the Student Handbook and provided to the host organisation at the time of finalising the placement).

Details of insurance can be found on the CSU website at:

<http://finance.csu.edu.au/services/insurance/certificates-currency>

What if I have an accident while on placement?

If the accident is serious, appropriate response units should initially be called on 000 (eg, ambulance, fire, police) if required.

Students should report any accidents or misadventures that occur during placement by contacting the Workplace Learning staff at FOBJBS-WPL@csu.edu.au for advice.

FINANCIAL ASSISTANCE

Is there any financial assistance available to help fund my placement?

Students are able to apply for financial assistance to assist with costs associated with placement.

For eligibility and further information, students should refer to:

- CSU Professional Placement Equity Grant
<http://www.csu.edu.au/courses/fees-and-costs/help-with-costs/scholarships/equity/ppeg>
- All other scholarship opportunities can be found at:
<http://www.csu.edu.au/courses/fees-and-costs/help-with-costs/scholarships/browse-all>
- ACEN Student Scholarship
Details will be sent to enrolled students in WPL subjects if this scholarship becomes available.

PAYMENT

Can I request that my placement be paid?

Stream 1 students:

Students are not entitled to be paid any remuneration for placement work, and should not request their host organisation to make any payments to the student. If some form of payment is agreed on for the placement activity, the arrangement will no longer be considered as a "vocational placement" in accordance with the *Fair Work Act 2009*, but rather will be classified as an "employment relationship". This will have no impact on

the student in terms of meeting the placement objectives for the subject, however, there may be implications for the host organisation, such as insurance and compliance with relevant Awards etc. If a student does receive payment, there is no need for the University to be informed, however, the student should ensure that the host organisation is aware of possible implications.

Stream 2 students:

The host organisation may agree to make payment to students undertaking placement in their usual place of employment, in which case the terms and conditions of the student's employment would remain the same, and it is the host organisation's responsibility to ensure the student is covered by insurance and the organisation complies with relevant Awards and Standards.

What if my employer offers to pay me for the placement?

Refer to above question.

My placement is with my current employer, can I get paid for the work I undertake?

Yes. If the employer agrees that the work undertaken will form part of student's regular employment, they can opt to pay for placement hours. In this instance, the host organisation becomes responsible for insurance and ensuring compliance with any Awards and Standards that may be in place.

WPL CONTACTS

Who should I contact if I have any questions?

Any questions, in the first instance, should be directed by email to:

FOBJBS-WPL@csu.edu.au

Who should I contact in regard to the work placement side of the subject?

The Workplace Learning administrative team can be contacted as follows:

Campus	Name	Position	Contact Details
Wagga Wagga	Jenny Grainger	Manager Workplace Learning	Phone: 02 6933 4280 Email: jgrainger@csu.edu.au
Wagga Wagga	Loren Edmanson	Workplace Learning Officer	Phone: 02 6933 2481 Email: FOBJBS-WPL@csu.edu.au
Wagga Wagga	Kirrily Welsh	Senior Workplace Learning Officer	Phone: 02 6933 2911 Email: FOBJBS-WPL@csu.edu.au

Who should I contact in regard to the academic / assessment items side of the subject?

Subject	Name	Position	Contact Details
ACC275	Emmett Berry	ACC275 Subject Convenor	Phone: 02 6338 6342 Email: eberry@csu.edu.au
BUS110	Elizabeth Bracken	BUS110 Subject Convenor	Phone: 02 6338 4857 Email: ebracken@csu.edu.au
BUS220	Louise Lotz	BUS220 Subject Convenor	Phone: 02 6933 2518 Email: lloz@csu.edu.au
BUS370	Jennifer Weller	BUS370 Subject Convenor	Phone: 0419 104 049 Email: jweller@csu.edu.au

FORMS

Where can I get copies of the forms?

The suite of WPL forms are available electronically at:

<http://bjbs.csu.edu.au/workplace-learning/information-for-wpl-students>

Form A: Placement Stream Approval:

http://bjbs.csu.edu.au/_data/assets/pdf_file/0004/876118/fbuswplforma.pdf

Form B: Business Student Placement Agreement (for Streams 1 and 2):

<http://bjbs.csu.edu.au/workplace-learning/information-for-wpl-students> (Under Forms heading)

Form C: Attendance Record: http://bjbs.csu.edu.au/_data/assets/pdf_file/0008/876158/fbuswplformc.pdf

Form D: Student Review: http://bjbs.csu.edu.au/_data/assets/pdf_file/0009/876159/fbuswplformd.pdf

Form E: Placement Evaluation:

http://bjbs.csu.edu.au/_data/assets/pdf_file/0010/876178/fbuswplforme.pdf

When are the forms due?

Form A – due around two weeks following the start of session – refer to your Subject Outline for a specific date.

Form B – due before placement commences

Form C – due 14 days following conclusion of placement**

Form D – due 14 days following conclusion of placement**

**NOTE: Because all students finish placement on different days, Forms C & D are due 14 days following the conclusion of placement. The Subject Outline will give a different due date to accommodate all students on placement, but if students read the Subject Outline in more detail, it will specify the due date as 14 days following conclusion of the placement, as specified in Form B.

What IT applications are required to complete the forms?

In order to submit forms electronically, the current version of Adobe Acrobat Reader will be required.

Download as follows:

- Computer version: <https://acrobat.adobe.com/au/en/products/pdf-reader.html>
- Mobile app version: <https://acrobat.adobe.com/au/en/products/mobile-app.html>

TERMINOLOGY / ACRONYMS

Some common terminology and acronyms at CSU (that may be referred to in this document):

TERMINOLOGY and ACRONYMS	MEANING
201630	Session 1, 2016
201660	Session 2, 2016
201690	Session 3, 2016
Course	The whole program that a student is enrolled in, eg, Bachelor of Accounting; or Bachelor of Business (Marketing) etc.
O	Online
GP	Grade Pending
HECS	Higher Education Contribution Scheme
HECS Census Date	The date you must withdraw by to not incur HECS fees
Internal	Students completing their study on-campus in face-to-face classes
Interact 2	Interact 2 is the online learning management system. Each subject has an Interact 2 site that students are given access to upon enrolment in a particular subject.
RPL	Recognised Prior Learning (also known as "credit")
Subject Lecturer	The academic staff member who is responsible for delivering the subject to a particular cohort of students
Subject Convenor	The academic staff member who is responsible for the overall content and structure of a subject.
SO	Subject Outline
WPL	Workplace Learning
Workplace Learning Officer	A member of the WPL Administrative team who will assist students with the placement process.
WPLU	Workplace Learning Unit