



Charles Sturt
University

Accounting, Business & Information
Technology

Frequently Asked Questions

Work-integrated learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

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1. What if I can't find an answer here?

Further details can be found in the [Student Guidebook](#)... additionally, you can reach out to the team.

2. What is work-integrated learning?

Work-integrated learning (WIL) involves students completing placements with host organisations, linking theoretical learning with practical workplace application. This process helps students expand their professional knowledge, enhance employability skills, and reflect on and evaluate their work practices. WIL provides industry with experienced work-ready graduates.

The [WIL](#) team oversees the placement processes for WIL subjects. At the start of each subject, students are assigned a Workplace Learning Officer (WPLO) to assist with administrative matters.

3. Work-integrated learning subjects

3.1. Are the WIL subjects compulsory?

Yes. The WIL subjects are mandatory for students enrolled in the Bachelor of Business (with specialisations), Bachelor of Accounting and Information Technology programs, as outlined in [section 4](#).

3.2. Do I have to go on placement?

Yes. Placement is a required component of the WIL subjects. Students currently employed or with experience still need to complete placement, which can be undertaken in your current workplace, however the activities must differ from the daily duties of your key role. Information about WIL stream types is provided below (refer [streams](#)).

3.3. When should I start placement?

Placement should ideally commence within the first three weeks of session.

3.4. Can I complete placement subjects concurrently?

It's not recommended to enrol in two placement subjects in the same session. WIL subjects are designed to be completed sequentially to maximise student success and learning opportunities.

3.5. Can I do placement overseas?

Most students can undertake an overseas placement except, those enrolled in ITC599, who must complete it in Australia. Insurance for overseas placement doesn't include travel or personal loss; you should arrange appropriate coverage for this. The university's insurance certificate of currency for overseas placement, outlining the types of insurance coverage, is available on the Division of Finance website (refer [resources](#)).

Students may be eligible for various university and/or government funding for placement. Those undertaking an overseas placement are encouraged to register with CSU Global (refer [resources](#)) in advance of travel arrangements to access all available assistance and opportunities.

4. When are the subjects available?

ACCOUNTING

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

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
ACC275 - Professional Practice in Accounting	105hrs	Year 2	Session 1 & 2

BUSINESS

WIL subjects in the Bachelor of Business programs are compulsory and designed to be undertaken sequentially, with each subject building upon skills learned within the previous one. The subjects are as follows:

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
BUS223 - Work Placement 1	35hrs	Year 2	Session 1 & 2
BUS385 - Work Placement 2	70hrs	Year 3	Session 2
BUS387 - Work Placement 3 (elective)	105hrs	Year 3	TBA
BUS507 - Industry Placement	210hrs	Year 2	Session 2

INFORMATION TECHNOLOGY

ITC396 is a compulsory subject in the Bachelor of Computer Science and Bachelor of Information Technology (with specialisations). Activities undertaken as part of this placement must be information technology related.

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
ITC396 - IT Work Placement	105hrs	Year 3	Session 2

ITC599 is a compulsory subject in the Master of Professional Information Technology. Activities undertaken as part of this placement must be information technology related.

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
ITC599 - Industry Practice	140hrs	Year 2	Session 2

5. Finding a placement

5.1. How do I find a placement?

Students are responsible for securing their own placement. The [WIL](#) team advises starting your search for potential opportunities early and using your personal networks to secure a placement.

The WIL website features a register of placement opportunities where students can apply for positions with organisations that have established strong relationships with Charles Sturt University (refer [resources](#)). The [WIL](#) team can also provide an introductory letter for presenting to potential host organisations, please contact the team for assistance.

5.2. What is the deadline for finding placement?

Placement should be organised by second week of session. See the subject outline for details. If you haven't organised placement by the due date, contact the [WIL](#) team to advise your proposed arrangements and request an extension.

The WIL team strongly encourages students to find a placement before session begins. Placements not confirmed by census date will incur the debt.

5.3. What if I can't find a placement?

Students experiencing difficulty securing placement are encouraged to:

- Review the WIL website for a register of available placement opportunities (refer [resources](#)).
- Contact the [WIL](#) team for advice, recommendations on suitable host organisations and letters of introduction.
- Reach out to your lecturer, who might be able to assist you in identifying a suitable host to approach.
- If you're still unable to find a placement, consider withdrawing before census date to avoid incurring a debt (refer [Principal Dates on the Student Portal](#) for annual date) and re-enrol in a future session to allow sufficient time to secure one.

5.4. Do I organise my placement in block of hours, days or weeks?

WIL subjects are very flexible in terms of how placement is undertaken. Placement hours are agreed upon by the student and host organisation, considering the needs of both parties. Placement can be undertaken as a

block, for XXX hours per day/week, XXX days per week, or any other agreed upon arrangement until the allotment have been completed.

5.5. Can I split my placement across organisations?

Yes. Students need to contact the [WIL](#) team to discuss proposed split placement arrangements. A new set of forms is required for each placement.

6. Examples of suitable activities

6.1. What activities do I need to do on placement?

When outlining suitable placement activities, it's important to be descriptive. For instance, instead of simply listing 'BAS statements' it's better to specify 'preparation and completion of end-of-year BAS statements for individual clients and partnerships.' Students must demonstrate activities undertaken equate to specified hours required to complete placement for the enrolled subject (refer [section](#)).

The [Placement Application](#) will be returned to you if the subject convenor or [WPLO](#) deems the information provided is insufficient, not descriptive enough or doesn't equate to the specified hours (refer [section](#)).

Suitable activities might include (but aren't limited to) the following:

ACCOUNTING (ACC275)

Accounting students must undertake accounting related activities for the duration of placement.

- | | | |
|------------------------------------|--|---------------------------------|
| • Analysis | • Completion of trust BAS | • Internal audit |
| • Assets register: verify & review | • Compliance & governance | • MYOB, Xero or other programs |
| • Attend client or team meetings | • Debtors | • Payroll |
| • Auditing: processes & procedures | • Depreciation | • Partnership tax returns |
| • Balancing assets & loan accounts | • Expense budgets | • Performance management |
| • Bookkeeping | • FBT Lodgements | • Practice management |
| • Budget forecasting | • Financial planning | • Projects: e.g. IT |
| • Business & tax planning | • Financial statements | • Reconciliation: e.g. bank |
| • Calculating payroll tax | • Forecasting general ledgers | • Stock control |
| • Cash handling | • GST calculations | • Superannuation |
| • Company tax returns | • HR recruitment/interviews in an accounting context | • Trust tax returns |
| • Completion of company BAS | • Individual tax returns | • Undertake training |
| | • Insolvency accounting | • Undertake research |
| | | • Any other accounting activity |

BUSINESS (BUS223 & BUS385, BUS387)

As students progress through WIL subjects, the type of activities increase in complexity.

Finance:

- Business analysis
- External reporting
- Finance in agri-business, commercial or corporate
- Financial management
- Finance proposals
- Finance solutions
- Foreign exchange
- Funds management

Finance continued...

- Investments
- International finance
- Lending
- Market comparisons
- Marketing of finance products
- Securities & derivatives

Management:

- Business meetings
- Client liaison meetings
- Conducting research
- Develop/review marketing / business plans
- Market analysis
- Meetings: Agendas/minutes/actions
- Reviewing systems, procedures & manuals
- Performance reporting
- Presentations
- Project work
- Stock control
- Training

Marketing:

- Advertising
- Competitor analysis reporting
- Develop databases
- Develop marketing materials
- Marketing budgets
- Marketing plan / strategies
- Marketing presentation
- Marketing project
- Marketing research
- Event planning, management & promotion
- Promotional marketing activity
- Reviewing/updating websites
- Social media

- Share analysis & reports
- Succession Planning
- Superannuation

Banking:

- Assets
- Brand knowledge
- Commercial banking & finance
- Client business meetings
- Community liaison
- Customer service
- Derivatives & securities
- Financial lending
- Financial management
- Financial planning
- Fraud
- Foreign exchange
- Internal training
- International finance
- Loans / lending
- Managers/associates/ operations/branch
- Managing funds
- Mortgage documentation
- Reconciliations
- Reporting
- Sales meetings
- Shadowing: bank teller operations
- Risk management
- Treasury functions
- Networking events

Event Management/Planning:

- Account management
- Advertising
- Analysis of requirements: e.g. technical, print, branding
- Catering requirements
- Coordinate programs
- Develop/monitor budgets
- Develop promotional material
- Event Evaluation: success-shortcomings
- Event strategies & planning
- Marketing report planning
- Media liaison / launches
- Media sales
- Meetings: stakeholders / organisers
- Project management
- Reflection reports
- Speakers / media / guests
- Sourcing venues

Human Resource Management:

- Assessing & short listing applicant documentation
- Conduct training (or participate)
- Create/review position descriptions
- Draft letters of appointment
- Enterprise bargaining
- Position advertisements
- Industrial relations
- Interviewing
- Manage leave
- Payroll
- Performance management
- Prepare contracts
- Recruitment
- Staff checks
- Staff induction
- Staff records management
- Write/review HR policies

“The subject exceeded any expectations. For me, I used knowledge acquired over the course of my studies and applied it to my work placement. In addition to this, the subject has highlighted the other skills and attributes that I have gained for example, critical thinking, ethical practices and research skills”

BUS370 student

or any combination of activities in any of the above discipline areas.

INFORMATION TECHNOLOGY (ITC396, ITC599)

Students completing placement at their current workplace must undertake tasks that differ from the daily duties of your key role. Students are required to learn new skills, increase employability and highlight their attributes. Suitable activities might include (but aren't limited to):

Artificial Intelligence (AI):

- Build & test AI models
- Develop/test AI applications
- Test implementations
- Troubleshoot issues & performance

Networking:

- Conduct desktop & field research
- Practical administrative duties
- Report writing
- Recommendations to optimise network services
- Review security solutions: firewall, anti-virus, intrusion detection systems

Cyber Security:

- Establish threat plans & protocols
- Monitor security network access
- Perform tests & risk analysis
- Review and analyse security alerts
- Review policies/procedures & make recommendations

General:

- Market analysis
- IT service desk support
- IT project management
- IT related projects
- Meeting: client, business, teams

Data Science:

- Routine data cleaning & analysis tasks
- Develop models or prototypes
- Build datasets
- Perform advanced analytics
- Data modelling, presentation statistics

Software Development:

- Debugging code, bug fixes
- Troubleshoot software issues
- Develop innovative solutions
- Code reviews & quality assurance activities
- Develop & test a software program/application

- Technical support

- Web development & optimisation
- Create/optmise user interfaces

6.2. What activities aren't suitable for placement?

Examples of activities **not** suitable for an accounting or business placement or information technology (but aren't limited to) include:

- | | | |
|------------------------------------|-----------------------|--------------------------------|
| • Fielding phone calls | • Cleaning | • Catering |
| • Filing / scanning | • Making tea / coffee | • Moving offices |
| • Opening & sorting mail | • Pricing stock | • Packing envelopes or parcels |
| • Organising staff Christmas party | • Taking bookings | • Packing Shelves |
| • Stocktaking | • Taking messages | • Reception duties |
| • Word processing | • Waiting on tables | • Shopping for supplies |
| | • Checkout operator | • Staff rosters |

6.3. What types of organisations are suitable for placement?

ACCOUNTING

Appropriate organisations might include the following:

- Accounting / professional services firm
- Any organisation with an accounting department
- Australian Taxation Office
- Bank or credit union
- Chartered Accountants office
- Financial planning office.

BUSINESS

- Any business organisation
- Charity organisations
- Clubs and sporting organisations
- Event organisers.

INFORMATION TECHNOLOGY

- Any business organisation with an IT department
- Any information technology organisations
- Universities
- Councils
- Government departments
- Banks and credit unions.

7. While I'm on placement...

7.1. Does my travel and lunch count towards my hours?

Time spent travelling to/from the host organisation along with any meal breaks doesn't count towards the required placement hours.

7.2. What about flexitime or recreational leave?

Flexitime or recreational leave days don't count towards placement hours.

7.3. What if I need time off?

Sick, bereavement, carers or any other kind of leave day doesn't count towards placement hours.

7.4. What if I can't finish placement before the end of session?

Students can still complete remaining hours after the end of session. If this occurs, the [WPLO](#) will advise you to apply for a Work-integrated Learning Grade Pending (GP) to allow a substantive grade to be awarded.

8. Streams

8.1. How do I know what stream I'll be in?

Students can undertake placement in one of two streams. The streams are as follows:

- Stream 1:** Placement with new host organisation (where business is not the current employer).
This stream is ideal for less experienced students who are studying full-time and working part-time. It encourages students to seek placements in organisations or fields they aim to join after graduation. Full-time employed students are also supported to choose Stream 1 if they wish to gain experience in a different organisation.
- Stream 2:** Placement with existing employer (where business is the current employer).
This stream is ideal for experienced students who are studying part-time while working full-time. It encourages students to seek placements that foster professional development within their current employment such as secondments, higher duties or project based roles.

8.2. What if I can't do placement?

If you're unable to complete the placement, consider withdrawing before census date to avoid incurring a debt and re-enrol in a future session to allow sufficient time to secure one.

9. The process

9.1. What forms do I need to submit for the WIL subjects?

Once enrolled in a WIL subject, you need to:

- Find a placement (refer to [section](#)).
- Before your placement begins:
 - Submit the [Placement Application](#) by due date listed in the Subject Outline.
 - Receive your [Placement Application](#) approval, returned by the [WIL](#) team.
 - Submit the [Student Placement Agreement](#) (signed by you and your supervisor at the host organisation).
 - Receive your [Student Placement Agreement](#) approval, returned from the [WIL](#) team.
- Submit [Log Book](#) within 14 days following conclusion of placement.
- Submit [Student Review](#) within 14 days following conclusion of placement.
- Ensure your supervisor submits the [Placement Evaluation](#) within 14 days following conclusion of your placement.

Submit all forms to the [Work-integrated Learning](#) team.

10. Recognition of prior learning

10.1. I'm currently employed - can I get credit for the WIL subjects?

No. Credit isn't available to students for the WIL subjects based on previous experience and/or employment. Students are expected to undertake placement with either their current employer or a new host organisation. Students with extensive work experience are encouraged to undertake higher duties, a role within another department or a specific project however activities must differ from the daily duties of your key role.

11. Early / late placement

11.1. Can I start my placement early?

There are some difficulties associated with commencing placement early, such as:

- Availability of subject outline materials and other resources.
- Pre-placement academic assessment items need to be completed before your placement begins.
- Pre-placement forms require approval before your placement begins.
- Learning outcomes/topics in the WIL subjects won't have been covered to assist students.

Students wishing to apply for early placement commencement need to contact the [WIL](#) team and provide details outlining the request.

If early placement is approved, it's your responsibility to:

- Establish contact with the Subject Convenor to obtain details of pre-placement assessment items and other resources.
- Ensure required assessment items are submitted before your placement begins.
- Obtain approval of the [Placement Application](#) and [Student Placement Agreement](#) before your placement begins.

11.2. What if my placement finishes after the end of session?

It's preferred you complete placement before the end of session to avoid delays receiving a final grade. Students facing delays in meeting the completion date must contact the [WIL](#) team.

12. Responsibilities

12.1. What are my responsibilities on placement?

Your responsibilities on placement include (but aren't limited to) the following:

- Attend the workplace as per the agreement.
- Adhere to the workplace dress code.
- Maintain confidentiality of individuals, as well as commercial and organisational matters.
- Behave in a professional manner as representatives of the university.
- Report critical incidents (refer to [Student Guidebook](#)).
- Refer to [Student Guidebook](#) for guidance on social media use.

12.2. What if I'm absent?

Absences, due to your illness or that of an immediate family member, must be communicated to your supervisor immediately.

12.3. What are the host organisation supervisor responsibilities?

Host organisation supervisor responsibilities on your placement include (but aren't limited to) the following:

- provide a safe working environment
- offer a variety of placement activities
- ensure adequate and professional supervision
- give regular feedback regarding performance
- approve the [Log Book](#)
- complete the [Placement Evaluation](#)

13. Insurance

13.1. Am I covered by Charles Sturt insurance on placement?

Yes, the university provides insurance cover. Students undertaking placement outside Australia, please note insurance doesn't include travel or personal loss, and you should arrange appropriate cover for this. Further details on Charles Sturt insurance can be obtained from the Division of Finance website (refer [resources](#)).

13.2. Is my host covered by Charles Sturt insurance on placement?

No. Host insurance coverage is the responsibility of the organisation. Further details on Charles Sturt insurance can be obtained from the Division of Finance website (refer [resources](#)).

13.3. What if I have an accident on placement?

If the accident is serious, appropriate response units must be called on 000 (ambulance, fire, police). Students must report placement accidents or misadventures to the [WIL](#) team.

14. Financial assistance

14.1. Is there any financial assistance available?

You can apply for financial assistance to help with associated placement costs. For eligibility and further information, refer to the Charles Sturt Professional Placement Equity Grant and other scholarship opportunities websites (refer [resources](#)).

15. Payment

15.1. Will I be paid for my placement?

STREAM 1

No. Students aren't entitled to any payment, and you shouldn't request it. The *Fair Work Act 2009*, classifies any payment as an 'employment relationship' which nullifies 'vocational placement.' The difference has serious legal host implications in regard to insurance and compliance with relevant Awards.

STREAM 2

Yes. Normally, your host organisation will continue to pay you while undertaking placement in your usual workplace where employment conditions remain unchanged.

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

Refer to [section](#) above.

16. Contacts

16.1. Who should I contact if I have any questions?

For any enquiries, please direct your emails to us. To ensure your enquiry is managed by the appropriate team member, include your name, student number and the relevant subject code in the subject line. You can reach us at:

business-wpl@csu.edu.au

16.2. Professional team

The professional team can be contacted as follows:

CAMPUS	NAME	POSITION	DETAILS
Wagga Wagga	Kirrily Welsh	Manager (Acting)	Phone: 02 6933 2911 Email: business-wpl@csu.edu.au
Wagga Wagga	vacant	Senior Workplace Learning Officer	Phone: Email: business-wpl@csu.edu.au
Wagga Wagga	Michelle Burton	Workplace Learning Officer	Phone: 02 6933 2283 Email: business-wpl@csu.edu.au
Wagga Wagga	Judy Wong*	Workplace Learning Officer	Phone: 02 6933 2698 Email: business-wpl@csu.edu.au

*first contact point ACC275, BUS223, BUS385, ITC396, ITC599

16.3. Academic team

The academic team can be contacted as follows:

SUBJECT	NAME	POSITION	DETAILS
	vacant	Workplace Learning Coordinator	Phone: Email: business-wpl@csu.edu.au
ACC275	Emmett Berry	Subject Convenor	Phone: 02 6338 6342 Email: eberry@csu.edu.au
BUS223	Cath Finlay	Subject Convenor	Email: cfinlay@csu.edu.au
BUS385	Cath Finlay	Subject Convenor	Email: cfinlay@csu.edu.au
ITC396	TBA	Subject Convenor	Phone: Email:
ITC599	TBA	Subject Convenor	Phone: Email:

17. Forms

17.1. Where can I access the forms?

Forms are available from the WIL website (refer [resources](#)).

17.2. When are forms due?

Refer to the subject outline for specific dates.

17.3. What information technology applications are required?

To submit forms electronically, access to the internet and current version of Adobe Acrobat Reader will be required (refer [resources](#)).

18. Resources

DESCRIPTION
Adobe: Acrobat Reader - Desktop Version
Adobe: Acrobat Reader - Mobile Version
Charles Sturt: Career Development Service
Charles Sturt: CSU Global
Charles Sturt: Disability Services
Charles Sturt: Insurance Certificate (Domestic)
Charles Sturt: Insurance Certificate (International)
Charles Sturt: Professional Placement Equity Grant
Charles Sturt: Scholarship Opportunities
Charles Sturt: Student Charter
Charles Sturt: Student Misconduct Rule 2020
Charles Sturt: Student Portal
Form: Placement Application (<i>available only to students through a secure login</i>)
Form: Student Placement Agreement (Stream 1)
Form: Student Placement Agreement (Stream 2)
Form: Log Book
Form: Student Review
Form: Placement Evaluation
WIL: Frequently Asked Questions (Student)
WIL: Guidebook (Student)
WIL: Guidebook (Host)
WIL: Student Information
WIL: Placement Opportunities

19. Glossary

Common terminology and acronyms at Charles Sturt that may be referred to in this document:

TERMINOLOGY & ACRONYMS	DESCRIPTION
Brightspace	Online learning management system used to communicate with students regarding subject-related information.
Campus	Location responsible for control of courses and subjects.
Charles Sturt	Charles Sturt University
Course	An approved sequence of subjects leading to an award. For example, Bachelor of Criminal Justice.
Enrolment	Process whereby a student secures a place in one or more subjects each session, including payment of fees, completion of required documents and signing of an agreement to abide by the university's By-law, regulations and rules.
GP	Grade Pending
HECS	Higher Education Contribution Scheme
HECS census	Date in academic calendar by which students must withdraw from a subject to avoid incurring fees.
Host Organisation	Organisation where the student will undertake placement.
I	Internal: mode of study where students attend on-campus classes.
O	Online: mode of study where students study online using university materials and don't attend regular in-person activities, though specific attendance like intensive schools may be required.
RPL	Recognition of Prior Learning (also known as Credit)
Session	Prescribed teaching and assessment period, including Session 1, 2 and 3: <ul style="list-style-type: none">• 20XX30: Session 1 (February-June)• 20XX60: Session 2 (July-October)• 20XX90: Session 3 (November-February)
SO	Subject Outline
Subject Convenor	Academic staff member responsible for the overall content and structure of a subject.
Subject Lecturer	Academic staff member responsible for delivering a subject to a cohort of students.
Supervisor	Person at the host organisation responsible for the student during placement.
WIL	Work-integrated learning
WPL	Workplace learning
WPLO	Workplace Learning Officer
WPLT	Workplace Learning team