Justice Studies

Host Organisation Guidebook

Work-integrated learning
Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

Welcome to work-integrated learning

At Charles Sturt University, we know that real-world experience is vital to shaping confident and capable employees. That's why every justice studies student undertakes placement as a core part of their degree, ensuring they graduate ready to make an impact from day one.

Our programs stand out thanks to the generosity of industry and community members who mentor and support our students. This invaluable guidance is what makes our degrees unique. *The Good Universities Guide* ranks our graduates among the highest in employment rates nationwide, an achievement made possible by mentors like you.

Work-integrated learning plays a crucial role in preparing students for the workforce, offering them opportunities to:

- Develop employability skills and apply theoretical knowledge in real-world scenarios.
- Achieve higher academic success, leading to stronger career prospects.
- Secure better employment opportunities, greater job satisfaction, and enhanced promotion potential.

Supporting students isn't just beneficial for them, it's a valuable opportunity for you and your team as well. Here are three key advantages:

1. **University collaboration:** Hosting students fosters a direct connection with Charles Sturt University, giving you access to academic expertise and innovative solutions for your challenges. Our team is always happy to assist - just ask!
2. **Recruitment potential:** Placement allows you to assess students for a cultural and professional fit within your organisation. Research shows that graduates who complete placements transition smoothly, requiring less training while bringing increased productivity from day one.
3. **Professional development for staff:** Mentoring students strengthens leadership skills, builds supervisory confidence and enhances workplace engagement. Sharing knowledge cements expertise and fosters a sense of loyalty - all while giving back to the community.

The Work-integrated Learning (WIL) team is dedicated to ensuring your placement experience is smooth, rewarding and impactful. Whether you're hosting for the first time or seeking additional guidance, we're here to help - just reach out!

The success of our work-integrated learning program wouldn't be possible without the support of industry professionals like you. On behalf of our team and students, thanks for being part of this journey - we truly appreciate your contribution.

1.   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.

As part of their studies, students must complete a placement in a relevant organisation, fulfilling the required hours. Throughout the placement, students engage in structured reflection and goal setting, strengthening their industry practice.

WIL subjects blend academic rigour with contemporary industry experience, equipping students with the skills needed to thrive in complex business environments.

Justice Studies. *reviewed 27 May 2025*
Faculty of Business, Justice & Behavioural Sciences | Host Organisation Guidebook

Page 3 of 11

2.   Benefits of placement

2.1.   For host organisations

Hosting a student for placement brings valuable benefits to both your organisation and the future workforce. By offering placements, you can:

- Evaluate potential future employees in a real-world setting.
- Support students in gaining practical, firsthand experience.
- Gain access to fresh industry knowledge and additional skills.
- Utilise extra resources to complete specific tasks or projects.
- Strategically place students within your organisation for maximum impact.
- Benefit from new ideas and innovative perspectives.
- Strengthen staff development through valuable mentoring opportunities.
- Contribute to professional leadership by supporting the next generation of employees.
- Enhance your organisation's reputation as an employer of choice for graduates.
- Develop meaningful connections with the university and broader academic community.

While organisations vary in their capacity to host students, most can provide an enriching environment where students gain workplace experience and connect their academic learning to real-world industry practices.

2.2.   For students

Our students gain valuable skills from undertaking placement, including:

- Practical experience in a professional setting.
- Meaningful insights into organisational operations and workplace dynamics.
- Increased confidence and effectiveness in real-world environments.
- Greater responsibility and self-reliance in workplace tasks.
- Development of professional identity, industry knowledge, and best practices.
- Enhancement of skills, expertise, and personal growth.
- Strengthening of work ethic and career readiness.
- Opportunities to showcase abilities to potential employers.
- Guidance and support in career planning and future job prospects.

3.   Our courses

3.1.   Justice Studies

As part of the program, students must complete one compulsory WIL subject: JST321 - Justice Studies Workplace Learning. This subject requires students to undertake 70-hours of criminal or social justice-related placement activity, typically in their final year of study. The learning outcomes for JST321 focus on students being able to:

- critically reflect on and evaluate the application of theory in a criminal justice workplace setting;
- apply knowledge of contemporary employability skills, career planning and development to enhance personal skills applicable to the work environment;
- demonstrate practical competence through personal professional experience by participating in work placement; and
- evaluate personal development across a range of professional practice skills.

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
JST321 - Justice Studies Workplace Learning	70hrs	Year 3	Session 2

To find out more, visit Justice

4. How is placement arranged?

4.1. If the student isn't an employee at the host organisation

Students are responsible for securing their own placement. They may approach a host organisation directly to seek a placement opportunity, or leverage existing connections. Once an agreement is reached, we encourage host organisations and students to discuss the following:

- **Detailed activities/projects:** Outline the tasks and projects the student will undertake during the placement. Refer to the appropriate section for ideas on suitable placement activities, along with a list of unsuitable activities.
- **Project outcomes:** Define the expected results and deliverables of the student's work.
- **Workplace Expectations:** Clarify expectations regarding workplace conduct, including dress code and leave policies.
- **Placement hours:** Schedules are designed to be flexible to accommodate both the host organisation and the students. The may be structured as a block placement or distributed across a set number of hours/days per week. The schedule will be mutually agreed upon and will remain flexible until all required hours are completed.
- **Start and finish dates:** Establish the placement's start and finish dates.

Once a placement is confirmed, the student must request the host organisation to formalise the arrangement by presenting the supervisor with Student Placement Agreement (Stream 1), for signature. This is a legal document that formalises an agreement between the student; host organisation and the university. The WIL team will return a finalised copy to both you and the student before placement can begin.

4.2. If the student is already employed by the host organisation

Students may undertake placement with their current employer, however if they're already employed by the organisation, the activities/tasks assigned must differ from their regular duties. This ensures they gain broader insights into the organisation, develop new skills and demonstrate their capabilities to their employer. Typically, students take on a more advanced responsibilities or work in a different area than their usual role.

Once a placement is confirmed, the student will request the host organisation to formalise the arrangement by presenting the supervisor with the Student Placement Agreement (Stream 2), for signature. This is a legal document that formalises an agreement between the student; host organisation and the university. The WIL team will return a finalised copy to both you and the student before placement can begin.

4.3. What is the deadline for commencing and completing a placement?

WIL subjects offer great flexibility in how placements are undertaken. Ideally, students should begin their placement around three weeks after the start of session. Although the university understands that placement dates can vary significantly between organisations and students. In such cases, the WIL team will collaborate with the student if placement end dates extend beyond the end of session.

Placements can be taken as follows:

- block placement
- spread over a certain number of hours/days per week
- any arrangement as agreed between the host organisation and the student.

4.4. What sort of activities do students undertake while on placement?

Students must demonstrate that the activities they undertake match the required hours for their enrolled placement subject. It's important for students to be detailed when describing placement activities. Students and supervisors should meet before the placement begins to discuss tasks in detail. Providing a thorough outline will help students complete the academic assessment items related to the subject.

JUSTICE STUDIES WORKPLACE LEARNING (JST321)

Students must undertake criminal or social justice-related activities for the duration of placement. Students completing placement at their current workplace must undertake tasks that differ from the daily duties in their key role. Students are required to learn new skills, increase employability and highlight their attributes. Suitable activities might include, but aren't limited to, the following:

- Data Analysis
- Customer service
- Case Reporting
- Shadowing mentors
- Preparing case study reviews
- Creating and developing client files
- Preparing briefing reports
- Undertaking research and review of funding applications
- Client liaison meetings
- Conducting research
- Meetings: Attendance/agendas/minutes/actions
- Reviewing systems, procedures & manuals
- Draft letters
- Coordinating youth group activities
- Projects: e.g. Policy Review
- Event planning, management & promotion
- Preparing promotional collateral
- Reviewing/updating websites
- Social Media posts
- Participate in training
- Prepare contracts
- Staff records management
- Write/review policies

4.5.   What activities aren't suitable for placement?

Examples of activities **not** suitable for a justice studies placement include, but aren't limited to the following:

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

4.6.   What types of organisations are suitable for placement?

GOVERNMENT ORGANISATIONS

Appropriate organisations might include the following:

- NSW Office of the Department of Public Prosecution (DPP)
- Commonwealth Immigration and Border Protection
- NSW Community Corrections
- NSW Local Courts
- NSW Legal Aid
- Aboriginal Legal Service
- Family and Community Services
- NSW Juvenile Justice
- Police Citizens Youth Club (PCYC)

NON-GOVERNMENT ORGANISATIONS

- Young Mob (Indigenous Not-for-Profit Group Bathurst)
- Y-Foundations
- Salvation Army
- Stewart House
- Challenge Children's Services
- Private Law Firms
- Impact Youth Services
- Drug & Alcohol Rehabilitation Clinics

Note: Placements aren't limited to the above organisations.

4.7.   Travel, lunch and sick time

Time spent travelling to/from the host organisation doesn't count toward required placement hours. Lunch and tea breaks at the host organisation don't count toward placement hours. Working lunches may be included however only if formal business is conducted. Sick, flexitime or recreational leave days don't count toward placement hours. If unforeseen leave is taken, students may need to extend the end date.

Justice Studies. *reviewed 27 May 2025*
Faculty of Business, Justice & Behavioural Sciences | Host Organisation Guidebook

Page 6 of 11

5. Payment

5.1. Do I need to pay students?

STUDENTS WHO AREN'T CURRENT EMPLOYEES

No. Students aren't entitled to any remuneration for placement work and shouldn't request the host organisation to make any payments. If some form of payment is agreed upon for placement activities, the arrangement will no longer be considered as 'vocational placement' in accordance with the *Fair Work Act 2009,* but will be classified as an 'employment relationship'. This won't impact the student in terms of meeting placement objectives for the subject however there may be implications for the host organisation, such as insurance and compliance with relevant Awards. 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.

STUDENTS WHO ARE CURRENT EMPLOYEES

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

6. Insurance

Charles Sturt University provides insurance for students undertaking an approved work placement with external organisations. This coverage, detailed in the university's policies available on the website, applies while students are on approved placement and travelling directly to and from the organisation.

The personal accident insurance coverage is limited, medical benefits paid only after Medicare and private insurance claims have been made. The university's insurance doesn't cover students undertaking unapproved work experience unrelated to their course, nor does it cover motor vehicle insurance.

For more details on Charles Sturt's insurance policies, please refer to the university's website.

Note: If the student is a currently employed by your organisation, they'll be covered by their insurance as a regular employee.

7. Forms

Forms are a key component of the placement process and must be submitted to the WIL team. Although the forms are minimal, they still require input from the supervisor:

The supervisor needs to sign the:

- Student Placement Agreement
- Log Book,
- Complete the Placement Evaluation

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

7.1. When are forms due?

- Student Placement Agreement is due before placement commences.
- Log Book is due following conclusion of placement.
- Placement Evaluation is due following conclusion of placement.

Justice Studies. *reviewed 27 May 2025*
Faculty of Business, Justice & Behavioural Sciences | Host Organisation Guidebook

Page 7 of 11

8. Safety and responsibilities

8.1. Safety in the workplace

Charles Sturt University is committed to ensuring the physical and psycho-social safety of its students. As a host, you're expected to establish and maintain a safe workplace - free from discrimination and harassment - while implementing appropriate occupational health and safety measures and equal opportunity safeguards.

8.2. Reporting incidents or hazards

Incidents or hazards may include sexual assault or sexual violence.

Students at Charles Sturt are responsible for reporting all incidents relating to health, safety and wellbeing in the workplace. This ensures that these events are investigated, if necessary, and action is taken to prevent their recurrence and reduce risk. All accidents, incidents, hazards and near misses must be reported within 24 hours or as soon as possible after it occurs.

REPORT AN INCIDENT VIA <u>PROTECHT</u>

8.3. Host organisation/supervisor responsibilities

Host organisations/supervisors are expected to provide students with:

- a safe working environment;
- a variety of responsible work tasks;
- adequate and professional supervision;
- regular feedback regarding performance;
- reasonable functional and equipment support;
- sign-off on the Student Placement Agreement;
- sign-off on the Log Book;
- complete the Placement Evaluation.

If any aspect of the placement causes concern, host organisations/supervisors are encouraged to contact the WIL team to discuss. Any matters raised will be handled with the appropriate discretion.

8.4. Student responsibilities

Students undertaking placement should:

- Attend the workplace, as per agreement with the host organisation regarding work hours.
- Communicate any absences due to illness to the supervisor as soon as practicable.
- Adhere to the workplace dress code and perform to the best of their abilities at all times.
- Abide by confidentiality and privacy policies, respecting the organisation, its activities, and personnel both during and after placement has concluded.
- Not reveal any confidential information about individuals, or commercial and organisational matters.

8.5. Charles Sturt responsibilities

Charles Sturt will be responsible for:

- general administration of the student during placement;
- coordinate completion of the required forms with the student and host organisation;
- provide guidance to the student and host organisation, as required;
- provide teaching component of the work-integrated learning subject;
- arrange appropriate identification for the student, if required;
- liaise between the student and host organisation, as required;
- provide an insurance certificate of currency for students not normally employed by the host organisation.

Justice Studies. *reviewed 27 May 2025*
Faculty of Business, Justice & Behavioural Sciences | Host Organisation Guidebook

Page 8 of 11

9. Contacts

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

If you have any questions regarding placement, please contact us. To ensure your enquiry is managed by the appropriate team member, use the following format in your email subject line:

- Last name, First name - Student ID. Subject Session. Description
    - Example: McFly, Marty - 11223344. JST321 202560. Placement Application

<p align="center">justice-wpl@csu.edu.au</p>

9.2. Professional team

The professional team can be contacted as follows:

NAME	POSITION	DETAILS
Kirrily Welsh	Manager, Workplace Learning (Acting)	02 6933 2911 justice-wpl@csu.edu.au
vacant	Senior Workplace Learning Officer	justice-wpl@csu.edu.au
Michelle Burton	Workplace Learning Officer	02 6933 2283 justice-wpl@csu.edu.au
Judy Wong*	**Workplace Learning Officer**	**02 6933 2698 justice-wpl@csu.edu.au**

first contact point

9.3. Academic team

The academic team can be contacted as follows:

SUBJECT	NAME	POSITION	DETAILS
	vacant	Workplace Learning Coordinator	justice-wpl@csu.edu.au
JST321	Ruth Delaforce	Subject Convenor & Lecturer	02 6338 6346 rdelaforce@csu.edu.au

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](#)
[Charles Sturt: Protecht](#)
[Form: Placement Application](#) *(available only to students through a secure login)*
[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](#)

Justice Studies. *reviewed 27 May 2025*
Faculty of Business, Justice & Behavioural Sciences | Host Organisation Guidebook

Page 10 of 11

11. 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: • **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