



Frequently Asked Questions (FAQ)

2020 Workplace learning – Bachelor of Human Services

For students admitted in or after 2020

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Is placement compulsory for all Human Services students?

As a general rule all students who are admitted via the general admission process are required to undertake a placement.

Students admitted with an 80 point credit package will be required to undertake a placement– but credit arrangements are available to eligible students.

Students who have been admitted with a 96 credit point package will not have to do a placement.

What subjects do I need to enrol in for Workplace learning?

For students admitted in 2020, the workplace learning subjects are:

WEL232 (8 points) – Workplace Learning for Human Services 1, and

WEL324 (8 points) - Workplace Learning for Human Services 2.

These subjects are available in Session 2 only. You must complete them in order, in separate sessions. That is, you may not complete both WEL232 and WEL324 in the same period.

Do I have to find my own placement?

The university locates and negotiates all placements in the Bachelor of Human Services. Students are not to approach any agency for a placement. If you have a contact in the field then discuss this with the academic that is assigned to you and they will follow this up.

Can I complete placement part-time?

Yes, students may undertake placement a minimum of 2 days per week.

However, all students need to undertake placement in a continuous and uninterrupted block (e.g. not broken up with holidays or planned leave). Placement is best undertaken full-time i.e. over a five week period.

There are no minimum hours required to be completed in a day but at all times the learning period must be viable. Most agencies would be reluctant to support less than six hours per day.

In addition, it is expected that students will be available during normal office hours (9am to 5pm). Opportunities to undertake a placement after hours or on weekends are extremely limited.

How many placements will I have to do?

All students will be required to undertake two placements of 200 hours each (total 400 hours).

Some students may be eligible for a credit for placement based on previous placements undertaken in their Diploma studies OR relevant work experience.



Am I able to be paid for my placement?

Generally students are not paid to undertake their placement. Being paid to work changes the expectations of the experience and this can be at odds with the learning experience. However, if you have something in mind please discuss this with the academic setting up your placement.

Can I do a placement with my current employer / in my workplace?

One placement in the student's workplace is permitted, providing certain conditions are met. The proposed placement must be in an area/field of practice different from the student's regular work.

Note – placements at a student's existing workplace require careful negotiation and assessment in order to ensure that the student's employment is not at risk from the learning activities/experience students undertake.

What paperwork do I have to supply for my placement?

All students must provide:

- Current National Police Check (these are valid for 3 years)
- Current NSW Working With Children Check (or other state equivalent if completing placement outside of NSW).
- Immunisation history – for students completing placement at a health facility.

When can I start my placement?

Lead time is important – ensure you are enrolled in the workplace learning subject as soon as possible. This ensures that registration, police checks etc can be completed prior to the session commencing and a staff member allocated.

Start times are negotiated with each individual student dependent on needs and placement availability



I've completed a previous placement. Can I get credit for workplace learning?

Reduction of required hours in recognition of Diploma studies

If a student undertook a placement of **140 hours** or more as part of their Diploma studies the student may apply directly to the WPL Coordinator to have those hours recognised. Up to 200 hours may be exempted. This application may be made once the student is enrolled in WEL232.

Credit for one or both subjects

In certain scenarios credit for one or both subjects may be available.

- 1) Placement of 400 hours or more completed at Diploma level.
Credit for WEL232 may be available.
- 2) 3 or more years work experience full time in a human services position.
Credit for WEL232 may be available.
- 3) Placement completed during Diploma AND worked for 3 years full time in a human services role
Credit for both subjects may be available.

Applications for credit should be made via the 'Credit and Pathway Planner' in the Student Portal.

<https://student.csu.edu.au/administration/enrolment/credit-and-pathway-planner>

What happens if I can't complete all my placement during session?

Placements may progress beyond the end of session and arrangements are in place to manage this – e.g. part-time placements commencing in Session 2 may finish in January the following year.

Who do I contact for help?

Workplace Learning

Phone 02 6933 2784

Email HumanServices-WPL@csu.edu.au

Website:

<https://arts-ed.csu.edu.au/schools/humss/social-work-and-human-services#horizontalTab4>