Psychology

Student Guidebook (Administrative)

Workplace Learning
Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

Welcome to workplace learning

Welcome to work placement as part of your Master's degree at Charles Sturt University! Workplace Learning represents exciting opportunities for all our students, regardless of whether you are new to a professional workplace environment or already have plenty of experience in the professional world. Work placement is not just a critical component of your degree but as you are about to discover, it's also a very personally rewarding journey.

The entire Workplace Learning team of professional staff, academics and management are excited to be a small part of your journey. Together we wish you successful, meaningful and gratifying placements which create a spark for lifelong learning beyond university. Embrace this unique opportunity by creating the space to learn something new and moving out of your comfort zone. The Workplace Learning team along with your lecturers are always available to provide guidance throughout the work placement process, so be sure to contact them if you have any questions.

Above all, enjoy your placement experience!

1. Why workplace learning?

Work placements provide industry with graduates who are better equipped for the workplace as well as respond to demands by students for employability skills and knowledge.

Workplace learning (WPL) involves students undertaking placement with a host organisation for the purpose of linking theoretical learning to its application in the workplace. This enables students to extend professional knowledge, enhance employability skills, reflect on and evaluate their own work practices. Workplace learning provides industry with experienced work-ready graduates.

2. Workplace learning contacts

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

Enquiries should be directed by email. Include name, student number and relevant subject code in the subject line to assist allocating your enquiry to the appropriate team member:

psychology-wpl@csu.edu.au

2.2. Professional team

The WPL professional team can be contacted as follows:

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

first contact point

2.3. Academic team

The WPL academic team can be contacted as follows:

NAME	POSITION	DETAILS
vacant	Workplace Learning Coordinator	Phone: Email: psychology-wpl@csu.edu.au
Robyn Brunton	Associate Professor & Head of School (Acting)	Phone: 02 6338 4591 Email: gestuart@csu.edu.au
James Collison	Course Director, Postgraduate Psychology	Phone: 02 6338 4012 Email: jcollison@csu.edu.au
Tim Hannan	Associate Professor & Course Director, School Psychology	Phone: 02 6338 4450 Email: thannan@csu.edu.au
Stephanie Quinton	Placement Coordinator (Academic) Master of Professional Psychology	Phone: 02 6338 6118 Email: squinton@csu.edu.au
Katherine Widman	Placement Coordinator (Academic) Master of Clinical Psychology	Email: kwidman@csu.edu.au

3. How workplace learning works

3.1. Sourcing placement

Students are responsible for sourcing their own placement. The WPL team recommends sourcing potential opportunities before session begins and you should utilise personal networks to secure placement. You can undertake at least one placement at your current workplace if you are providing psychological services and able to access the supervision needed for approval, or with a new organisation. Having firm arrangements before session commences can alleviate any last minute pressure.

Once you have secured a host organisation, confirm the following questions with the supervisor:

- Will I need a Working with Children check?
- Will I need an Australian Federal Police check?
- Will I need any types of vaccinations and if so, what are they?

If your host organisation does require any of the above or other checks, you should commence the application process immediately to ensure the start date is not deferred by any pending outcomes listed under compliance.

3.2. Unable to find placement

The following options are available to students who experience difficulty securing placement:

- Contact your Placement Coordinator (Academic) (PCA) who may be able to assist you identifying a suitable host organisation to approach.
- Contact the WPL team for further assistance.
- Students still unable to source placement should consider withdrawing before HECS census date (refer to Principal Dates on the Student Portal for annual date) and re-enrol in a future session to enable sufficient time to source placement. Please discuss with the (PCA) before withdrawing from a placement subject.

4. Compliance

You need to confirm any organisation-specific compliance requirements with your host organisation. If compliance checks are required, you should initiate the application process immediately to avoid delays to the commencement of your placement. Compliance checks can take several weeks.

Some host organisations will require students to have cleared one or more of the following compliance checks:

WORKING WITH CHILDREN CHECK (WWCC)

A WWCC is a requirement for people who work or volunteer in child-related industries. It involves a national criminal history check and a review of findings of workplace misconduct (refer resources).

For more information on WWCC requirements in each state, refer resources.

AUSTRALIAN FEDERAL POLICE CHECK (AFP)

Australian Federal Police checks can be completed online or on a downloadable form (refer resources).

Note: Compliance requirements can differ between states, ensure you have the correct compliance for the state that your placement is being conducted.

VACCINATIONS

Some placement sites will require evidence of current immunisation status. It is the student's responsibility to ensure they are compliant with placement site requirements, and the Placement Coordinator (Academic) will liaise with you on that matter.

5. Insurance

Insurance is provided for students of Charles Sturt University who may be undertaking an approved work placement with an external organisation. Insurance coverage is provided under the policies available on the university website and applies whilst students are on approved placement and whilst travelling directly to and from the organisation.

The extent of the insurance available to students under the personal accident insurance is limited and medical benefits are only paid after Medicare and private insurance claims have been made.

The university insurance does not cover students undertaking work experience that is not approved and not related to their course. Insurance does not cover motor vehicle insurance.

Further details on Charles Sturt insurance policies can be obtained from the website (refer resources).

6. Forms

Forms are an important **compulsory** component of the placement process and must be submitted to the WPL team.

The forms to be completed and submitted are:

- Placement Application
- Student Placement Agreement
- Mid-Placement Review
- Placement Log Book
- Supervision Session and Activity Log Book
- Completed Placement Hours Summary
- Placement Evaluation
- Student Review.

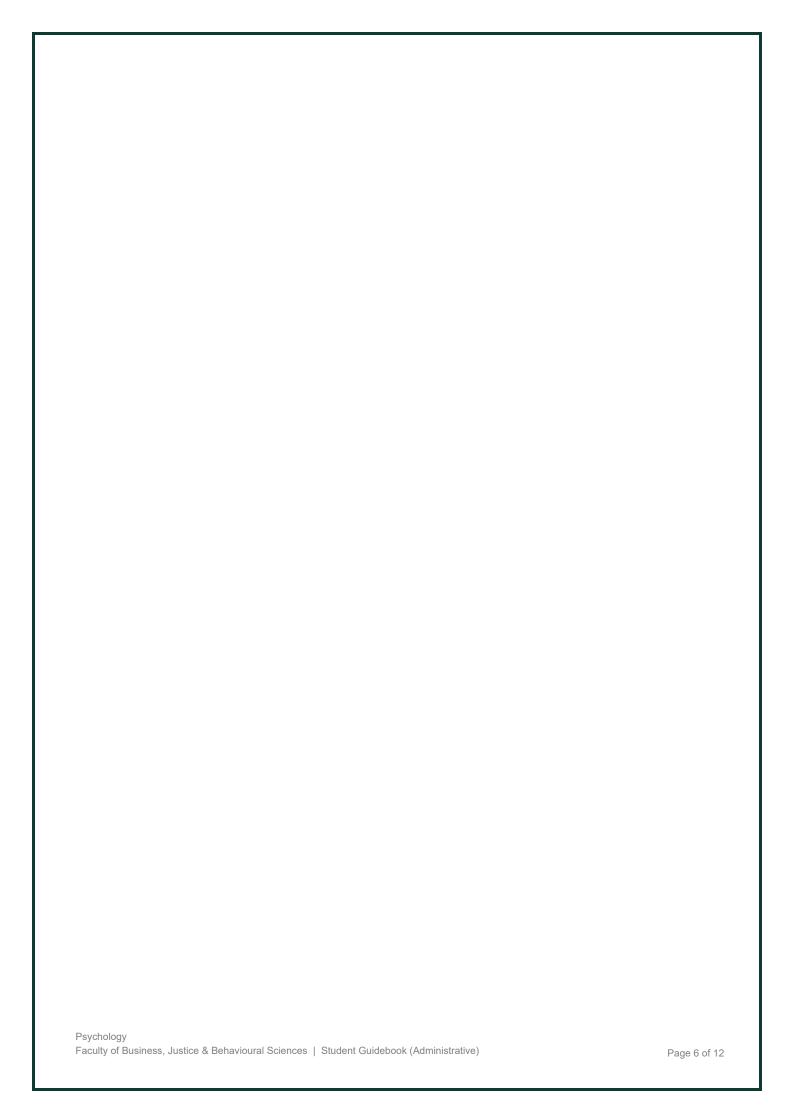Forms are available from the WPL website (refer resources).

6.1. Pre-placement forms

Pre-placement forms are:
- Placement Application
- Student Placement Agreement.

PLACEMENT APPLICATION

This form must be submitted to the WPL team and approved before your placement commences. The Placement Application is assessed and approved by the Placement Coordinator (Academic), please take this into consideration when establishing a start date and allow sufficient time for processing and/or any requests for additional information. Student and Supervisor CVs must be submitted with the Placement Application.

> **Commencing placement without Placement Application approval**
> **It is crucial that pre-placement approval is obtained before commencement of any placement activity. If placement commences before receiving formal approval, the hours completed will not count as the start date will not be backdated (for insurance reasons).**

STUDENT PLACEMENT AGREEMENT

Once the supervisor agrees to host you, arrange a meeting to confirm a placement attendance schedule that is suitable to the needs of all parties. Complete the Student Placement Agreement, and submit to the WPL team within two weeks of the placement commencement. Once approved, the WPL team will notify you and your supervisor.

Students experiencing any delays completing placement by date specified in your Placement Application, should contact the WPL team to advise the new expected end date and request an extension.

6.2.   Placement forms

MID-PLACEMENT REVIEW

Following completion of your mid-placement review, submit it along with Log Book and the Supervision Session and Activity Log Book completed to date, to the WPL team within 14 days.

6.3.   Post-placement forms

Submit **all post-placement** forms to the WPL team no later than 4 weeks following conclusion of placement (earlier if possible).

On completion of placement, the following forms must be submitted:

- Log Book
- Supervision Session and Activity Log Book
- Completed Placement Hours Summary
- Placement Evaluation
- Student Review.

LOG BOOK

The Log Book is for you to document activities and placement hours completed. Submit the Log Books of placement activity completed after the Mid-Placement Review submissions.

SUPERVISION SESSION AND ACTIVITY LOG BOOK

The Supervision Session and Activity Log Book is to detail discussions and activities during the supervision sessions. Submit the Supervision Session and Activity Log Book records completed after the Mid-Placement Review submissions.

COMPLETED PLACEMENT HOURS SUMMARY

The Completed Placement Hours Summary is for you to calculate total placement hours completed.

PLACEMENT EVALUATION

The Placement Evaluation is completed by your supervisor at the conclusion of placement.

STUDENT REVIEW

The Student Review provides you with an opportunity to reflect on your placement experience is an important part of the placement quality and improvement process. The Student Review is due one calendar month following the conclusion of placement.

6.4.   Placement date extensions

The WPL team understands that circumstances arise and placement hours may not be completed within the approved timeframe. Students experiencing any delays completing placement should contact the WPL team to advise the new expected mid-placement and/or end date and request an extension or otherwise (if required). **This is crucial to ensure continued insurance coverage and compliance with the *Fair Work Act 2009.***

6.5. Form due dates

Placement Application: due before **commencement of any placement activity.**
Student Placement Agreement: due within 14 days following commencement of placement.
Mid-Placement Review: due midway through placement.
Post-Placement Forms: due one calendar month following conclusion of placement.

7. In case of emergency

7.1. Emergencies on placement

Students are required to report any accidents or misadventures that occur on placement by contacting one or more of the staff listed in the contacts section.

An emergency could include, but not limited, to situations such as:

- An accident on way to, at location of, or travelling home from the placement site.
- Becoming seriously ill on, or travel to or from the placement site, where medical treatment is required.
- Being exposed to a health or occupational hazard at the placement site.
- Being exposed to a threat, or criminal incident, such as a bomb threat or criminal activity, at placement site.
- In case of fire (not a fire drill) at the placement site.
- Being exposed to harassment, sexual or physical/verbal abuse at the placement site.
- Events of nature such as earthquake, fire or flooding.

If any of the above events or other situations, that you deem to be unsafe, occur while you are on placement you should in the first instance:

- Remove yourself from the environment.
- Seek appropriate assistance, such as ambulance, police or fire if required (Ring 000).
- Contact the WPL team who can advise the appropriate course of action for your situation.

7.2. 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 to ensure that these events, where required, are investigated and action taken to prevent recurrence and reduce risk. All accidents, incidents, hazards and near misses must be reported within 24 hours or as soon as possible after the event.

REPORT AN INCIDENT

7.3. Crisis counselling

If you require immediate crisis counselling call the appropriate State Centre immediately.

7.4. Student counsellors

There may be some instances while you are on placement where you may be confronted with sensitive material or find yourself in a distressing situation. The university can help if you find yourself needing to talk to someone and we encourage you to do so. If you require support, the following options are available:

- Call 1800 ASK CSU (1800 275 278)
- Email ask@csu.edu.au or counselling@csu.edu.au
- Book an appointment to Talk to a Counsellor
- Investigate Counselling Options

8. Students with a disability

If there is a reason that could prevent you from undertaking a placement, or if you require special equipment or additional support on placement, due to either a physical or mental disability, you should indicate this when submitting your Placement Application. Charles Sturt does have guidelines for students with a disability, and we will do what we can to support all students to undertake placement.

Students can register their disability with a Charles Sturt Student Disability Officer located in Student Services (refer resources).

9. Student Misconduct Rule 2020

The Student Misconduct Rule 2020 applies to all students of Charles Sturt and reinforces the standards of expected behaviour and consequences (refer resources).

10. Student Charter

The Student Charter (refer resources) is a policy that identifies what is expected from you as a Charles Sturt student, and what you can expect as a Charles Sturt student.

The Charter reflects our community's shared values of being *Insightful, Inclusive, Impactful and Inspiring,* and our commitment to excellence, integrity, and sustainability in teaching and research.

11. Professional behaviour

Your performance while undertaking placement is judged in relation to how you conduct yourself in a workplace environment. Appropriate behaviour is considered fundamental and underpins all aspects of professionalism.

Being punctual and following required notification procedures when unwell or unable to fulfil expected work commitments form part of professional behaviour. Respect for client/s, workplace colleagues including your supervisor is extremely important and it is crucial you develop and exhibit these behaviours.

Many organisations will have a Code of Conduct which you will be expected to read and follow while on placement.

11.1. Email addresses

The WPL team advises careful consideration of the email address you provide Charles Sturt, ensuring it does not contain any characters or words that could be perceived as inappropriate. The professionalism of your email address is of utmost importance, as it will be provided to your supervisor during placement. It is possible that unsuitable email addresses may lead to supervisors forming preconceived judgements about you. If required, please update your email with an appropriate address via the Student Portal website (refer resources).

If you utilise multiple email addresses, please conduct regular monitoring of the university registered address as all WPL system generated correspondence will be forwarded to it.

11.2. Social networking

It is quite common for students to be members of social networking sites such as Facebook or Twitter. While these sites are excellent tools for keeping in touch with friends, please think carefully how comments about workplaces, supervisors and clients of the organisation could be perceived. It is strongly recommended not to invite supervisors or other staff to join your social networking site.

It is not professional behaviour to access social networking sites while on placement unless specifically directed by your supervisor and is task relevant.

11.3. Confidentiality

Whilst on placement you may be exposed to confidential details. Students are expected to maintain all such information with the strictest confidence.

Many organisations will have a Code of Conduct which you will be expected to read and follow while on placement. Familiarise yourself with expectations regarding maintaining confidentiality. These expectations will often be consistent with the Australian Psychological Society's Code of Ethics (refer resources).

12. Helpful hints

While on placement ensure you:

- Develop a clear understanding of the supervisor's expectations for all aspects of placement.
- Discuss your placement expectations with the supervisor.
- Seek supervisor's approval to explore available resources, practice technical skills and if possible spend time with other staff to take full advantage of the learning experience.

13. Subject availability

Refer to the Student Guidebook (Academic) for details regarding subjects.

FINALLY
Good luck with your placement. The Workplace Learning team wishes you every success with the workplace learning subject/s and hope you find them a rewarding experience.

14. Resources

DESCRIPTION	LINK
Adobe: Acrobat Reader - Desktop Version	rebrand.ly/adodepdf
Adobe: Acrobat Reader - Mobile Version	rebrand.ly/adobepdfmob
Australian Health Practitioner Regulation Agency (AHPRA)	rebrand.ly/ahpra1
Australian Psychological Society's Code of Ethics	rebrand.ly/apscoe
Australian Psychology Accreditation Council (APAC) Standards	rebrand.ly/apacstand
Charles Sturt: Academic Integrity Policy	rebrand.ly/csupolaip
Charles Sturt: Career Development Service	rebrand.ly/csustudcar
Charles Sturt: CSU Global	rebrand.ly/csuglobal
Charles Sturt: Disability Services	rebrand.ly/csudissup
Charles Sturt: Division of Finance - Insurance Certificate (Domestic)	rebrand.ly/csuinsdom
Charles Sturt: Division of Finance - Insurance Certificate (International)	rebrand.ly/csuinsint
Charles Sturt: Interact2 (Subject Outlines)	rebrand.ly/csuinteract2
Charles Sturt: Professional Placement Equity Grant	rebrand.ly/csufinequ
Charles Sturt: Scholarship Opportunities	rebrand.ly/csuschol
Charles Sturt: Student Charter	rebrand.ly/csupolstudchart
Charles Sturt: Student Misconduct Rule 2020	rebrand.ly/csupolstudmisc
Charles Sturt: Student Portal	rebrand.ly/csustudpor
Compliance: National Crime Check (Fed) Working with Children Check	rebrand.ly/natwwcc1
Compliance: National Police Check	rebrand.ly/npc
Compliance: Office of the Children's Guardian (NSW) Working with Children Check	rebrand.ly/nswwwcc
Form: Completed Placement Hours Summary	rebrand.ly/psyformf
Form: Log Book	rebrand.ly/psyformd
Form: Mid-Placement Review	rebrand.ly/psyformc
Form: Placement Application	rebrand.ly/psyforma
Form: Placement Evaluation	rebrand.ly/psyformg
Form: Student Placement Agreement	rebrand.ly/psyformb
Form: Student Review	rebrand.ly/bjbswplsrsg
Form: Supervision Session & Activity Log Book	rebrand.ly/psyforme
Form: Workplace Learning Grade Pending	rebrand.ly/psyformi
Psychology Board of Australia (PsyBA) Provisional Registration	rebrand.ly/psybareg
State Health ACT: Clinical Placement Office	rebrand.ly/actcpo
State Health ACT: Student Placement Office	rebrand.ly/actspo
State Health NSW: ClinConnect	rebrand.ly/clinconnect
State Health QLD: Clinical Placements	rebrand.ly/qldclinplace
State Health VIC: Placeright	rebrand.ly/placeright
WPL: Frequently Asked Questions (Student)	Available Soon
WPL: Host Guidebook (Administrative)	Available Soon
WPL: Student Guidebook (Academic)	rebrand.ly/psyguidacad
WPL: Student Guidebook (Administrative)	rebrand.ly/psyguid
WPL: Website (Student)	rebrand.ly/wplpsyweb

Web addresses are listed as Tiny URLs to minimise line wrapping and provide details if typing link direct into browser is required.

15. Glossary

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

TERMINOLOGY & ACRONYMS	DESCRIPTION
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 is allocated a place in one or more subjects each session. It includes payment of appropriate fees, completion of required documents and signing of an agreement to abide by the By-law, regulations and rules of the university
GP	Grade Pending
HECS	Higher Education Contribution Scheme
HECS census	Date in academic calendar that students must withdraw subject from enrolment so not to incur a fee
Host organisation	Organisation where student will undertake placement
Host supervisor	Person at host organisation responsible for student during placement
I	Internal: Mode of study. Students attend classes on campus during session at the university
Interact2	Online learning management system used to communicate with students regarding subject related information
O	Online: Mode of study. Students study off campus using university study materials and are not required to attend regular lectures, tutorials, seminars, laboratory or practical classes however residential schools or other specific attendance may be required
PCA	Placement Coordinator (Academic)
RPL	Recognition of Prior Learning (also known as Credit)
Session	Prescribed teaching and assessment period. Sessions in an academic year include Session 1, 2 and 3: • 20XX**30:** Session 1 (February-June) • 20XX**60:** Session 2 (July-October) • 20XX**90:** Session 3 (November-February)
SO	Subject Outline
Subject convenor	Academic staff member responsible for overall content and structure of subject
Subject lecturer	Academic staff member responsible for delivering subject to a cohort of students
WPL	Workplace Learning
WPLO	Workplace Learning Officer
WPLT	Workplace Learning Team