



Charles Sturt
University

Accounting & Business

Frequently Asked Questions

Workplace Learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

1.	What if I can't find an answer here?	4
2.	What is workplace learning?	4
3.	Workplace learning subjects	4
3.1.	Are the WPL subjects compulsory?	4
3.2.	Do I have to go on placement?	4
3.3.	When should I start placement?.....	4
3.4.	Can I complete placement subjects concurrently?	4
3.5.	Can I do placement overseas?	4
4.	When are the subjects available?	4
5.	Finding a placement	5
5.1.	How do I find a placement?.....	5
5.2.	What is the deadline for finding placement?	5
5.3.	What if I can't find a placement?	5
5.4.	Do I organise my placement in block of hours, days or weeks?	5
5.5.	Can I split my placement across organisations?.....	5
6.	Examples of suitable activities	6
6.1.	What activities do I need to do on placement?	6
6.2.	What activities are not suitable for placement?	7
6.3.	What types of organisations are suitable for placement?	7
7.	While I'm on placement	8
7.1.	Does my travel and lunch count towards my hours?	8
7.2.	What about flexitime or recreational leave?.....	8
7.3.	What if I need time off?	8
7.4.	What if I can't finish placement before the end of session?.....	8
8.	Streams	8
8.1.	How do I know what stream I will be in?	8
8.2.	What if I can't do placement?.....	8
9.	Process overview	8
9.1.	What forms do I need to submit for the WPL subjects?	8
10.	Recognition of prior learning	9
10.1.	I am currently employed - can I get credit for the WPL subjects?	9
11.	Early / late placement	9
11.1.	Can I start my placement early?	9
11.2.	What if my placement finishes after the end of session?.....	9
12.	Responsibilities	9
12.1.	What are my responsibilities on placement?	9
12.2.	What if I'm absent?	9
12.3.	What are my hosts/supervisor responsibilities?.....	9
13.	Insurance	10
13.1.	Am I covered by Charles Sturt insurance on placement?.....	10
13.2.	Is my host covered by Charles Sturt insurance on placement?.....	10
13.3.	What if I have an accident on placement?	10

14. Financial assistance	10
14.1. Is there any financial assistance available?.....	10
15. Payment.....	10
15.1. Will I be paid for my placement?.....	10
15.2. What if my employer offers to pay me for the placement?	10
16. Workplace learning contacts	11
16.1. Who should I contact if I have any questions?.....	11
16.2. Professional team	11
16.3. Academic team.....	11
17. Forms.....	11
17.1. Where can I access the forms?.....	11
17.2. When are forms due?.....	11
17.3. What applications are required to complete the forms?	11
18. Resources	12

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

Further details can be found in the [Student Guidebook](#)... If you have any concerns, please [contact us](#).

2. What is workplace learning?

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

The [WPL](#) team manages placement processes for the WPL subjects. Students are allocated a Workplace Learning Officer (WPLO) at commencement of each subject to assist with administrative matters.

3. Workplace learning subjects

3.1. Are the WPL subjects compulsory?

Yes. Bachelor of Business (with specialisations) students undertake three compulsory WPL subjects and the Bachelor of Accounting students undertake one compulsory WPL subject as outlined (refer [section](#)).

3.2. Do I have to go on placement?

Yes. Placement is a compulsory component of the WPL subjects. Students currently in the workforce and/or with extensive experience are still required to complete placement, which can be undertaken in their current workplace, although type of activities must differ from those in day-to-day duties of substantive position.

Information regarding WPL stream types are outlined below (refer [section](#)).

3.3. When should I start placement?

Ideally, placement should commence within the first three weeks of session.

3.4. Can I complete placement subjects concurrently?

It is **not** recommended that students enrol in two placement subjects in the same session. WPL subjects are designed to be completed sequentially to optimise student success and learning opportunities.

3.5. Can I do placement overseas?

Yes. Insurance for overseas placement does not include travel or personal loss and students should arrange appropriate cover. The university's insurance certificate of currency for overseas placement that outlines the types of insurance coverage can be obtained from the Division of Finance website (refer [resources](#)).

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

4. When are the subjects available?

BACHELOR OF 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	100	Year 2	Sessions 1 & 2

BACHELOR OF BUSINESS (WITH SPECIALISATIONS)

WPL subjects in the Bachelor of Business programs are all 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
BUS110 - Workplace Learning 1	35	Year 1	Session 2 & 3
BUS220 - Workplace Learning 2	70	Year 2	Session 1 & 3
BUS370 - Workplace Learning 3	120	Year 3	Session 1 & 2

5. Finding a placement

5.1. How do I find a 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.

The WPL website provides a register of placement opportunities where students can apply on a competitive basis for positions with organisations that Charles Sturt University has developed strong relationships. The website also lists other opportunities that students can contact organisations directly to apply for a position (refer [resources](#)). The [WPL](#) team can provide students with 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 exact due date.

If placement has not been organised by the [Placement Application](#) due date, it is important to request a submission extension from the [WPL](#) team.

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

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

Students experiencing difficulty securing placement are encouraged to:

- Review the WPL website for a register of available competitive and direct placement opportunities (refer [resources](#)).
- Contact the [WPL](#) team for advice, suitable host organisations and letters of introduction.
- Students still unable to source placement should consider withdrawing before HECS census to avoid incurring a debt (refer [Principal Dates on the Student Portal](#) for annual date) and re-enrol in a future session to enable sufficient time to find a placement.

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

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

5.5. Can I split my placement across organisations?

Yes. Students need to contact the [WPL](#) 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?

It is important to be descriptive when outlining suitable placement activities. For example, rather than listing 'BAS statements' it would be more appropriate to write '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 subject enrolled (refer [section](#)).

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

Suitable activities might include (but not limited to) the following:

BACHELOR OF ACCOUNTING - ACC275

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

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

BACHELOR OF BUSINESS - BUS110, BUS220, BUS370

As students progress through WPL 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
- Investments
- International finance
- Lending
- Market comparisons
- Marketing of finance products
- Securities & derivatives
- Share analysis & reports
- Succession Planning
- Superannuation

Banking:

- Assets
- Brand knowledge
- Commercial banking & finance

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

Event Management/Planning:

- Account management
- Advertising
- Analysis of requirements: e.g. technical, print, branding

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

Human Resource Management:

- Assessing & short listing applicant documentation
- Conduct training (or participate)

Banking continued...

- 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 continued...

- Catering requirements
- Co-ordinate 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 Resources continued...

- 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.

6.2. What activities are not suitable for placement?

Examples of activities **not** suitable for an accounting or business placement (but not limited to) include:

- 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

6.3. What types of organisations are suitable for placement?

BACHELOR OF ACCOUNTING

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

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

BACHELOR OF BUSINESS

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

7. While I'm on placement...

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

Time spent travelling to and from the host organisation along with any meal breaks do not count toward required placement hours.

7.2. What about flexitime or recreational leave?

Flexitime or recreational leave days do not count toward placement hours.

7.3. What if I need time off?

Sick, bereavement, carers or any other kind of leave day do not count toward placement hours.

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

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

8. Streams

8.1. How do I know what stream I will 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 typically appeals to younger and less experienced students who are studying full-time with part-time jobs. It encourages students to find placements in organisations or fields that they aspire to work for upon graduation. However, mature-aged, full-time employed students are fully supported to choose Stream 1 if an experience in another organisation is desirable or preferred.

Stream 2: Placement with existing employer (where business is the current employer).
This stream typically appeals to more mature-aged and experienced students who are studying part-time with full-time jobs. It encourages students to find placements which reflect professional development within their current employment either as a secondment, higher duties or project based placement.

8.2. What if I can't do placement?

Withdraw from subject before HECS census and consider re-enrolling in a future session to enable sufficient time to complete it.

9. Process overview

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

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

- Find a placement (refer [section](#)).
- Submit [Placement Application](#) by due date listed in Subject Outline and **before** placement commences.
- Receive [Placement Application](#) approval, returned from the [WPL](#) team **before** placement commences.
- Submit [Student Placement Agreement](#) (signed by student and supervisor at the host organisation), **before** placement commences.
- Receive [Student Placement Agreement](#) approval, returned from the [WPL](#) team **before** placement commences.
- Submit signed [Log Book](#) within 14 days following conclusion of placement.
- Submit signed [Student Review](#) within 14 days following conclusion of placement.
- Supervisor to submit [Placement Evaluation](#) within 14 days following conclusion of placement.

Submit all forms to the [Workplace Learning](#) team.

10. Recognition of prior learning

10.1. I am currently employed - can I get 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 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 tasks completed in the day-to-day position.

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 placement commences.
- Pre-placement forms require approval before placement commences.
- Learning outcomes/topics in the WPL subjects will not have been covered to assist students.

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

If early placement is approved, it is responsibility of the student 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 placement commences.
- Obtain approval of the [Placement Application](#) and [Student Placement Agreement](#) before placement commences.

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

It is preferred that students complete placement before the end of session to avoid delays receiving a final grade. Students facing possible delays in meeting the completion date must contact the [WPL](#) team.

12. Responsibilities

12.1. What are my responsibilities on placement?

Students responsibilities on placement include (but are not limited to) the following:

- attend workplace as per the agreement
- adhere to workplace dress code
- not reveal any confidential information about individuals, or commercial and organisational matters
- to behave in a professional manner as representatives of the university
- report critical incidents (refer [Student Guidebook](#))
- refer to [Student Guidebook](#) in relation to social media use.

12.2. What if I'm absent?

Absences, due to illness of student or immediate family member, must be communicated to the supervisor.

12.3. What are my hosts/supervisor responsibilities?

Host organisations/supervisors responsibilities on placement include (but are not limited to) the following:

- a safe working environment

- a variety of placement activities
- adequate and professional supervision
- 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 for its placement students in the [Student Placement Agreement](#), a tripartite legal contract and outlines the Terms and Conditions. Further details on Charles Sturt insurance policies can be obtained from the Division of Finance website (refer [resources](#)).

Students undertaking placement outside Australia, please note insurance does not include travel or personal loss, and students should take additional cover for this.

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 [WPL](#) team.

14. Financial assistance

14.1. Is there any financial assistance available?

Students can apply for financial assistance to assist 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 are not entitled to any placement remuneration and should not request payment. The *Fair Work Act 2009*, classifies any payment as an 'employment relationship' which nullifies 'vocational placement'. The difference has serious legal host implications in regards to insurance and compliance with relevant Awards.

STREAM 2

Yes.

Normally, the host organisation will continue to pay students undertaking placement in their 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. Workplace learning contacts

16.1. 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:

business-wpl@csu.edu.au

16.2. Professional team

The WPL professional team can be contacted as follows:

CAMPUS	NAME	POSITION	DETAILS
Wagga Wagga	Jenny Grainger	Manager, Workplace Learning	Phone: 02 6933 4280 Email: business-wpl@csu.edu.au
Wagga Wagga	Kirrily Welsh	Senior Workplace Learning Officer	Phone: 02 6933 2911 Email: business-wpl@csu.edu.au
Wagga Wagga	Loren Edmanson	Workplace Learning Officer	Phone: 02 6933 2481 Email: business-wpl@csu.edu.au
Wagga Wagga	Judy Wong	Workplace Learning Officer	Phone: 02 6933 2698 Email: business-wpl@csu.edu.au

16.3. Academic team

The WPL academic team can be contacted as follows:

SUBJECT	NAME	POSITION	DETAILS
	vacant	Workplace Learning Coordinator	Phone: Email:
ACC275	Emmett Berry	Subject Convenor	Phone: 02 6338 6342 Email: eberry@csu.edu.au
BUS110	Louise Lotz	Subject Convenor	Phone: 02 6933 2518 Email: lloz@csu.edu.au
BUS220	Louise Lotz	Subject Convenor	Phone: 02 6933 2518 Email: lloz@csu.edu.au
BUS370	Jennifer Weller	Subject Convenor	Phone: 0419 104 049 Email: jweller@csu.edu.au

17. Forms

17.1. Where can I access the forms?

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

17.2. When are forms due?

Refer to the subject outline for specific dates.

17.3. What applications are required to complete the forms?

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

18. Resources

DESCRIPTION	LINK
Adobe: Acrobat Reader - Desktop Version	rebrand.ly/adodepdf
Adobe: Acrobat Reader - Mobile Version	rebrand.ly/adobepdfmob
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: 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
Form: Placement Application (<i>available only to students through secure login</i>)	rebrand.ly/wplforma
Form: Student Placement Agreement (Stream 1)	rebrand.ly/formbs1
Form: Student Placement Agreement (Stream 2)	rebrand.ly/formbs2
Form: Log Book	rebrand.ly/busformc
Form: Student Review	rebrand.ly/busformd
Form: Placement Evaluation	rebrand.ly/busforme
WPL: Frequently Asked Questions (Student)	rebrand.ly/busfaq
WPL: Guidebook (Student)	rebrand.ly/busguid
WPL: Guidebook (Host)	rebrand.ly/busguidhost
WPL: Placement Application Submission Guide	rebrand.ly/businplaceref
WPL: Student Information	rebrand.ly/bjbswplweb
WPL: Placement Opportunities	rebrand.ly/busopps

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