



Charles Sturt  
University

Accounting, Business & Information  
Technology

# Host Guidebook

## Work-integrated learning

Faculty of Business, Justice & Behavioural Sciences  
Charles Sturt University

# Contents

<b>Welcome to work-integrated learning</b> .....	<b>3</b>
<b>1. What is work-integrated learning?</b> .....	<b>3</b>
<b>2. Benefits of placement</b> .....	<b>3</b>
2.1. For host organisations.....	3
2.2. For students .....	4
<b>3. Our courses</b> .....	<b>4</b>
3.1. Accounting .....	4
3.2. Business.....	4
3.3. Information Technology.....	6
<b>4. How is placement arranged?</b> .....	<b>7</b>
4.1. If the student isn't an employee at the host organisation.....	7
4.2. If the student is already employed by the host organisation.....	7
4.3. What is the deadline for commencing and completing a placement? .....	7
4.4. What sort of activities do students undertake while on placement? .....	7
4.5. What activities aren't suitable for placement?.....	9
4.6. What types of organisations are suitable for placement?.....	10
4.7. Travel, lunch and sick time.....	10
<b>5. Payment</b> .....	<b>10</b>
5.1. Do I need to pay students? .....	10
<b>6. Insurance</b> .....	<b>11</b>
<b>7. Forms</b> .....	<b>11</b>
7.1. When are forms due?.....	11
<b>8. Safety and responsibilities</b> .....	<b>11</b>
8.1. Safety in the workplace .....	11
8.2. Reporting incidents or hazards .....	11
8.3. Host organisation/supervisor responsibilities.....	12
8.4. Student responsibilities .....	12
8.5. Charles Sturt responsibilities.....	12
<b>9. Contacts</b> .....	<b>12</b>
9.1. Who should I contact if I have any questions?.....	12
9.2. Professional team .....	13
9.3. Academic team .....	13
<b>10. Resources</b> .....	<b>14</b>
<b>11. Glossary</b> .....	<b>15</b>

# 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 accounting, business and information technology 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.

## 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. Accounting

The Bachelor of Accounting is accredited by CPA Australia and Chartered Accountants Australia and New Zealand. As part of the program, students must complete one compulsory WIL subject: ACC275 - Professional Practice in Accounting. This subject requires students to undertake 105-hours of accounting-related placement activity, typically in their second year of study. The learning outcomes for ACC275 focus on students being able to:

- define, evaluate, and reflect on employability skills and graduate attributes to plan appropriate professional development activities;
- explore, develop and evaluate a personal career plan;
- learn and assess through reflection;
- prepare an effective job application;
- reflect effectively on working conditions and activities that had been undertaken during a work placement; and
- explore and enhance personal brand development through academic application and self-development.

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

To find out more, visit [Accounting](#)

## 3.2. Business

Students enrolled in the Bachelor of Business can specialise in the following areas:

- Finance
- Human Resource Management (accredited by the Australian Human Resource Institute (AHRI))
- Management
- Marketing

Throughout the course, students complete two compulsory WIL subjects, as outlined below. These subjects are designed to be undertaken sequentially, with each one building upon the skills acquired in the previous subject. The learning outcomes for the business WIL subjects focus on students being able to:

#### BUS223 - WORK PLACEMENT 1 (35 HOURS)

- define, evaluate, and reflect on employability skills and graduate attributes;
- develop practical competence through personal professional experience by participating in work placement;
- prepare an effective job application;
- explore and enhance personal brand development through academic application and self-development; and
- explore, develop and evaluate a personal career plan.

#### BUS385 - WORK PLACEMENT 2 (70 HOURS)

- demonstrate an understanding of Australian Indigenous perspectives and contributions to workplace and business practices;
- present an integrated view of the various disciplines of business: to understand how a multi-disciplinary perspective can be used to address issues relevant to Australian Indigenous communities;
- use self and professional critical reflexivity to develop discipline specific and culturally appropriate skills for working effectively with diverse cultures and Indigenous Australian colleagues, clients, businesses, persons and/or communities;
- reflect on and question personal values and ethics in developing a social justice ethos, and in relation to areas such as tolerance, forms of bias, diversity and power;
- use appropriate language and communication strategies to inform the resolution of workplace challenges related to cultures or diversity; and
- develop practical competence through personal professional experience by participating in work placement.

#### BUS387 - WORK PLACEMENT 3 (105 HOURS)

- evaluate, and reflect on employability skills and graduate attributes to plan appropriate professional development activities;
- explore, develop and evaluate a personal career plan;
- develop practical competence through personal professional experience by participating in work placement;
- critically reflect on their own leadership capabilities in the workplace; and be able to think and act inclusively with an awareness of diversity and equality.

#### BUS507 - INDUSTRY PLACEMENT (210 HOURS)

- define, evaluate, and reflect on employability skills to plan appropriate professional development activities;
- explore, develop and evaluate a personal career plan;
- develop practical competence through personal professional experience by participating in work placement;
- learn and assess through reflection the required practical and technical skills required of an entry level professional;
- prepare an effective job application; and
- explore and enhance personal brand development through academic application and self-development.

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

To find out more, visit [Business](#)

### 3.3. Information Technology

#### 3.3.1. Undergraduate

The Bachelor of Computer Science and the Bachelor of Information Technology (with specialisations) are accredited at the professional level of recognition by the Australian Computer Society (ACS), although accreditation is not a requirement for graduates to practice in the field. Students must complete 105-hours of information technology-related placement activity during their final year of study.

Students enrolled in these courses are able to specialise in the following areas:

**Bachelor of Computer Science:**

- Computer Science (Software Development Projects)
- Games Programming

**Bachelor of Information Technology:**

- Cyber Security
- Network Engineering
- Software and Application Development
- Web Development

#### ITC396 - IT WORK PLACEMENT (105 HOURS)

The learning outcomes for ITC396 focus on students being able to:

- critically reflect on and evaluate the application of theory in a workplace setting;
- apply knowledge of contemporary thinking in employability skills, career planning and development to enhance personal skills applicable to the work environment;
- develop 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
ITC396 - IT Work Placement	105hrs	Year 3	Session 2

To find out more, visit [Information Technology](#)

#### 3.3.2. Postgraduate

The Master of Professional Information Technology has provisional accreditation with the Australian Computer Society (ACS), although accreditation is not a requirement for graduates to practice in the field. Students must complete 140-hours of information technology-related placement activity during their final year of study. These students are predominantly international students based in Port Macquarie.

Students in the Master of Professional Information Technology can specialise in the following areas:

**Master of Professional Information Technology:**

- Artificial Intelligence
- Cyber Security
- Data Science
- Networking
- Software Development

#### ITC599 - INDUSTRY PRACTICE (140 HOURS)

The learning outcomes for ITC599 focus on students being able to:

- research the skills and capabilities required for Information Technology (IT) professionals in their designated specialist area and conduct a personal skills audit on their own capabilities;
- critically evaluate and reflect on the application of theoretical components of the course in a professional workplace setting;
- exercise judgement to recommend appropriate solutions to real world problems taking into consideration relevant social and ethical contexts;
- identify and employ the appropriate mediums for communicating effectively to professionals in an Australian workplace context;
- develop professional identity and explore potential career paths; and
- develop a career plan that aligns personal skills and capabilities with industry requirements and future career aspirations.

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

To find out more, visit [Information Technology](#)

## 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.

## ACCOUNTING (ACC275)

Accounting students must undertake accounting-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:

- 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

## BUSINESS (BUS223, BUS385, BUS387)

As students progress through WIL subjects, the type of activities must differ from those previously completed. 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:

### 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
- Client business meetings
- Community liaison
- Customer service
- Derivatives & securities
- Financial lending
- Financial management
- Financial planning

### 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
- Catering requirements
- Co-ordinate programs
- Develop/monitor budgets
- Develop promotional material
- Event Evaluation: success-shortcomings
- Event strategies & planning

### 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
- Create/review position descriptions
- Conduct training (or participate)
- Draft letters of appointment
- Enterprise bargaining
- Position advertisements
- Industrial relations
- Interviewing
- Manage leave

- 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
- Marketing report planning
- Media liaison / launches
- Media sales
- Meetings: stakeholders / organisers
- Project management
- Reflection reports
- Speakers / media / guests
- Sourcing venues
- Payroll
- Performance management
- Prepare contracts
- Recruitment
- Staff checks
- Staff induction
- Staff records management
- Write/review HR policies

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 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:

##### **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
- Technical support

##### **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
- Web development & optimisation
- Create/optimize user interfaces

#### 4.5. What activities aren't suitable for placement?

Examples of activities **not** suitable for an accounting, business or information technology 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?

### 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

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.

# 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.

## 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

Students and supervisors are responsible for reporting all workplace incidents relating to health, safety and wellbeing. Reporting ensures that these events are investigated, where necessary, and action is taken to prevent recurrence and minimise risk. All accidents, incidents, hazards and near misses must be logged in the *Incident Risk Management System (IRMS)* within 24 hours or as soon as possible after it occurs.

Incidents or hazards may include sexual assault or sexual violence.

**REPORT AN INCIDENT VIA [IRMS](#)**

### 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.

## 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. BUS223 202560. Placement Application

[business-wpl@csu.edu.au](mailto:business-wpl@csu.edu.au)

## 9.2. Professional team

The professional team can be contacted as follows:

NAME	POSITION	DETAILS
Kirrily Welsh	Manager, Workplace Learning (Acting)	02 6933 2911 <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
vacant	Senior Workplace Learning Officer	<a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
Michelle Burton	Workplace Learning Officer	02 6933 2283 <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
<b>Judy Wong*</b>	<b>Workplace Learning Officer</b>	<b>02 6933 2698</b> <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>

*\*first contact point*

## 9.3. Academic team

The academic team can be contacted as follows:

SUBJECT	NAME	POSITION	DETAILS
	vacant	Workplace Learning Coordinator	<a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
ACC275	Emmett Berry	Subject Convenor	02 6338 6342 <a href="mailto:eberry@csu.edu.au">eberry@csu.edu.au</a>
BUS223	Felicity Small	Subject Convenor	<a href="mailto:fsmall@csu.edu.au">fsmall@csu.edu.au</a>
BUS385	Cath Finlay	Subject Convenor	<a href="mailto:cfinlay@csu.edu.au">cfinlay@csu.edu.au</a>
BUS507	Victor Patrzala	Subject Convenor	<a href="mailto:vpatzala@csu.edu.au">vpatzala@csu.edu.au</a>
ITC396	Louis Hourany	Subject Convenor	02 6582 9352 <a href="mailto:lhourany@csu.edu.au">lhourany@csu.edu.au</a>
ITC599	Sabih Rehman	Subject Convenor	02 6582 9423 <a href="mailto:sarehman@csu.edu.au">sarehman@csu.edu.au</a>

# 10. Resources

DESCRIPTION
<a href="#">Adobe: Acrobat Reader - Desktop Version</a>
<a href="#">Charles Sturt: Career Development Service</a>
<a href="#">Charles Sturt: CSU Global</a>
<a href="#">Charles Sturt: Disability Services</a>
<a href="#">Charles Sturt: Insurance Certificate (Domestic)</a>
<a href="#">Charles Sturt: Insurance Certificate (International)</a>
<a href="#">Pathways to Practice - Placement Scholarship</a>
<a href="#">Charles Sturt: Scholarship Opportunities</a>
<a href="#">Charles Sturt: Student Charter</a>
<a href="#">Charles Sturt: Student Misconduct Rule 2020</a>
<a href="#">Charles Sturt: Student Portal</a>
<a href="#">Charles Sturt: Incident Risk Management System (IRMS)</a>
<a href="#">Form: Placement Application</a> <i>(available only to students through a secure login)</i>
<a href="#">Form: Student Placement Agreement (Stream 1)</a>
<a href="#">Form: Student Placement Agreement (Stream 2)</a>
<a href="#">Form: Log Book</a>
<a href="#">Form: Student Review</a>
<a href="#">Form: Placement Evaluation</a>
<a href="#">WPL: Guidebook (Student)</a>
<a href="#">WPL: Guidebook (Host)</a>
<a href="#">WPL: Student Information</a>
<a href="#">WPL: Placement Opportunities</a>

# 11. Glossary

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

TERMINOLOGY & ACRONYMS	DESCRIPTION
<b>Brightspace</b>	Online learning management system used to communicate with students regarding subject-related information.
<b>Campus</b>	Location responsible for control of courses and subjects.
<b>Charles Sturt</b>	Charles Sturt University
<b>Course</b>	An approved sequence of subjects leading to an award. For example, Bachelor of Criminal Justice.
<b>Enrolment</b>	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.
<b>GP</b>	Grade Pending
<b>HECS</b>	Higher Education Contribution Scheme
<b>HECS census</b>	Date in academic calendar by which students must withdraw from a subject to avoid incurring fees.
<b>Host Organisation</b>	Organisation where the student will undertake placement.
<b>I</b>	<b>Internal:</b> mode of study where students attend on-campus classes.
<b>O</b>	<b>Online:</b> 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.
<b>RPL</b>	Recognition of Prior Learning (also known as Credit)
<b>Session</b>	Prescribed teaching and assessment period, including Session 1, 2 and 3: <ul style="list-style-type: none"> <li>• <b>20XX30:</b> Session 1 (February-June)</li> <li>• <b>20XX60:</b> Session 2 (July-October)</li> <li>• <b>20XX90:</b> Session 3 (November-February)</li> </ul>
<b>SO</b>	Subject Outline
<b>Subject Convenor</b>	Academic staff member responsible for the overall content and structure of a subject.
<b>Subject Lecturer</b>	Academic staff member responsible for delivering a subject to a cohort of students.
<b>Supervisor</b>	Person at the host organisation responsible for the student during placement.
<b>WIL</b>	Work-integrated learning
<b>WPL</b>	Workplace learning
<b>WPLO</b>	Workplace Learning Officer
<b>WPLT</b>	Workplace Learning team