



Charles Sturt
University

Accounting & Business

Host Organisation Guidebook

Workplace Learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

Welcome to workplace learning	3
1. Workplace learning at Charles Sturt	3
1.1. What is workplace learning?	3
2. Our courses	4
2.1. Bachelor of Accounting	4
2.2. Bachelor of Business	4
3. Benefits of student work placements	5
3.1. For host organisations.....	5
3.2. For students	5
4. How the placement is arranged?	5
4.1. If the student is not an employee at the host organisation	5
4.2. If the student is already an employee by the host organisation	6
4.3. What is the deadline for commencing and completing a placement?.....	6
4.4. What sort of activities do students undertake while on placement?	6
4.5. What activities are not suitable for placement?	8
4.6. What types of organisations are suitable for placement?	8
4.7. Travel, lunch and sick time.....	8
5. Payment	9
5.1. Do I need to pay workplace learning students?	9
6. Responsibilities	9
6.1. Host organisation / supervisory responsibilities	9
6.2. Student responsibilities	9
6.3. Charles Sturt responsibilities.....	9
7. Insurance	10
8. Workplace learning contacts	10
8.1. Who should I contact if I have any questions?.....	10
8.2. Academic team.....	10
8.3. Professional team	11
9. Forms	11
9.1. When are forms due?.....	11
9.2. Information technology requirements.....	11
10. Resources	12
11. Glossary	13

Welcome to workplace learning

MESSAGE FROM THE WORKPLACE LEARNING TEAM

Welcome!

Here at Charles Sturt University all of our accounting and business students undertake placement as a compulsory part of their degree which helps our students graduate from university well equipped to start their career journey. The generosity of community and industry mentoring our students is what makes Charles Sturt University accounting and business degrees unique and invaluable. According to The Good Universities Guide our students enjoy one of the highest graduate employment rates of any university Australia wide and you are a very important part of that success story.

Work placement is critical in preparing our students for the world of work by providing opportunities for students to improve their employability skills and put theory into practice. Furthermore, work placement also leads to students achieving higher overall academic success, better employment opportunities, greater job satisfaction and stronger promotion prospects.

But the benefits don't end with students. Hosting and mentoring students offers excellent opportunities for you and your staff. How? Well here's just three ways:

1. **Access to a university** - Hosting gives you a personal connection and relationship with Charles Sturt University. Our professional and academic staff can help your work placement student work with you to create solutions to your business challenges. Just ask us how because we're happy to help.
2. **Recruitment potential** - Hosting work placement students is a great way to recruit potential employees. By hosting you have an opportunity to road test our students for a cultural fit to your organisation and in turn our students learn about you and your individual corporate and client culture. Even better, should you employ your host student after graduation, the research shows your new employee will be work ready, require less training, be more productive and come to your organisation able to hit the ground running.
3. **Staff professional development** - Perhaps the biggest benefit of work placement relates directly to the staff supervising students. Research resoundingly shows that mentoring students is a very powerful professional development tool. Passing on experience and expertise has plenty of real rewards for your organisation by cementing knowledge and creating supervisory confidence which together provide unique leadership training to staff. And of course giving something back to your regional community not only feels great for those involved but it helps your people feel positive and loyal to your organisation.

The entire Workplace Learning team of professional staff, academics and management are here to help. We're all enthusiastic about making your WPL experience successful, rewarding and enjoyable so make sure you contact us if you have any questions or would like a little extra guidance - especially if this is your first time hosting a student.

The success of workplace learning would simply not be possible without the support of people just like you so on behalf of the entire Workplace Learning Team and our students, an enormous thank you for being a part of the program.

Workplace Learning team
Faculty of Business, Justice and Behavioural Sciences

1. Workplace learning at Charles Sturt

1.1. What is workplace learning?

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

Students must complete a placement which involves working in a relevant organisational or business context for the specified hours required (refer [section](#)). During placement students are engaged in a process of

personal reflection and journal keeping. WPL subjects combine academic rigour with contemporary industry practice, giving students skills to succeed in complex business environments.

2. Our courses

2.1. Bachelor of Accounting

The Bachelor of Accounting is accredited by CPA Australia and Chartered Accountants Australia and New Zealand. Students enrolled in the Bachelor of Accounting complete one compulsory WPL subject (ACC275 - Professional Practice in Accounting). Students are required to complete 100 hours of accounting-related placement activity, usually in the second year of study. The learning outcomes for ACC275 focus on students being able to:

- Identify relevant work opportunities, prepare effective job applications, and set career goals.
- Communicate effectively in the workplace.
- Explain obligations to employers.
- Demonstrate an understanding of the obligations of a professional accountant.
- Apply knowledge gained through university study to work environments.

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
ACC275 - Professional Practice in Accounting	100	Year 2	Sessions 1 & 2

Full course details available at [Bachelor of Accounting](#)

2.2. Bachelor of Business

Students enrolled in the Bachelor of Business are able to specialise in the following areas:

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

Students complete three compulsory WPL subjects throughout the duration of their course, as indicated below. These subjects are designed to be undertaken sequentially, with each subject building upon skills learned in the previous subject.

The learning outcomes for the business WPL subjects focus on students being able to:

BUS110 - WORKPLACE LEARNING 1 (35 HOURS)

- Identify personal examples of key employability skills, evaluate where personal skills require development and create a plan of action to show how skills will be developed.
- Discuss the relationship between learning and career and life development, and apply this personally.
- Develop practical competence through personal professional experience by participating in work placement.
- Identify personal career and life choices, go on to develop a strategy to achieve these, begin to apply them and appraise their efficacy.
- Reflect on personal career and life choices.

BUS220 - WORKPLACE LEARNING 2 (70 HOURS)

- Define, 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.
- Learn and assess through reflections.
- Prepare an effective job application.
- Explore and enhance personal brand development through academic application and self-development.

BUS370 - WORKPLACE LEARNING 3 (120 HOURS)

- Critically reflect on and evaluate the application of theory in a workplace setting.

- Apply knowledge or 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.
- Evaluate personal development across a range of professional practice skills.

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

Full course details are available at: [Bachelor of Business](#)

3. Benefits of student work placements

3.1. For host organisations

There are a range of benefits in hosting a student for work placement and host organisations provide placements for a variety of reasons:

- An opportunity to evaluate prospective employees.
- A desire to help students gain practical experience.
- Access to additional skills and knowledge.
- Access to additional resources for completing specific tasks or projects.
- Flexibility to place students within your organisation to achieve maximum benefit.
- An injection of new ideas and fresh perspectives.
- An opportunity for staff development of employees through mentoring students.
- A commitment to the profession to provide leadership in the training of future professionals.
- An opportunity to establish your organisation as an employer/industry of choice for graduates.
- An opportunity to build links with the university community.
- Support from the [WPL](#) team at Charles Sturt regarding student placements.

Individual organisations may have varying capacities to assist students, but most organisations can provide a setting where students can appreciate the workplace and give context to their university studies through the workplace.

3.2. For students

There are many benefits to Charles Sturt students undertaking placement:

- Gain practical experience in a professional setting.
- Gain practical and valuable insights into organisational life.
- Gain efficacy and confidence in the workplace.
- Accept more responsibility and achieve greater self-reliance in the workplace.
- Develop professional identity, knowledge and work practice.
- Develop and build on skills, knowledge and personal insight.
- Develop and build work ethic.
- Opportunity to showcase skills to employers.
- Assist in career planning.

4. How the placement is arranged?

4.1. If the student is not an employee at the host organisation

Students are responsible for sourcing their own placement. A student may approach a host organisation directly seeking a placement opportunity or they may already have a connection with the organisation. If the host organisation agrees to host a student placement, we encourage host organisations and students to discuss:

- Detailed activities/projects the student will be undertaking for the duration of the placement. For ideas on suitable placement activities (refer [section](#)). A list of unsuitable activities is also [available](#).
- Project outcomes.
- Expectations that the student should meet in the workplace environment, such as dress code, leave.
- Hours of placement activity - whether it will be a block placement or xxx hours/days per week. (Hours are very flexible and should suit the needs of both the host organisation and the student).
- Start dates and finish dates.

Once as placement is confirmed, the student will request the host organisation to formalise the arrangement by presenting the supervisor with a tripartite agreement known as the Student Placement Agreement (Stream 1), for signature. This 3 way agreement sets out the Agreed Terms of the placement between all parties and covers the students for insurance whilst they are on placement. All parties (Charles Sturt, Student and Host Organisation) will receive a fully signed copy of the Agreement before placement commences.

4.2. If the student is already an employee by the host organisation

Students are able to undertake their work placement with their current employee. If a student is already employed by the organisation, the activities/tasks they undertake on placement must be different to those undertaken in their day-to-day position. This allows students to learn more about the organisation, up-skill and showcase their capabilities to their employer. Students generally take on a higher level of activity or are placed in a different area to their normal position.

Once as placement is confirmed, the student will request the host organisation to formalise the arrangement by presenting the supervisor with a tripartite agreement known as the Student Placement Agreement (Stream 2), for signature. This 3 way agreement sets out the Agreed Terms of the placement between all parties. All parties (Charles Sturt, Student and Host Organisation) will receive a fully signed copy of the Agreement before placement commences.

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

Work placement is very flexible. We prefer students commence placement approximately 3 weeks following the start of session, although the university understands that placement dates can vary greatly from organisation to organisation and student to student. In these cases, the Workplace Learning team will work with the student if placement end dates fall outside the end of session.

Placements can be taken as follows:

- Block placement
- XX hours per week
- XX 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 activities undertaken equate to specified hours required to complete placement for the subject enrolled.

It is important for students to be descriptive when outlining placement activities. It is important that students and supervisor meet before placement commences to discuss placement tasks in detail. Providing a descriptive outline will assist students with completion of the academic assessment items associated with the subject.

BACHELOR OF ACCOUNTING - ACC275

Accounting students must undertake accounting-related activities for the duration of placement. Students completing placement at current workplace, must undertake activities that differ from their day-to-day duties. Students are required to learn new skills, increase employability and showcase their attributes. Suitable activities might include (but not limited to):

- 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 placement activity they undertake must differ from those activities previously completed. Students completing placement at current workplace must undertake tasks that differ from their day-to-day duties. Students are required to learn new skills, increase employability and showcase their attributes. Suitable activities might include (but not limited to):

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
- Fraud
- Foreign exchange
- Internal training
- International finance
- Loans / lending

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 report planning
- Media liaison / launches
- Media sales
- Meetings: stakeholders / organisers

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
- Payroll
- Performance management
- Prepare contracts
- Recruitment

Banking continued...

- Managers/associates/ operations/branch
- Managing funds
- Mortgage documentation
- Reconciliations
- Reporting
- Sales meetings
- Shadowing: bank teller operations
- Risk management
- Treasury functions
- Networking events

Event continued...

- Project management
- Reflection reports
- Speakers / media / guests
- Sourcing venues

Human Resources continued...

- Staff checks
- Staff induction
- Staff records management
- Write/review HR policies

Or, any combination of activities in any of the above discipline areas.

4.5. 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

4.6. 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.

4.7. Travel, lunch and sick time

Time spent travelling to/from the host organisation does not count toward required placement hours.

Lunch and tea breaks at the host organisation do not count toward placement hours. Working lunches may be included however only if formal business is conducted.

Sick, flexitime or recreational leave days do not 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 workplace learning students?

STUDENTS WHO ARE NOT CURRENT EMPLOYEES

No. Students are not entitled to any remuneration for placement work and should not 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 will have no impact on 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 is the host organisation's responsibility to ensure the student is covered by insurance and the organisation complies with relevant Awards and Standards.

6. Responsibilities

6.1. Host organisation / supervisory responsibilities

Host organisations/supervisors are expected to provide a student with:

- A variety of responsible works tasks.
- Adequate and professional supervision.
- Regular feedback regarding performance.
- Provide reasonable functional and equipment support.
- Sign-off on Student Placement Agreement.
- Sign-off on Attendance Record.
- Completion of Placement Evaluation.

If any aspect of placement causes concern, host organisations / supervisors are encouraged to contact the [WPL](#) team to discuss.

Host organisations can also refer to the Agreed Terms listed on the Student Placement Agreement.

6.2. Student responsibilities

Students undertaking placement should attend the workplace, as per agreement with the host organisation in regard to work hours. Absences, due to illness of student or immediate family member, must be communicated to the Supervisor as soon as practicable. Students should adhere to workplace dress code and perform to the best of their abilities at all times.

Students are required to abide by issues such as confidentiality and privacy, should respect the organisation they are working in, its activities and personnel both during and after placement has concluded. Students should not reveal any confidential information about individuals, or commercial and organisational matters.

If any aspect of placement causes concern to the host organisation, they should contact the [WPL](#) team for advice.

Host organisations can also refer to the Agreed Terms listed on the [Student Placement Agreement](#).

6.3. Charles Sturt responsibilities

Charles Sturt will be responsible for:

- The general administration of the student during the placement.
- Coordinating the completion of the required forms with the student and host organisation.

- Providing guidance to the student and the host organisation as required.
- Providing the teaching component of the workplace learning subject.
- Arranging appropriate identification for the student (if required).
- Liaising between student and host organisation as required.
- Providing insurance coverage for students not normally employed by a host organisation.

7. 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 Division of Finance 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 Division of Finance website (refer [resources](#)).

FAQ in regard to Insurance are available at: <http://finance.csu.edu.au/faqs>

Note: If a student is a current employee of the host organisation, the student will be covered by the host organisational insurance as a regular employee of that organisation.

All students must complete and sign a tripartite Agreement in regard to Insurance. The Agreement is known as [Student Placement Agreement](#). The host organisation and the university are also required to sign the Agreement. The Agreement outlines the Terms and Conditions of the placement.

Students are not able to commence the placement before all parties have signed the Agreement. The [WPL](#) team will send the supervisor a copy of the fully signed Agreement before the placement commences.

8. Workplace learning contacts

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

Enquiries should be directed by email. Include student's full name, student number (if known):

business-wpl@csu.edu.au

8.2. 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

8.3. 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

9. Forms

Forms are an important component of the placement process and must be submitted to the [WPL](#) team. Documentation required of a host organisation is minimal however the following will be required:

- [Student Placement Agreement](#): Supervisor is required to sign the Agreement.
- [Log Book](#): Supervisor is required to sign the Log Book following the completion of the placement to verify that the placement hours have been completed.
- [Placement Evaluation](#): Supervisor is required to complete the Placement Evaluation following completion of the placement. This is a short form and not too onerous.

9.1. 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.

9.2. Information technology requirements

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

10. 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: Disability Services	rebrand.ly/csudissup
Charles Sturt: Division of Finance - Insurance Certificate (Domestic)	rebrand.ly/csuiinsdom
Charles Sturt: Division of Finance - Insurance Certificate (International)	rebrand.ly/csuiinsint
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 a 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: 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.*

11. 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.
Course	An approved sequence of subjects leading to an award. For example, Bachelor of Criminal Justice.
Charles Sturt	Charles Sturt University.
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.
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: <ul style="list-style-type: none"> • 20XX<u>30</u>: Session 1 (February-June) • 20XX<u>60</u>: Session 2 (July-October) • 20XX<u>90</u>: Session 3 (November-February)
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.
SO	Subject Outline.
WPL	Workplace Learning.
WPLO	Workplace Learning Officer.
WPLT	Workplace Learning team.