



Charles Sturt
University

2026

Student Undergraduate WIL Manual: Bachelor of Sports Media

Session 3

School of Allied Health, Exercise and Sports Sciences

Faculty of Science and Health

Charles Sturt University

Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F.

Executive Summary

Dear Student,

Work-integrated learning (WIL) forms are an integral part of the Exercise and Sports Science and Sports Media programs at Charles Sturt University. The placements you complete will provide you with opportunities to engage with the professional community and apply and develop your discipline, practical, interpersonal and reflective knowledge in authentic, real-world professional settings in the community.

We expect that you are fully committed to completing your placement/s and will demonstrate behaviours that are consistent with the [CSU Student Charter](#) and the [Exercise and Sports Science Australia \(ESSA\) Code of Professional Conduct and Ethical Practice](#) (where applicable). It is important to remember that you are representing both yourself and Charles Sturt while on placement, therefore, should always demonstrate professionalism. This will require you to be punctual and attend placements according to the schedule, wear appropriate attire, avoid inappropriate language or use of mobile phones during work hours, be respectful and engage in open communication with all professional staff and clients, and show initiative.

You will be required to reflect upon knowledge and skill development during placement in accordance with objectives/goals you set prior to the commencement of your placement/s and as discussed with your supervisor at the start of placement/s. These objectives will play an important role in the evaluation sections of the placement report.

This placement manual for *Bachelor of Sports Media* students is designed to provide important information regarding placements, policies and procedures, objectives and assessment. Please read the document thoroughly and contact the appropriate staff if you have any questions or if you require clarification. Further information will also be available on the EHR320 Brightspace subject site.

I trust you will enjoy your WIL activities and capitalise on the opportunities and experiences provided.

Sincerely,

Dr Jaquelyn Osborne PhD
Senior Lecturer - Exercise Science
Course Director - Exercise Science & Sports Media

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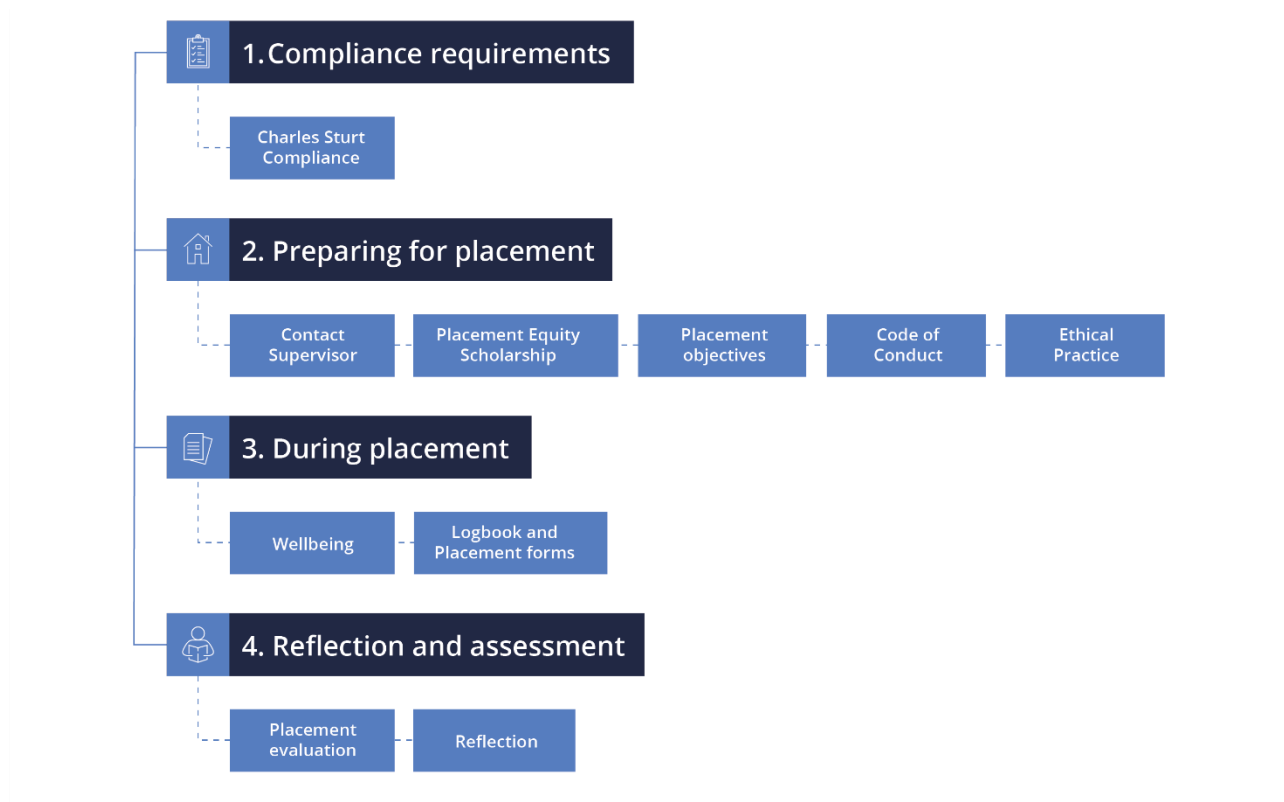
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1. Overview

1.1. EHR320 – Workplace Learning in Sport and Exercise

This workplace learning subject enables an opportunity for students to employ problem-based learning strategies to consolidate their prior learning. For further information, please see [CSU Handbook - EHR320](#).

1.2. Timeline



1.3. Contact Details

Subject Coordinator	Faculty of Science and Health Work-Integrated Learning Team (WIL)
Dr Kelly Baker Bathurst Campus Phone: 02 6338 4096 Email: kbaker@csu.edu.au	Email: FOSH-WPL@csu.edu.au

2. Compliance Requirements

A series of compliance tasks are essential to confirm your eligibility and readiness for placement, and to meet both university and industry standards for workplace safety and conduct. These must be complete before placement can be allocated. The list of requirements, due dates and how to submit compliance are as follows:

2.1. Charles Sturt Compliance

1. First Aid Certificate
2. CPR Certificate
3. WWCC (Working with Children Check)

Due: Final deadline for all documents – 10th October 2026

Upload all document to **InPlace**:

- Log in to InPlace: <https://arts-ed.csu.edu.au/professional-experience-unit/inplace>
- Make sure that your files are clearly named and legible.

*** Late submissions may delay or prevent your placement. ***

*** Placement will not be provided until compliance is complete. ***

3. Placement Preparation

3.1. Placement Allocations, Block Dates, & Hours

Placement Allocations:

Charles Sturt arranges placement locations to ensure accreditation and industry requirements are met.

- Please provide preferences of location, either by email to FOSH-WPL@csu.edu.au or upload on InPlace.
 - While we aim to place you in your preferred location, this is not always possible, and travel may be required at the students' expense.
- If you have a provider preference, please provide contact details via email to: FOSH-WPL@csu.edu.au
 - While placement preferences are welcomed and networking is encouraged, all initial contact with potential placement sites must be made through CSU.

When to Expect Placement Allocation:

- Those students who are compliant will receive placement offers 6-8 weeks prior to the start of each placement block
- Your placements will be confirmed in [Inplace](#)
 - If you decline your placement offer, you will be required to:

- Provide details of a suitable alternative or
- Accept a second placement offer

*** Please note: The timeframe is a goal, not an expectation, as late compliance or declines may delay or prevent placement from occurring. ***

Placement Block & Hour Requirements:

Students are required to complete 1 x 160hrs placements during the block dates below:

Block: 23rd November – 18th December 2026 & 4th January – 29th January 2027

The 8-week block provides plenty of time and flexibility to complete the required hours and tasks. Specific placement hours are decided between you and your supervisor.

3.2. Contact Supervisor

Once your placement has been confirmed, please contact your supervisor to organise:

- ☐ Start date and start time
- ☐ Appropriate attire / dress code (See [Dress Standards](#): Student must purchase CSU polo)
- ☐ Agency's address
- ☐ What you need to bring
- ☐ Attend any training or introductory programs (if applicable)
- ☐ Attend the agency as an introduction to staff and gain familiarity with the facilities (if applicable)
- ☐ Arrange an initial meeting to discuss expectations/goals for placement.
- ☐ Who to contact and contact details if you are running late.

Before starting their placement, students should set clear professional and personal goals. These may include desired knowledge, skills, experiences, professional contacts, or tasks. Students can discuss their goals with the Subject Coordinator and peers beforehand, and with their supervisor during the placement.

3.3. Pre-Requisite Subjects

Successful completion of the following subjects is required to attend placement:

- EHR126 Sports Media 1
- **AND** EHR220 Sports media 2

If you do not successfully complete either of these subjects, you will not be eligible to attend placement. If unsuccessful completion of either subject occurs preceding the commencement of placement, staff at FOSH WPL will contact your placement site to cancel your placement.

For enrolment pattern questions, please contact Course Admin: FOSH-Course@csu.edu.au.

For a waiver for pre-requisite situations, please contact Course Admin: FOSH-Course@csu.edu.au.

4. During Placement

4.1. Meetings

Over the course of placement, you are expected to organise a minimum of 3 formal meetings with your supervisor.

Initial Placement Meeting:

- Discuss placement objectives, opportunities and goals
 - Modify (change, add, or delete) list if supervisors have any suggestions
 - Students should finalise their list of objectives by the end of the first placement week.
- Discuss professional behaviour and expectations
- Confirm your supervisors email details for Logbook notifications
 - Send to: FOSH-WPL@csu.edu.au
 - Subject line: EHR320 – [Student Name] – Confirmation of supervisor details
- Schedule mid and final placement evaluation meetings

Mid Placement Meeting:

- Reflect on objectives
- Discuss the mid-point [evaluation form](#) completed with your supervisor
- Then add reflections in your own time before submitting the form via Brightspace
- Discuss your placement progress and recommendations for the remainder of placement with your supervisor

Final Placement Meeting:

- Reflect on professional practice, overall performance and objective during placement
- Discuss the final-point [evaluation form](#) completed with your supervisor
- Then add reflections in your own time before submitting the form via Brightspace

Note: If placement exceeds 3 weeks in duration, weekly student-supervisor meetings are encouraged

4.2. Daily Logbook

During placement you will be required to:

- Record all acceptable hours and professional activity in a daily LogBook via the InPlace portal.
 - This is checked and signed off weekly by your supervisor
 - During your weekly meetings with your supervisor, ensure Logbooks are signed off promptly and accurately.

Suggestion: Take a pen and paper or an electronic device (preferably not your phone) to keep notes for your *daily* Logbook.

*** Supervisors will only sign if they agree to the hours you have outlined, and they must deem you as competent for hours to be accepted. ***

5. After Placement

Ensure all placement documentation has been completed, reviewed and approved in accordance with assessment requirements outlined in the Subject Outline. This includes:

- Logbooks
- Mid-point evaluation form (submitted shortly after completing 50% of placement hours)
- Final-point evaluation form

6. Practicum Guidelines

6.1. Sports Media Placement

Appropriate placement sites include:

- Various Media Agencies
- Local Newspapers
- TV Stations
- Sports Radio
- Individual Professionals Associated with an Event, Athlete or Team
- Sports Based Practicum (e.g., Health Promotion)

6.2. Scope of Practice

Below is a list of activities that Sports Media and/or Sports Marketing/PR students may undertake while on placement.

- Writing articles for sporting websites
- Producing video/audio media for sporting websites
- Assisting with press conferences (holding microphone, prepping and asking questions)
- Setting up interviews with athletes and others in the Sports Media space
- Sitting in on team meetings to learn about how they operate day-to-day, week-to-week
- Assisting with the running of social media channels
- Learning how cameras/microphones/media equipment works and is used
- Attending sports matches and assisting with game-day media tasks
- Assisting with the development of marketing and PR packages for sporting events
- Writing press releases for sporting organisations
- Updating governance and policy documents for sporting organisations

6.3. Code of Conduct

Students are expected to comply with all standards and practices of the Agency. This includes the following:

- **Confidentiality:** Always maintain agency and/or client confidentiality. Information accessible to the student is a privilege not a right.
- **Punctuality:** Expected to always be punctual.
- **Mobile Phones:** Turned off and placed in a secure location. Students may only use phones during breaks; however, this should be clarified with the supervisor.
- **Dress Standards:** All clothing and shoes clean and in good condition. Students must purchase a [CSU SAHESS polo shirt](#) to wear during placement.
- **Attendance:** Students may not absent themselves from the placement unless they consult with their supervisor. In the case of illness, it is the student's responsibility to inform the supervisor prior to the commencement of the day's experience and a medical certificate will be required. If a day of placement is missed and cannot be made up within the allocated 4-week block, students must notify the WIL Officer at FOSH-WPL@csu.edu.au to arrange for hours to be made up.

Reasons for Suspension of the Placement may include:

Unprofessional conduct or conduct deemed unprofessional by the supervisor/Agency in consultation with the Subject Coordinator may cause suspension of placement. These may include:

- If the student is more than half an hour late without prior arrangement or showing no valid cause
- If any aspect of dress, grooming or hygiene is not regarded as satisfactory
- Evidence of alcohol consumption
- Failure to satisfy requirements specified in the student manual and Subject Outline
- Placing Agency clients in situations of physical or psychological discomfort/danger resulting from disregard for, or failure to undertake, suitable steps to ensure safety
- Breaching client/Agency confidentiality.

6.4. Supervisor Roles and Responsibilities

The role of your supervisor is to provide you with objective and accurate feedback based on your performance in the workplace. Other roles of placement supervisors include:

- Plan and organise student activities so that learning can be maximised
- Ensure that students are given every opportunity to achieve their set objectives and gain experience in a broad range of activities
- Provide an open and encouraging environment for students to ask questions
- Provide a model of behaviour and attitudes that the student can observe and emulate
- Provide students with opportunities to fulfil their placement requirements, such as recording hours in their logbook
- Provide a safe workplace environment for the student to conduct their placement

- Give students an appropriate level of responsibility to achieve the required acceptable hours for future accreditation and/or meet industry standards
- Enable students to assist with existing programs, or provide opportunities to design and implement programs (when appropriate)
- Offer guidance and helpful feedback to the students to assist professional and personal growth
- Set aside regular feedback sessions for evaluating and discussing the student progress towards objectives, impressions of student performance, and suggestions of areas for improvement.

6.5. Evaluations

The evaluation forms are required to be completed by both student and supervisor during each placement block.

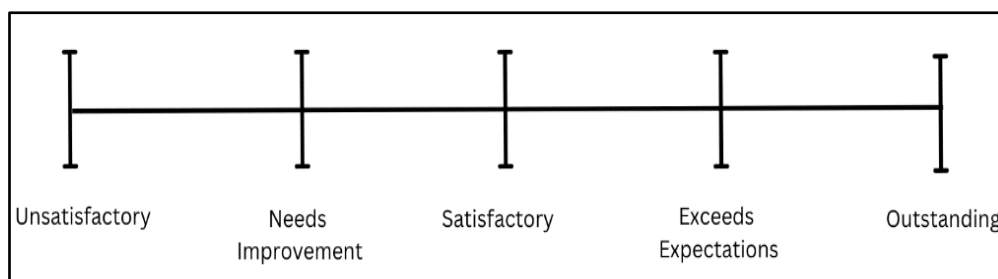
- These are an assessable item for EHR320 with details provided in the Subject Outline.
- Due dates and submission requirements for the evaluation forms are dependent on your placement start date.

The mid placement and final placement meeting must be used to discuss the evaluation forms, assess student performance and progress.

These meetings should encourage students to self-reflect on their performance and identify strengths/weaknesses to guide remaining practicum activities. Self-assessment is an important component of the placement process as it:

- Encourages students to accept responsibility for their own learning;
- Facilitates reflection and analysis of their own behaviour;
- Assists identification of student learning needs;
- Assists planning for further development of competency.

The evaluation forms will include the use of a 5-point Likert scale to evaluate students' performance and progress while on placement. These evaluations provide an indication of the level of competency at which a student has acquired or is performing, in conjunction with knowledge and skills demonstrated in relation to the placement objectives. Explanations of each level of competency can be found below.



<i>Level of Competency</i>	<i>Level of Achievement</i>	<i>Descriptors</i>
Unsatisfactory	- Performed unsatisfactorily to participate in the Agency's environment. - Can perform activities however required constant supervision and instruction.	- Did not establish goals/objectives for the placement. - Did not display an acceptable level of knowledge/skills. - Did not follow instructions. - Unacceptable presentation and punctuality. - Did not respond to feedback.
Needs improvement	Can perform activities satisfactorily however requires some supervision and instruction.	- Inconsistently met established goals/objectives for the placement. - Did not constantly apply a level of knowledge/skills. - Was able to work independently on simple tasks only. - Inconsistent presentation and punctuality. - Inconsistent application of feedback.
Satisfactory	Performs activities satisfactorily without constant supervision and instruction.	- Met established goals/objectives for the placement. - Applied acceptable level of knowledge/skills. - Was able to work independently on routine tasks. - Acceptable presentation and punctuality. - Applied feedback consistently.
Exceeds expectations	- Performs activities satisfactorily with minimal supervision and instruction within acceptable Agency standards. - Performs activities satisfactorily with more than acceptable Agency standards.	- Consistently met established goals/objectives for the placement. - Able to apply an acceptable level of knowledge/skills confidently and consistently. - Displayed initiative and independence on tasks. - Applied self-appraisal and supervisor feedback constructively.
Outstanding (Excellent)	Exceeds expectations, displaying initiative and adaptability to Agency standards.	- Consistently exceeded established goals/objectives for the placement. - Displayed a high level of knowledge/skills application. - Consistently worked independently but sought confirmation if required. - Actively expanded knowledge/skills, displaying initiative.
Does not apply (N/A)	Not given the opportunity to complete task (write N/A next to the task).	

7. Policies Related to Work Integrated Learning

7.1. Child Protection

Charles Sturt University is committed to child safety, and in line with NSW Government legislation, requires all students working with young people on placement to complete a Working with Children Check (WWCC).

7.2. Work Health and Safety

Charles Sturt University is committed to providing a safe environment for all, including work experience students, in line with its Work Health and Safety Policy. Resources are available through the [Division of Safety, Security and Wellbeing](#) site and the [Student Portal](#). For further information, please [click here](#).

7.3. University Policy and Equal Opportunity and Affirmative Action

Charles Sturt University is committed to equality in employment and education, promoting non-discriminatory policies and a safe, supportive environment for all. The University implements strategies such as the Workplace Gender Equity Strategy, Indigenous Australian Employment Strategy, and Accessibility Action Plan to advance equal opportunity. It also supports national efforts to improve access and outcomes for under-represented groups in higher education, including Aboriginal and Torres Strait Islander peoples, those from diverse backgrounds, people with disabilities, and individuals from rural or disadvantaged areas. For further information, please [click here](#).

7.4. University Ombudsman

The University Ombudsman is an independent and confidential resource for addressing complaints or concerns at Charles Sturt University. They provide guidance on rights, procedures, and conflict resolution, and help ensure complaints are managed fairly and used to improve University practices. The Ombudsman oversees complaint handling, supports staff and students, conducts internal reviews, and identifies systemic issues. Contact: ombudsman@csu.edu.au. For further information, please [click here](#).

7.5. Insurance – Undertaking placement as part of course requirements:

Students are covered by the University's insurance so long as the placement is approved by the SAHESS Placement Co-ordinator **PRIOR** to commencement. Please refer to CSU's Division of Finance for [Certificates of Currency](#) and [Student Personal Accident Policy](#). For any specific insurance queries, please contact the [Insurance Officer](#).

7.6. Student Grievances Whilst on Placement

In the event of circumstances occurring on placement such as psychological, physical and/or sexual harassment, the following procedures should be followed:

1. Report it to their supervisor (if comfortable to do so), or contact the Subject Coordinator, Head of Discipline, counselling services, or the University Ombudsman.
 - a. The supervisor should provide immediate support and refer the student to appropriate services.
 - b. The Subject Coordinator and Head of School will review the incident and take appropriate action.

Students also have the responsibility to decline tasks that conflict with legal, ethical, or professional standards and report them to the Subject Coordinator.

Please note that student wellbeing is of the utmost importance. If there is an issue or an incidence has occurred that makes you feel uncomfortable or you believe you are in danger, please contact one of the WIL staff members as soon as possible

8. Other Information

8.1. Scholarships

CSU acknowledges the expense involved in placement. To support students, we encourage you to explore and apply for scholarships that may be available through CSU or contact community organisations in your local area to check if they offer financial assistance to support education, such as Rotary, Country Women's Association or Red Cross.

CSU offers the [Professional Placement Equity Grant](#) which provides financial assistance for Workplace Learning (Professional Placement).

If a letter of support is required, please email and organise this with your subject coordinator.

8.2. Special Considerations

If you are part of the elite athlete program or have a study access plan (SAP), please provide details of the plan at the start of the year to your subject coordinator via email: kbaker@csu.edu.au

In the subject line: [EHR320 | Elite athlete program / SAP]

9. Frequency Asked Questions

Q: I can't enrol in EHR320, what should I do?

To enrol in EHR320, you must have completed or be enrolled in the pre-requisite subjects.

If this does not solve your issue, please contact: FOSH-WPL@csu.edu.au for additional support.

Q: I have questions and need support completing my compliance, who should I contact?

Email FOSH-WPL@csu.edu.au. In the subject line include [Exercise Science | EHR320]

Q: What state does my Working with Children Check (WWCC) need to be from?

The WWCC must be from the state/s you will be completing placement, e.g., if you plan to complete placement in NSW, a NSW WWCC is required.

Q: Can I complete placement where I work?

No, this is considered a conflict of interest. To ensure you complete activities specifically related to industry Scope of Practice placement at external practices are required.

If you have any additional questions or need support, contact the Workplace Learning team (FOSH-WPL@csu.edu.au) or your Subject Coordinator Kelly (kbaker@csu.edu.au).