



Charles Sturt  
University

Accounting & Business

# Student Guidebook

## Workplace Learning

Faculty of Business, Justice & Behavioural Sciences  
Charles Sturt University

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# Welcome to workplace learning

## MESSAGE FROM THE WORKPLACE LEARNING TEAM

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

For our younger students work placement provides you with a fantastic opportunity to gain experience while you are still studying at university. Then when it's time to graduate, you can enter the workforce with the confidence of being work ready and having developed a range of important employability skills. Frequently we see our students being offered full-time employment as a result of their placement experience so think carefully about your choice of placement and use this time wisely to sample prospective careers.

For our older students already in the work force, placement will help you prepare for a move up the career ladder whether it be in your current job or a new one. Often placement is even more important to older students as placement provides a rare chance for professional development through upskilling, undertaking new projects, taking on higher duties or learning a different functional area of your employer's business. Ultimately placement builds your skill base, develops your resume and enables you to showcase new found abilities. In the past we have seen many of our older students achieve terrific promotions and pay rises as a direct result of undertaking placement.

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

Above all, enjoy your placement experience!

Workplace Learning team  
Faculty of Business, Justice and Behavioural Sciences

## 1. Why workplace learning?

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

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

## 2. Workplace learning contacts

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

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

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

## 2.2. 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: <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
Wagga Wagga	Kirrily Welsh	Senior Workplace Learning Officer	Phone: 02 6933 2911 Email: <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
Wagga Wagga	Loren Edmanson	Workplace Learning Officer	Phone: 02 6933 2481 Email: <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>
Wagga Wagga	Judy Wong	Workplace Learning Officer	Phone: 02 6933 2698 Email: <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>

## 2.3. 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: <a href="mailto:eberry@csu.edu.au">eberry@csu.edu.au</a>
BUS110	Louise Lotz	Subject Convenor	Phone: 02 6933 2518 Email: <a href="mailto:lloz@csu.edu.au">lloz@csu.edu.au</a>
BUS220	Louise Lotz	Subject Convenor	Phone: 02 6933 2518 Email: <a href="mailto:lloz@csu.edu.au">lloz@csu.edu.au</a>
BUS370	Jennifer Weller	Subject Convenor	Phone: 0419 104 049 Email: <a href="mailto:jweller@csu.edu.au">jweller@csu.edu.au</a>

# 3. How workplace learning works

## 3.1. Sourcing placement

**Students are responsible for sourcing their own placement.** There are several resources available on the WPL website to assist when approaching a potential host organisation, such as the Host Organisation Guidebook and Student FAQ (refer [resources](#)). The [WPL](#) team can provide students with an introductory letter for presenting to potential host organisations, please contact the team for assistance.

The [WPL](#) team recommends sourcing potential opportunities early and you should utilise personal networks to secure placement. You can undertake placement at your current workplace, in the family business, or with a new organisation. Having firm arrangements before session commences can alleviate any last minute pressure.

## 3.2. Unable to find 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.

### 3.3. Still unable to find placement

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

- Review the WPL website for a register of available competitive and non-competitive 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 source placement.

## 4. 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](#)).

### 4.1. The importance of the Student Placement Agreement

You must complete either:

- [Student Placement Agreement](#) (Stream 1); or
- [Student Placement Agreement](#) (Stream 2).

Once placement has been approved, you are required to submit the [Student Placement Agreement](#) (tripartite contract signed by student, host organisation and Charles Sturt) to the [WPL](#) team **before** placement can commence. This is a mandatory requirement, and failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

The [Agreement](#) is a legal document that formalises a contract between the student; host organisation and the university. It covers you for insurance purposes whilst you are on placement and ensures compliance with the *Fair Work Act 2009*.

Following finalisation of the [Agreement](#), the [WPL](#) team will provide you and the host organisation with a copy. For Stream 1 students the insurance Certificate of Currency outlining the types of coverage will be included.

## 5. Forms

Forms are an important **compulsory** component of the placement process and must be submitted to the [WPL](#) team. Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

Summary of [forms](#) to be completed:

- [Placement Application](#)
- [Student Placement Agreement](#)
- [Log Book](#)
- [Student Review](#)
- [Placement Evaluation](#) (non-compulsory).

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

## 5.1. Pre-placement forms

All forms should be submitted to the [WPL](#) team.

Before placement can commence, the following forms must be completed:

- [Placement Application](#);
- [Student Placement Agreement](#)

### PLACEMENT APPLICATION

This form must be submitted to the [WPL](#) team before your placement commences. The [Placement Application](#) is assessed and approved by the subject convenor, please take this into consideration when establishing a start date and allow sufficient time for processing and/or any requests for additional information. Once approved, you will be notified on the outcome.

**Placement Application is compulsory.** Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

### STUDENT PLACEMENT AGREEMENT

Once the supervisor agrees to host you, arrange a meeting to confirm a placement attendance schedule that is suitable to the needs of both parties. Complete the [Student Placement Agreement](#) including start and end dates, student and supervisor signatures, tick boxes acknowledging the Agreed Terms, and submit to the [WPL](#) team before placement commences. Students should allow at least 2 business days for processing. The [WPL](#) team will return a finalised copy to you and the host organisation. Only when the [Agreement](#) is finalised, can you commence placement. Incomplete forms will be returned.

Students experiencing any delays completing placement by date specified in finalised the [Agreement](#), should contact the [WPL](#) team to advise the new expected end date and request an extension.

**Student Placement Agreement is compulsory.** Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

### Completing placement without Placement Application and/or Student Placement Agreement approval

**It is crucial that all pre-placement approvals are obtained before the commencement of any placement activity. Failure to comply can result in a fail grade for the subject and/or repeat of placement hours.**

## 5.2. Post-placement forms

Submit all post-placement forms to the [WPL](#) team within 14 days following conclusion of placement (earlier if possible).

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

- [Log Book](#);
- [Student Review](#);
- [Placement Evaluation](#) (non-compulsory).

### LOG BOOK

The Log Book is for you to document activities and placement hours completed. Before the last day, you should make an appointment with your supervisor to finalise the [form](#), collect required signatures and then submit to [WPL](#) team. This will advise that placement is now complete and [WPL](#) team will request the [Placement Evaluation](#) from your supervisor. The [WPL](#) team recommend discussing and completing the [Placement Evaluation](#) with your supervisor during the [Log Book](#) finalisation meeting.

**Note:** Travel to/from the host organisation and lunch breaks do not count toward required placement hours.

**Log Book is compulsory.** Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

### STUDENT REVIEW

The [Student Review](#) provides an opportunity to reflect on your placement experience and is an important part of the placement quality and improvement process. The [Student Review](#) is due 14 days following conclusion of the placement.

**Student Review is compulsory.** Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours.

### PLACEMENT EVALUATION

The [Placement Evaluation](#) is non-compulsory, as it is dependent on completion and submission by the supervisor. Before the last day, make an appointment with the supervisor to discuss your placement performance and complete the [Placement Evaluation](#). Following receipt from the supervisor, a copy will be forwarded to you. The [Evaluation](#) will assist you with the final academic assessment item by providing reflection on areas of strength and areas for improvement, encourage your supervisor to submit this form.

**Placement Evaluation is non-compulsory.** Non-submission will have no consequence on substantive grade for the subject.

### 5.3. Placement date extensions

The [WPL](#) team understands that circumstances arise and placement hours may not be completed within the approved timeframe. Students experiencing any delays completing placement should contact the [WPL](#) team to advise the new expected end date and request an extension or otherwise (if required). Any deviation from dates authorised in the [Student Placement Agreement](#) must be notified at time of the change. **This is crucial to ensure continued insurance coverage and compliance with the *Fair Work Act 2009*.**

### 5.4. Form due dates

**[Placement Application](#):** due approximately two weeks following start of session (refer subject outline for specific date). If placement has not been organised by the due date, contact the [WPL](#) team to advise proposed arrangements and request a submission extension.

**[Student Placement Agreement](#):** due before your placement commences.

**[Log Book](#):** due 14 days following conclusion of placement.\*

**[Student Review](#):** due 14 days following conclusion of placement.\*

**\*Note:** As each student's end date is varied, [Log Book](#) and [Student Review](#) are due within 14 days following conclusion of placement as approved on the [Student Placement Agreement](#). Dates listed in assessment item section of the subject outline are absolute last date forms can be submitted as individual student information cannot be included within this table. Each assessment item contains further information and outlines the 14 day requirement.

### 5.5. What happens if I do not submit forms on time?

Non-submission of forms by the due date can result in:

- A fail grade for the subject.
- Requirement to repeat the subject.
- Requirement to repeat placement hours undertaking different activities.
- Requirement to re-complete academic assessment items.

All forms (with the exception of the [Placement Evaluation](#)) are compulsory assessment items. Submission requirements are advised in the subject outline.

## 6. In case of emergency

### 6.1. Emergencies on placement

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

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

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

- Being exposed to harassment, sexual or physical/verbal abuse at the placement site.
- Events of nature such as earthquake, fire or flooding.

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

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

## 6.2. Reporting incidents or hazards

Incidents or hazards may include sexual assault or sexual violence.

Students at Charles Sturt are responsible for reporting all incidents relating to health, safety and wellbeing in the workplace to ensure that these events, where required, are investigated and action taken to prevent recurrence and reduce risk. All accidents, incidents, hazards and near misses must be reported within 24 hours or as soon as possible after the event.

# REPORT AN INCIDENT

## 6.3. Student counsellors

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

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

## 6.4. Crisis counselling

Charles Sturt University After-Hours Crisis Support Line:

- Telephone: 1300 572 516
- Text: 0480 087 002

Charles Sturt University After-Hours Crisis Support Line operates weeknights (5pm to 9am), weekends (5pm Friday to 9am Monday) and public holidays.

Text or call this service for help to:

- find immediate relief from emotional distress
- explore coping strategies for current problems or a crisis
- open pathways to find longer-term solutions
- help you work out the next steps to take
- manage safety concerns.

**Note:** Call 000 (emergency services) if you are in danger. This service does not offer ongoing counselling, but can link you with university and community counselling and wellbeing services and resources.

# 7. Students with a disability

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

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



## 8. Student Misconduct Rule 2020

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

## 9. Student Charter

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

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

## 10. Professional behaviour

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

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

### 10.1. Email addresses

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

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

### 10.2. Social networking

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

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

### 10.3. Confidentiality

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

## 11. Helpful hints

### 11.1. Career Development Service

The Career Development Service is available to assist with developing and reviewing cover letters and résumés. To make an appointment refer [resources](#).

### 11.2. On placement

While on placement ensure you:

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

## 12. Subject availability

### 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

## 13. Student checklist

I have...

✓ Tick when completed

Submitted the <a href="#">Placement Application</a> for review and received approval from the <a href="#">WPL</a> team prior to commencement?	
Used correct <a href="#">Student Placement Agreement</a> for the stream I am undertaking?	
Submitted signed Student Placement Agreement and received a finalised version from the <a href="#">WPL</a> team prior to placement?	
Made an appointment with my supervisor for the last placement day to finalise the <a href="#">Log Book</a> ?	
Submitted the <a href="#">Log Book</a> no later than 14 days following the conclusion of placement?	
Submitted the <a href="#">Student Review</a> no later than 14 days following the conclusion of placement?	

## FINALLY

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

# 14. Resources

DESCRIPTION	LINK
Adobe: Acrobat Reader - Desktop Version	<a href="https://rebrand.ly/adodepdf">rebrand.ly/adodepdf</a>
Adobe: Acrobat Reader - Mobile Version	<a href="https://rebrand.ly/adobepdfmob">rebrand.ly/adobepdfmob</a>
Charles Sturt: Career Development Service	<a href="https://rebrand.ly/csustudcar">rebrand.ly/csustudcar</a>
Charles Sturt: CSU Global	<a href="https://rebrand.ly/csuglobal">rebrand.ly/csuglobal</a>
Charles Sturt: Disability Services	<a href="https://rebrand.ly/csudissup">rebrand.ly/csudissup</a>
Charles Sturt: Division of Finance - Insurance Certificate (Domestic)	<a href="https://rebrand.ly/csuinsdom">rebrand.ly/csuinsdom</a>
Charles Sturt: Division of Finance - Insurance Certificate (International)	<a href="https://rebrand.ly/csuinsint">rebrand.ly/csuinsint</a>
Charles Sturt: Professional Placement Equity Grant	<a href="https://rebrand.ly/csufinequ">rebrand.ly/csufinequ</a>
Charles Sturt: Scholarship Opportunities	<a href="https://rebrand.ly/csuschol">rebrand.ly/csuschol</a>
Charles Sturt: Student Charter	<a href="https://rebrand.ly/csupolstudchart">rebrand.ly/csupolstudchart</a>
Charles Sturt: Student Misconduct Rule 2020	<a href="https://rebrand.ly/csupolstudmisc">rebrand.ly/csupolstudmisc</a>
Charles Sturt: Student Portal	<a href="https://rebrand.ly/csustudpor">rebrand.ly/csustudpor</a>
Form: Placement Application ( <i>available only to students through secure login</i> )	<a href="https://rebrand.ly/wplforma">rebrand.ly/wplforma</a>
Form: Student Placement Agreement (Stream 1)	<a href="https://rebrand.ly/formbs1">rebrand.ly/formbs1</a>
Form: Student Placement Agreement (Stream 2)	<a href="https://rebrand.ly/formbs2">rebrand.ly/formbs2</a>
Form: Log Book	<a href="https://rebrand.ly/busformc">rebrand.ly/busformc</a>
Form: Student Review	<a href="https://rebrand.ly/busformd">rebrand.ly/busformd</a>
Form: Placement Evaluation	<a href="https://rebrand.ly/busforme">rebrand.ly/busforme</a>
WPL: Frequently Asked Questions (Student)	<a href="https://rebrand.ly/busfaq">rebrand.ly/busfaq</a>
WPL: Guidebook (Student)	<a href="https://rebrand.ly/busguid">rebrand.ly/busguid</a>
WPL: Guidebook (Host)	<a href="https://rebrand.ly/busguidhost">rebrand.ly/busguidhost</a>
WPL: Placement Application Submission Guide	<a href="https://rebrand.ly/businplaceref">rebrand.ly/businplaceref</a>
WPL: Student Information	<a href="https://rebrand.ly/bjbswplweb">rebrand.ly/bjbswplweb</a>
WPL: Placement Opportunities	<a href="https://rebrand.ly/busopps">rebrand.ly/busopps</a>

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

# 15. Glossary

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

TERMINOLOGY & ACRONYMS	DESCRIPTION
Campus	Location responsible for control of courses and subjects.
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.
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"> <li>• 20XX<b>30</b>: Session 1 (February-June)</li> <li>• 20XX<b>60</b>: Session 2 (July-October)</li> <li>• 20XX<b>90</b>: Session 3 (November-February)</li> </ul>
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.
Supervisor	Person at host organisation responsible for student during placement.
WPL	Workplace Learning.
WPLO	Workplace Learning Officer.
WPLT	Workplace Learning team.