



Charles Sturt
University

Accounting, Business & Information
Technology

Student Guidebook

Work-integrated learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

Welcome to work-integrated learning	4
1. What is work-integrated learning?	4
2. Why work-integrated learning?	4
3. Contacts	4
3.1. Who should I contact if I have any questions?.....	4
3.2. Professional team	5
3.3. Academic team	5
4. Subject availability	5
5. How work-integrated learning works	6
5.1. Preparing for placement.....	6
5.2. Placement submission deadline	6
5.3. Streams	6
5.4. Sourcing placement	6
5.5. Placement schedule	7
5.6. Overseas placement	7
5.7. Early placement	7
5.8. Late placement.....	7
5.9. Unable to find placement	7
5.10. Still unable to find placement	7
6. Placement activities	8
6.1. Suitable placement activities.....	8
6.2. Unsuitable activities	10
6.3. Suitable placement organisations	10
7. Compliance	10
8. Insurance	11
8.1. The importance of the Student Placement Agreement.....	11
9. Forms	11
9.1. Pre-placement forms.....	11
9.2. Post-placement forms	12
9.3. Placement date extensions	12
9.4. Form due dates	13
9.5. What happens if I don't submit the forms on time?.....	13
10. Responsibilities	13
10.1. Student responsibilities on placement	13
10.2. What are the host organisation responsibilities?	13
11. In case of emergency and duty of care	13
11.1. Emergencies on placement.....	13
11.2. Reporting incidents or hazards	14
11.3. Student counsellors.....	14
11.4. Crisis counselling	14
11.5. Student wellbeing.....	14
12. Accessibility and inclusion	15

13.	Student Misconduct Rule 2020	15
14.	Student Charter	15
15.	Professional behaviour	15
	15.1. Email addresses.....	15
	15.2. Social media.....	15
	15.3. Confidentiality.....	15
16.	Helpful hints	16
	16.1. Career Development Service	16
	16.2. On placement.....	16
17.	Student checklist	16
18.	Resources	17
19.	Glossary	18

Welcome to work-integrated learning

Welcome to the work-integrated learning (WIL) program at Charles Sturt University! WIL offers exciting opportunities for everyone. Placement is a critical component of your degree and a personally rewarding journey.

For students entering the workforce: Placement is a fantastic opportunity to gain practical firsthand experience while you study. By the time you graduate, you'll be ready to transition into the workforce with confidence, equipped with crucial employability skills. Many students secure full-time roles as a direct result of their placement experiences, so choose thoughtfully and embrace this opportunity to explore diverse career possibilities.

For students with work experience: If you're already employed, placement provides a pathway to advance your career, whether it's in your current role or a new one. It's a chance to upskill, take on exciting projects, assume greater opportunities or explore a different area of your organisation. Placement not only enhances your résumé but also highlights your growing expertise. Many experienced students have achieved significant promotions, and salary increases as a direct result of their placement journey.

Our academic and professional teams are here to support your journey. We hope your placement experience is fulfilling, inspiring and fosters a lifelong passion for learning beyond university. Step out of your comfort zone, seize new challenges, and embrace the chance to grow. We're here to provide guidance throughout the process, so please contact us if you have any questions.

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.

The [WIL](#) team oversees the placement processes for WIL subjects. At the start of each subject, students are assigned a Workplace Learning Officer (WPLO) to assist with administrative matters.

2. Why work-integrated learning?

Work placements equip graduates with the essential skills and knowledge required for the workplace, aligning with both industry demands and student expectations for employability. Through WIL, students complete placements with host organisations connecting theoretical learning with practical application. This process helps students expand their professional knowledge, improve employability skills, and critically reflect on and evaluate their work practices. Placement produces experienced, work-ready graduates who are prepared to meet the needs of industry.

3. Contacts

3.1. 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. ACC275 202530. Placement Application

business-wpl@csu.edu.au

3.2. Professional team

The professional team can be contacted as follows:

NAME	POSITION	DETAILS
Kirrily Welsh	Manager, Workplace Learning (Acting)	02 6933 2911 business-wpl@csu.edu.au
vacant	Senior Workplace Learning Officer	business-wpl@csu.edu.au
Michelle Burton	Workplace Learning Officer	02 6933 2283 business-wpl@csu.edu.au
Judy Wong*	Workplace Learning Officer	02 6933 2698 business-wpl@csu.edu.au

*first contact point

3.3. Academic team

The academic team can be contacted as follows:

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

4. Subject availability

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	105hrs	Year 2	Session 1 & 2

BUSINESS

WIL 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
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

INFORMATION TECHNOLOGY (UNDERGRADUATE)

ITC396 is a compulsory subject in the Bachelor of Computer Science and Bachelor of Information Technology (with specialisations). Activities undertaken as part of this placement must be information technology related.

SUBJECT	HOURS	SEQUENCE	AVAILABILITY
ITC396 - IT Work Placement	105hrs	Year 3	Session 2

INFORMATION TECHNOLOGY (POSTGRADUATE)

ITC599 is a compulsory subject in the Master of Professional Information Technology. Activities undertaken as part of this placement must be information technology related.

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

5. How work-integrated learning works

5.1. Preparing for placement

Before your session begins, the [WIL](#) team advises that you invest time researching organisations where you'd like to undertake placement. It's essential to thoroughly review and update your résumé, prepare targeted cover letters tailored to specific organisations, and inform your referees of any potential contact requests.

When reaching out to potential supervisors, introduce yourself professionally and explain that you're seeking a placement opportunity with their organisation. If you receive a positive response, ask about the [activities](#) you'll be involved in, as this is important for the [Placement Application](#) approval process.

5.2. Placement submission deadline

Placement should be organised by second or third week of session. See the subject outline for details. If you haven't organised placement by the due date, contact the [WIL](#) team to advise your proposed arrangements and request an extension.

The WIL team highly recommends that students secure a placement before session starts. If placements aren't confirmed by census date, you'll still incur the debt for the subject if you remain enrolled.

5.3. Streams

Students can undertake placement in one of two streams. The streams are as follows:

Stream 1: Placement with new host organisation (where business is not the current employer).
This stream is ideal for less experienced students who are studying full-time and working part-time. It encourages students to seek placements in organisations or fields they aim to join after graduation. Full-time employed students are also supported to choose Stream 1 if they wish to gain experience in a different organisation.

Stream 2: Placement with existing employer (where business is the current employer).
This stream is ideal for experienced students who are studying part-time while working full-time. It encourages students to seek placements that foster professional development within their current employment such as secondments, higher duties or project based roles.

5.4. Sourcing placement

Students are responsible for securing their own placement. The WIL website offers various resources, to aid in approaching potential hosts (refer [resources](#)). The [WIL](#) team can also provide an introductory letter for presenting to potential host organisations, please contact the team for assistance.

The WIL team advises starting your search for potential opportunities early and using your personal networks to secure a placement. You can complete your placement at your current workplace, in a family business, or with a new organisation. Having firm arrangements before session begins can alleviate any last minute pressure.

Once you've secured a host organisation, confirm the following questions with your supervisor:

- Will I need a Working with Children check?
- Will I need an Australian Federal Police check?
- Will I need any types of vaccinations and if so, which ones?

If your host organisation requires any of the above or other checks, begin the application process immediately to ensure your start date isn't delayed by any pending [compliance](#) outcomes.

5.5. Placement schedule

WIL subjects are very flexible in terms of how placement is undertaken. Placement hours are agreed upon by the student and host organisation, considering the needs of both parties. These hours can be completed as a block placement, spread over a certain number of days/hours per week or any other agreed upon arrangement until the allotment has been completed.

5.6. Overseas placement

Most students can undertake an overseas placement except, those enrolled in ITC599, who must complete it in Australia. Insurance for overseas placement doesn't include travel or personal loss; you should arrange appropriate coverage for this. The university's insurance certificate of currency for overseas placement, outlining the types of insurance coverage, is available on the Division of Finance website (refer [resources](#)).

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

5.7. Early placement

There are some difficulties associated with commencing placement early, such as:

- Availability of subject outline materials and other resources.
- Pre-placement academic assessment items need to be completed before your placement begins.
- Pre-placement forms require approval before your placement begins.
- Learning outcomes/topics in the WIL subjects won't have been covered to assist students.

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

If early placement is approved, it's your responsibility to:

- Establish contact with the Subject Convenor to obtain details of pre-placement assessment items and other resources.
- Ensure required assessment items are submitted before your placement begins.
- Obtain approval of the [Placement Application](#) and [Student Placement Agreement](#) before your placement begins.

5.8. Late placement

Students can complete any remaining hours after the session ends. If this occurs, the WPLO will advise you to apply for a Work-integrated Learning Grade Pending (GP) to allow for additional time to complete the requirements.

5.9. Unable to find placement

The WIL website features a register of placement opportunities where students can apply for positions with organisations that have established strong relationships with Charles Sturt University (refer [resources](#)). The [WIL](#) team can also provide an introductory letter for presenting to potential host organisations, please contact the team for assistance.

5.10. Still unable to find placement

If you're still having difficulty securing a placement, consider the following options:

- Review the WIL website for a register of available placement opportunities (refer [resources](#)).
- Contact the [WIL](#) team for advice, recommendations on suitable host organisations and letters of introduction.

- Reach out to your lecturer, who might be able to assist you in identifying a suitable host to approach.
- If you're still unable to find a placement, consider withdrawing before census date to avoid incurring a debt (refer to [Principal Dates on the Student Portal](#) for the annual date) and re-enrol in a future session to allow sufficient time to secure one.

6. Placement activities

6.1. Suitable placement activities

When outlining suitable placement activities, it's important to be descriptive. For instance, instead of simply listing 'BAS statements' it's better to specify 'preparation and completion of end-of-year BAS statements for individual clients and partnerships.' Students must demonstrate activities undertaken equate to specified hours required to complete placement for the enrolled [subject](#).

The [Placement Application](#) will be returned to you if the convenor or WPLO deems the information provided is insufficient, not descriptive enough or doesn't equate to the specified hours.

Suitable activities might include, but aren't limited to, the following:

ACCOUNTING (ACC275)

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

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

BUSINESS (BUS223 & BUS385, BUS387)

As students progress through WIL subjects, the type of activities increase in complexity.

Finance:

- Business analysis
- External reporting
- Finance in agri-business, commercial or corporate
- Financial management
- Finance proposals
- Finance solutions
- Foreign exchange
- Funds management
- Investments
- International finance
- Lending
- Market comparisons
- Marketing of finance products
- Securities & derivatives
- Share analysis & reports
- Succession Planning
- Superannuation

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

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

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

Event Management/Planning:

- Account management
- Advertising
- Analysis of requirements: e.g. technical, print, branding
- Catering requirements
- Coordinate programs
- Develop/monitor budgets
- Develop promotional material
- Event Evaluation: success-shortcomings
- Event strategies & planning
- Marketing report planning
- Media liaison / launches
- Media sales
- Meetings: stakeholders / organisers
- Project management
- Reflection reports
- Speakers / media / guests
- Sourcing venues

Human Resource Management:

- Assessing & short listing applicant documentation
- Conduct training (or participate)
- Create/review position descriptions
- Draft letters of appointment
- Enterprise bargaining
- Position advertisements
- Industrial relations
- Interviewing
- Manage leave
- Payroll
- Performance management
- Prepare contracts
- Recruitment
- Staff checks
- Staff induction
- Staff records management
- Write/review HR policies

“The subject exceeded any expectations. For me, I used knowledge acquired over the course of my studies and applied it to my work placement. In addition to this, the subject has highlighted the other skills and attributes that I have gained for example, critical thinking, ethical practices and research skills”

BUS370 student

or any combination of activities in any of the above discipline areas.

INFORMATION TECHNOLOGY (ITC396, ITC599)

Students completing placement at their current workplace must undertake tasks that differ from the daily duties of your 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

6.2. Unsuitable activities

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

6.3. Suitable placement organisations

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.

7. Compliance

Confirm any organisation-specific compliance requirements with your supervisor. If compliance checks are required, initiate the application process immediately to avoid delays in starting your placement, as these checks can take several weeks to complete.

Some host organisations will require students to have cleared one or more of the following compliance checks:

WORKING WITH CHILDREN CHECK (WWCC)

A WWCC is required for individuals working or volunteering in child-related industries. It involves a national criminal history check and a review of findings of workplace misconduct. Students can apply for a WWCC through [Service NSW](#). For more information on WWCC requirements in each state, refer to [National Criminal Checks in Australia](#).

AUSTRALIAN FEDERAL POLICE CHECK (AFP)

Australian Federal Police checks can be completed online or on a downloadable form. For more information refer to [National Police Checks](#).

Important Note: Compliance requirements can differ between states, so ensure you have the correct compliance for the state that your placement is being conducted.

8. 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.

8.1. The importance of the Student Placement Agreement

You must complete either:

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

Once your Placement Application is approved, you need to submit the Student Placement Agreement (a legal contract that needs to be signed by you, your host organisation and the university) to the [WIL](#) team **before** your placement can begin. This is a mandatory requirement, and non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

The Agreement is a legal document that establishes a contract between you, host organisation and the university. It provides insurance coverage while you're on placement and ensures compliance with the *Fair Work Act 2009*.

Once the Agreement is finalised the WIL team will email a copy to both you and the host organisation. For Stream 1 students the insurance Certificate of Currency detailing the types of coverage, will be included.

9. Forms

Forms are a key component of the placement process and must be submitted to the [WIL](#) team. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

Summary of required forms:

- [Placement Application](#)
- [Student Placement Agreement](#) (Stream 1 or Stream 2)
- [Log Book](#)
- [Student Review](#)
- [Placement Evaluation](#)

Forms are available on the WIL website (refer [resources](#)).

9.1. Pre-placement forms

All forms should be submitted to the [WIL](#) team. Before placement can begin, the following forms are required:

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

PLACEMENT APPLICATION

This form must be submitted to the [WIL](#) team before your placement begins. The [Placement Application](#) will be reviewed and approved by the placement convenor, so please allow sufficient time for processing and any additional information requests when setting a start date. You'll be notified once your application has been approved.

Placement Application is compulsory. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

STUDENT PLACEMENT AGREEMENT

After your supervisor agrees to host you, arrange a meeting to confirm a placement attendance schedule that suits both parties. Complete the [Student Placement Agreement](#) including start and end dates, student and supervisor signatures and tick boxes for the Agreed Terms. Submit it to the [WIL](#) team at least two business days before your placement begins. The WIL team will return a finalised copy to both you and the host organisation. You may commence placement once the Agreement is finalised. Any incomplete forms will be returned.

If you experience delays completing your placement by the date specified in finalised the Agreement, contact the WIL team to advise the new expected end date and request an extension.

Student Placement Agreement is compulsory. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

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

It's vital to secure all pre-placement approvals before starting any placement activities. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

9.2. Post-placement forms

Submit **all post-placement** forms to the [WIL](#) team within 14 days after the placement ends (earlier if possible). Upon completing your placement, the following forms must be submitted:

- [Log Book](#)
- [Student Review](#)
- [Placement Evaluation](#)

LOG BOOK

The [Log Book](#) is for documenting your activities and completed placement hours. Before the last day, schedule a meeting with your supervisor to finalise the form, collect the necessary signatures and then submit it to [WIL](#) team. This submission indicates the completion of your placement and WIL team will request the [Placement Evaluation](#) from your supervisor. It's recommended to discuss and complete the Placement Evaluation with your supervisor during the Log Book finalisation meeting.

Note: Travel to/from the host organisation and lunch breaks don't count toward required placement hours.

Log Book is compulsory. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

STUDENT REVIEW

The [Student Review](#) allows you to reflect on your placement experience and plays a key role in enhancing the quality and process of future placements. It must be submitted within 14 days after the placement ends.

Student Review is compulsory. Non-compliance may result in a fail grade for the subject and/or the need to repeat placement hours.

PLACEMENT EVALUATION

Before the last day, schedule a meeting with your supervisor to discuss your performance and complete the [Placement Evaluation](#). Once your supervisor submits it, the evaluation will be accessible in InPlace. This Evaluation will support your final academic assessment by reflecting on your strengths and areas for improvement. Be sure to remind your supervisor to submit this form.

9.3. Placement date extensions

The [WIL](#) team acknowledges that unexpected circumstances can arise, potentially affecting the completion of placement hours within the approved period. If you encounter any delays, please contact the WIL team to inform them of the new expected end date and request an extension if needed. Any changes to the dates authorised in the [Student Placement Agreement](#) must be reported immediately. **This is essential to maintain continued insurance coverage and compliance with the Fair Work Act 2009.**

9.4. Form due dates

Placement Application:	due approximately two weeks after the start of session (refer to the subject outline for specifics). If you haven't organised placement by the due date, contact the WIL team to advise your proposed arrangements and request an extension.
Student Placement Agreement:	due before the start of your placement.
Log Book:	due 14 days after the end of your placement.*
Student Review:	due 14 days after the end of your placement.*
Placement Evaluation:	due 14 days after the end of your placement.*

***Note:** The Log Book and Student Review are due within 14 days following the end of your placement, as approved in the Student Placement Agreement. Dates listed in the *assessment item section of the subject outline* represent the absolute latest date these forms can be submitted, as individual student information can't be included in this table. Each assessment item contains additional information and emphasises the 14 day requirement.

9.5. What happens if I don't submit the forms on time?

Failure to submit forms by the due date may result in the following:

- Receiving a fail grade for the subject.
- Being required to repeat the subject.
- Having to repeat placement hours with different activities.
- Needing to re-complete academic assessment items.

All forms, except for the [Placement Evaluation](#), are considered compulsory assessment items. Submission requirements are detailed in the subject outline.

10. Responsibilities

10.1. Student responsibilities on placement

Your responsibilities on placement include, but aren't limited to, the following:

- Attend the workplace as per the agreement.
- Adhere to the workplace dress code.
- Maintain confidentiality of individuals, as well as commercial and organisational matters.
- Behave in a professional manner as representatives of the university.
- Report critical incidents.
- Refer to [social media](#) for guidance on use.

10.2. What are the host organisation responsibilities?

Host organisation supervisor responsibilities on your placement include, but aren't limited to, the following:

- provide a safe working environment
- offer a variety of placement activities
- ensure adequate and professional supervision
- give regular feedback regarding performance
- approve the [Log Book](#)
- complete the [Placement Evaluation](#).

11. In case of emergency and duty of care

11.1. Emergencies on placement

Students must report any accidents or incidents that occur during placement by contacting one or more of the staff listed in the [contacts](#). An emergency could include, but isn't limited to, the following situations:

- **An accident:** occurring on the way to, at the location of, or travelling home from the placement site.

- **Serious illness:** on-site, or travelling to/from the placement site, requiring medical treatment.
- **Health or occupational hazard exposure:** at the placement site.
- **Threat, or criminal incident:** such as a bomb threat or criminal activity, at placement site.
- **Fire event:** (not a fire drill) at the placement site.
- **Exposure to harassment or abuse:** sexual, physical or verbal abuse at the placement site.
- **Natural disaster:** such as an earthquake, fire, or flooding.

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

- **Remove yourself from the environment.**
- **Seek appropriate assistance:** such as ambulance, police or fire services if required (Ring 000).
- **Contact the WIL team** for guidance on the appropriate course of action for your situation.

11.2. 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

11.3. Student counsellors

During your placement, you may encounter sensitive material or distressing situations. The university is here to help, and we encourage you to reach out. Support options available include:

- Call 1800 ASK CSU (1800 275 278)
- Email ask@csu.edu.au or counselling@csu.edu.au
- Book an appointment to [talk to a counsellor](#)
- Explore [counselling options](#)

You're not alone - support is always available.

11.4. Crisis counselling

Charles Sturt University After-Hours Crisis support line:

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

The [After-Hours Crisis](#) support line operates on weeknights (5pm to 9am), weekends (5pm Friday to 9am Monday) and public holidays. You can 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 determine the next steps to take.
- Manage safety concerns.

Note: If you're in a dangerous situation, call 000 (emergency services). This service doesn't offer ongoing counselling but can connect you with university and community counselling, wellbeing services and resources. If you need immediate crisis counselling, call the appropriate [State Centre](#) immediately.

11.5. Student wellbeing

Charles Sturt prioritises the safety of students during placement. If you have any concerns regarding your placement, whether related to your host organisation, supervisor or the support provided by Charles Sturt, please contact the [WIL](#) team. Any concerns raised will be handled with appropriate discretion.

12. Accessibility and inclusion

If you have a condition that might prevent you from undertaking a placement or if you need special equipment or additional support due to a physical or mental condition, please indicate this when submitting your [Placement Application](#). Charles Sturt has guidelines for supporting students that require assistance, and we're committed to helping all students to complete their placements.

Students can register their condition with Accessibility and Inclusion (refer [resources](#)).

13. Student Misconduct Rule 2020

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

14. Student Charter

The Student Charter outlines the expectations for Charles Sturt students as well as what students can expect from the university. It reflects our community's shared values of being *Insightful, Inclusive, Impactful and Inspiring*, along with our commitment to excellence, integrity, and sustainability in teaching and research (refer [resources](#)).

15. Professional behaviour

Your performance during placement is evaluated based on your conduct in a workplace environment. Appropriate behaviour is fundamental and underpins all aspects of professionalism. Being punctual and following the required notification procedures when unwell or unable to fulfil work commitments are key aspects of professional behaviour. Respect for clients, workplace colleagues, your supervisor is extremely important, and it's crucial that you develop and exhibit these behaviours.

15.1. Email addresses

The [WIL](#) team advises you to carefully consider the email address you provide Charles Sturt, ensuring it doesn't 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. Unsuitable email addresses may lead to supervisors forming preconceived judgements about you. If necessary, update your email with an appropriate address via the Student Portal website (refer [resources](#)).

If you use multiple email addresses, please regularly monitor the university-registered address as all WIL system-generated correspondence will be sent to it.

15.2. Social media

It's quite common for students to be members of social networking sites. While these sites are excellent for staying connected with friends, please think carefully how comments about workplaces, supervisors and clients could be perceived. It's strongly recommended not to invite supervisors or other staff to join your social networking site. Accessing social networking while on placement is unprofessional unless explicitly directed by your supervisor and is task relevant.

15.3. Confidentiality

During placement you may be exposed to confidential information. Students are expected to maintain the strictest confidentiality with details.

16. Helpful hints

16.1. Career Development Service

The Career Development Service is available to help you develop and review cover letters and résumés. To make an appointment refer to the [resources](#).

16.2. On placement

While on placement, ensure you:

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

17. Student checklist

I have...

✓ Tick when completed

Submitted all required compliance applications at least 3-4 weeks before the start of your placement.	
Submitted the Placement Application for review and received approval from the WIL team before commencing.	
Ensure the correct Student Placement Agreement has been used for your specific stream?	
Submitted the signed Student Placement Agreement and received a finalised version from the WIL team prior to placement.	
Scheduled an appointment with my supervisor for the last placement day to finalise the Log Book	
Submitted the Log Book no later than 14 days after the conclusion of the placement?	
Scheduled an appointment with my supervisor to discuss and complete the Placement Evaluation	
Submitted the Student Review no later than 14 days after the conclusion of the placement?	

FINALLY

Good luck with your placement! The Work-integrated Learning team wishes you every success in your WIL subjects and hopes you find them to be a rewarding experience.

18. Resources

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

19. Glossary

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

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