



Charles Sturt
University

Engineering: BTech(Civ)/MEng(Civ)

Student Guidebook

Work-integrated Learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

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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. ENG581 202560. Placement Application

engineering-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) (host organisations/placements)	02 6933 2911 engineering-wpl@csu.edu.au
vacant	Senior Workplace Learning Officer	engineering-wpl@csu.edu.au

**first contact point*

3.3. Academic team

The academic team can be contacted as follows:

NAME	POSITION	DETAILS
Timothy Anderson	Director Charles Sturt Engineering	02 6338 4158 DirectorCSUEngineering@csu.edu.au
Ken Lingabala*	Course Director WIL & Industry / Engineer in Residence	02 6338 4409 klingabala@csu.edu.au
Miao Li	Course Director	02 6338 6308 CourseDirectorEngineering@csu.edu.au

**first contact point*

4. Subject availability

Placement is a compulsory component in all courses at Charles Sturt Engineering. Placements are undertaken concurrently with the study of specific WIL subjects, in order to enrol in these subjects, you must be on an approved placement, as well as meet all subject prerequisite requirements. If your placement is cancelled for any reason, this may result in withdrawal from the concurrent WIL subject. Activities undertaken as part of this placement must be engineering-related. For more information on the workplace and academic expectations for each level of placement refer to the [Placement Aims and Expectations](#).

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.

5.2. Placement submission deadline

Placement should be organised, as soon as possible, to commence in July. 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.

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).
- Stream 2:** Placement with existing employer (where business is the current employer).

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.

5.6. Overseas placement

Students can undertake an overseas placement. 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. 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.

5.8. 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](#)).
- Review Brightspace for register of organisations who've previously hosted a cadet.
- 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.

6. Placement activities

6.1. Suitable placement activities

Cadets should participate in activities that align with their current level. A list of suitable tasks for each placement level can be found on the WPL Engineering website (refer [Placement Aims and Expectations](#)).

If you believe the tasks assigned to you aren't appropriate for your placement level, it's advisable to reach out to the WIL team. In severe cases, such as excessive working hours or engagement in unsafe activities, this could lead to the cancellation of your placement.

6.2. Suitable placement organisations

Appropriate organisations might include the following:

- Local councils
- Private engineering consultancies
- State and Federal transport agencies
- Rail authorities
- Roads

7. Recommended arrangements

The recommended arrangement for a Charles Sturt Engineering cadets is designed to ensure an effective balance between work and study while providing appropriate remuneration and value for host organisations. The key details are as follows:

- Placement duration of 52 weeks (nominally July - June), totalling 1500 hours of experience.
- Paid employment for four days per week, normally 32 hours.
- Paid study leave for one day per week, calculated in accordance with standard working hours.
- Total annual salary in accordance with the Charles Sturt Engineering placement benchmarking.

This structure is intended to uphold Charles Sturt University's duty of care regarding work-integrated learning, ensuring cadets receive a fair compensation while maintaining their academic commitments.

8. Placement variations

Requests to modify the recommended conditions aren't generally considered, as this arrangement is structured to provide consistency and stability, however under certain circumstances, cadets may need to request adjustments.

Any proposed variations must be clearly outlined in a Placement Variation request and submitted to the WIL team for review. The request should specify the aspects of the placement that require modification and provide justification for why the new arrangements should be considered.

9. Host supervisor suitability

In addition to the [recommended arrangements](#), each Charles Sturt Engineering placement must include a qualified and experienced engineer who serves as a role model and mentor. The specific minimum requirements for supervisors at each placement level are outlined below:

PLACEMENT LEVEL	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE
Junior: 2 nd & 3 rd year	BTech or equivalent	2 years post-graduation
Senior: 4 th & 5 th year	BTech or equivalent	3 years post-graduation

Note: In the case of an 'or equivalent' determination, the onus is on the supervisor to demonstrate how they meet this requirement. For example, registration under a suitable state level registration scheme (e.g. RPEQ in QLD) would be grounds for equivalence of a BEng qualification.

10. 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.

11. Insurance

As an employee of the organisation you will be covered by their insurance. (refer [Student Placement Agreement](#) Agreed Terms Clause 9 for further details).

12. Forms

Forms are a key component of the placement process and must be submitted to the [WIL](#) team.

Summary of required forms:

- [Placement Application](#)
- [Placement Variation](#) (if required)
- [Student Placement Agreement](#)
- [Student Review](#)
- [Placement Evaluation](#)

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

12.1. Pre-placement forms

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

- [Placement Application](#)
- [Placement Variation](#) (if required)
- [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.

As part of the placement process, students must provide the necessary information to meet the [recommended arrangements](#). If any of these arrangements aren't met, a [Placement Variation](#) will be required. If the placement convenor determines that the arrangements haven't been met, this form won't be approved, and the student will be notified.

PLACEMENT VARIATION

This form must be submitted if one or more of the [recommended arrangements](#) aren't met in the Placement Application. It outlines the requested variations and details how they'll be managed to ensure the cadet receives sufficient support to meet both workplace and study requirements.

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.

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.

12.2. 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:

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

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.

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.

The Student Review and Placement Evaluation are compulsory. Subsequent placement applications won't be approved if the Student Review hasn't been received for the preceding placement.

12.3. 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*.**

12.4. Form due dates

[Placement Application](#):

due last business day in April. If you haven't organised placement by the due date, contact the [WIL](#) team to advise your proposed arrangements and request an extension.

[Placement Variation](#):

due with the Placement Application if your placement doesn't meet the recommended arrangements.

[Student Placement Agreement](#):

due before the start of your placement.

[Student Review](#):

due 14 days before the end of your placement.

[Placement Evaluation](#):

due 14 days before the end of your placement.

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

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

- Automatic un-enrolment of concurrent WIL subjects.
- Future placement agreements not being approved.

All forms are compulsory items.

13. Responsibilities

13.1. 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.

13.2. 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
- complete the [Placement Evaluation](#).

14. In case of emergency and duty of care

14.1. 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.

14.2. 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

14.3. 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.

14.4. 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.

14.5. 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.

15. 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 it, 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 support (refer [resources](#)).

16. Student Misconduct Rule 2020

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

17. 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](#)).

18. 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.

18.1. 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.

18.2. 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.

18.3. Confidentiality

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

19. Helpful hints

19.1. 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](#).

19.2. 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.

20. Resources

DESCRIPTION
Adobe: Acrobat Reader - desktop version
Adobe: Acrobat Reader - mobile version
Charles Sturt: Career Development Service
Charles Sturt: CSU Global
Charles Sturt: Accessibility and Inclusion support
Charles Sturt: Insurance certificate (domestic)
Charles Sturt: Insurance certificate (international)
Charles Sturt: Professional placement equity grant
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
Form: Placement Variation
Form: Student Placement Agreement
Form: Student Review
Form: Placement Evaluation
WIL: Cadet engineer benchmark salaries
WIL: Frequently Asked Questions (Student) (<i>coming soon</i>)
WIL: Guidebook (Student)
WIL: Guidebook (Host)
WIL: Placement aims & expectations
WIL: Student information
WIL: Placement opportunities

21. 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