Charles Sturt University

Engineering

# Student Guidebook

## Workplace Learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

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# Welcome to workplace learning

MESSAGE FROM THE SUB-DEAN, WORKPLACE LEARNING AND ACCREDITATION

Welcome to work placement as part of your Engineering degree at Charles Sturt University! Workplace Learning represents exciting opportunities for all our students, regardless of whether you are new to an engineering workplace environment or already have plenty of experience in the engineering 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!

Liz Bracken
Sub-Dean Workplace Learning and Accreditation
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:

engineering-wpl@csu.edu.au

## 2.2. Professional team

The WPL professional team can be contacted as follows:

| NAME | POSITION | DETAILS |
|---|---|---|
| Loren Edmanson | Workplace Learning Officer | Phone: 02 6933 2481<br>Email: engineering-wpl@csu.edu.au |
| Kirrily Welsh | Senior Workplace Learning Officer | Phone: 02 6933 2911<br>Email: engineering-wpl@csu.edu.au |
| Jenny Grainger | Manager, Workplace Learning | Phone: 02 6933 4280<br>Email: engineering-wpl@csu.edu.au |

## 2.3. Academic team

The WPL academic team can be contacted as follows:

| NAME | POSITION | DETAILS |
|---|---|---|
| Joshua Devitt | Senior Engineer in Residence | Phone: 02 6338 6306<br>Email: jdevitt@csu.edu.au |
| Reza Mahinroosta | Course Director | Phone: 02 6338 6307<br>Email: rmahinroosta@csu.edu.au |
| Jim Morgan | Acting Director Charles Sturt Engineering | Phone: 02 6338 6301<br>Email: jmorgan@csu.edu.au |
| Elizabeth Bracken | Sub-Dean, Workplace Learning & Accreditation | Phone: 02 6338 4857<br>Email: ebracken@csu.edu.au |

# 3. How workplace learning works

## 3.1. Sourcing placement

**Students are responsible for sourcing their own placement.**

The WPL team:

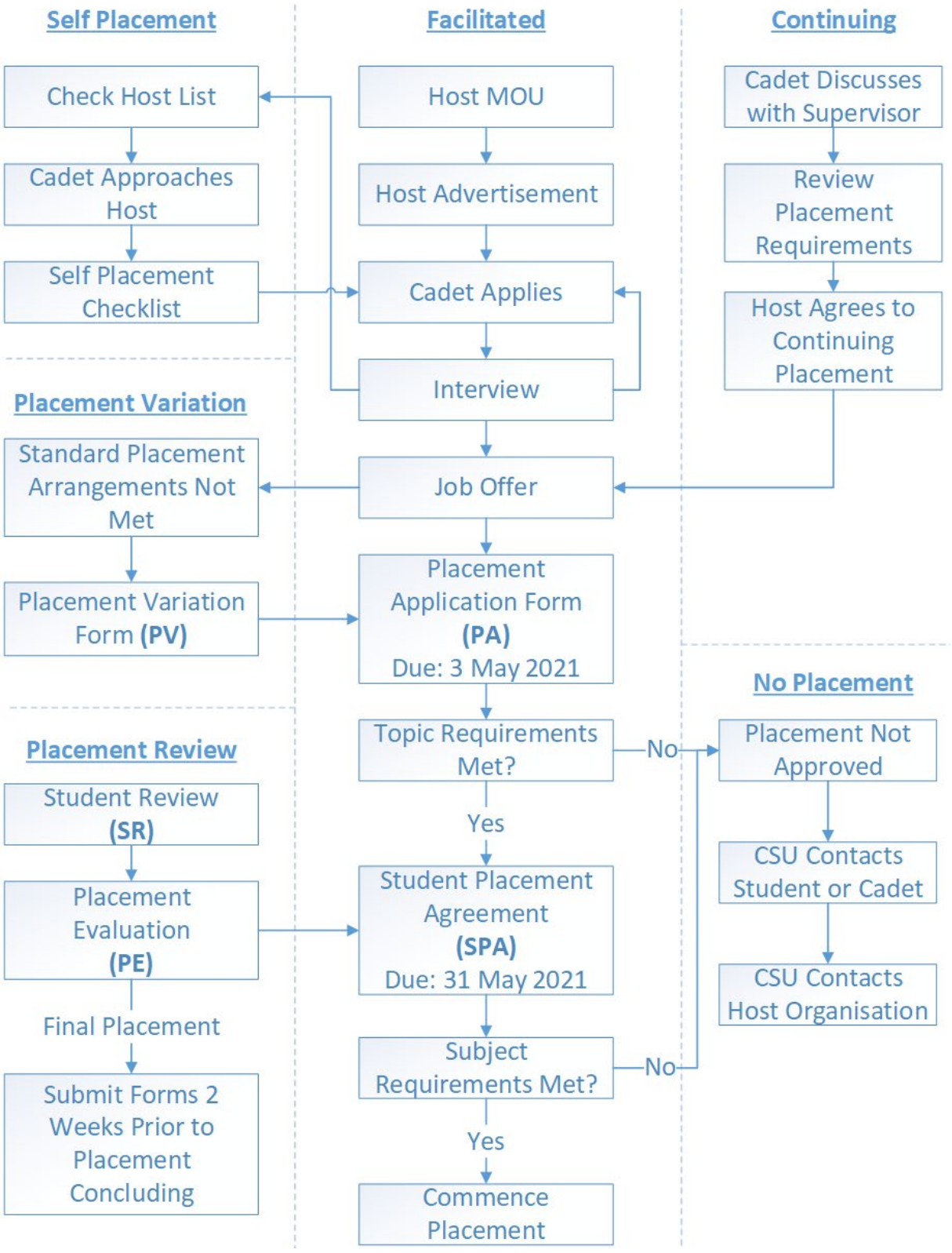
- Maintains a register of placement opportunities where students can apply directly for positions with organisations that Charles Sturt University has developed strong relationships.
- Can provide students with an introductory letter for presenting to potential host organisations, please contact the team for assistance.
- Recommends sourcing potential opportunities early and you should utilise your own networks to obtain placement. You can undertake placement at your current workplace, in the family business, or with a new organisation.

## 3.2. Unable to find placement

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

- Contact your mentor who may be able to assist you identifying a suitable host organisation to approach.
- Contact the WPL team for advice, suitable host organisations and letters of introduction.
- Review the WPL website for placement opportunities (refer resources).

# 4. Process overview




The flowchart outlines steps involved in the Charles Sturt Engineering placement process. This includes the various options that are available to secure a placement along with the forms, approvals and deadlines that need completing.

# 5. Streams

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

## 5.1. Stream 1

Stream 1 placements are with organisations which the student or cadet engineer has not worked with before:

- Self-placement: Student approaches and negotiates with a potential host organisation directly. Before approaching a potential host organisation, students must check with the WPL team that the organisation they are considering is not on the Do Not Contact list. It is also advised to provide the potential host organisation with a copy of the Host Guidebook (refer resources).
- Facilitated placement: Student identifies a potential placement through an advertisement on the Placement Opportunities website. Students should respond directly to the potential host organisation, who will coordinate with the student on their recruitment process.

## 5.2. Stream 2

Stream 2 placements are with organisations which the student or cadet engineer has worked with before:

- Self-placement: Student negotiates with their current employer (not current host organisation) directly. This option is most applicable to students who, prior to commencing their junior placement, are already working or who have previously negotiated for a former employer to be their host organisation.
- Continuing placement: Cadets who are currently placed with a host organisation may be able to continue with that host organisation for an additional placement, provided the requirements of the new placement can be met by the host organisation (refer Placement Aims and Expectations). It is recommended to notify a host organisation of the intention to continue or otherwise as soon as practicable.

# 6. Standard arrangements

The standard arrangement for a Charles Sturt Engineering placement are as follows:

- Placement duration of 52 weeks (nominally July - June), totalling 1500 hours of experience.
- Paid work for four days per week, totalling 28 - 32 hours.
- Paid study leave for one day per week, commensurate with standard hours per day.
- Total annual salary in accordance with the Charles Sturt Engineering placement benchmarking.

This arrangement has been developed to provide cadets with a suitable balance between work and study obligations, to provide appropriate remuneration for cadets, to ensure host organisations are provided with value for money and to meet Charles Sturt University's duty of care requirements for workplace learning.

Requests to vary the standard conditions are not normally considered however situations may arise which require cadets to vary the standard placement arrangements. All requests to vary the standard conditions are to be outlined in the Placement Variation and sent to the WPL team. Requests should clearly outline the arrangements that are proposed to be varied, along with a justification for why the new arrangements should be considered.

# 7. Host supervisor suitability

In addition to the standard arrangements, each Charles Sturt Engineering placement requires a suitably qualified and experienced engineer to act as a role model and mentor during the placement. The minimum requirements for a supervisor for each level of placement are outlined below:

| PLACEMENT LEVEL | MINIMUM QUALIFICATION | MINIMUM EXPERIENCE |
|---|---|---|
| Junior | B.Tech or equivalent | 2 years post-graduation |
| Intermediate | B.Tech (Civil) or equivalent | 3 years post-graduation |
| Senior | B.Eng (Civil) or equivalent | 4 years post-graduation |
| Professional | B.Eng (Civil) or equivalent | 5 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 B.Eng qualification.

# 8. Forms

Forms are an important component of the placement process and must be submitted to the WPL team.

Summary of forms to be completed:

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

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

## 8.1. Pre-placement forms

**All forms** should be submitted to the WPL team.

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

- Placement Application
- Placement Variation (if required)
- 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 Charles Sturt Engineering, 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 of the outcome.

Part of this process involves providing information to meet the placement standard arrangements (refer section). In the event that one or more of these arrangements is not met, a Placement Variation form will be required. If Charles Sturt Engineering assess that the requirements for placement have not been met, this form will not be approved and both the student and host organisation will be notified.

### PLACEMENT VARIATION

This form must be submitted if one or more of the standard arrangements (refer section) have been identified as not being met in the Placement Application form. This form provides details of the variation being sought, along with how it will be managed to ensure that the cadet will have sufficient support to meet their workplace and study requirements.

### STUDENT PLACEMENT AGREEMENT

Once placement has been approved, you are required to submit Student Placement Agreement to the WPL team. The Agreement is a legal document that formalises a contract between the student; host organisation and Charles Sturt University.

Following finalisation of Student Placement Agreement, the WPL team will provide you and the host organisation with a copy.

Students experiencing any delays submitting Student Placement Agreement should contact the WPL team.

**Completing placement without Placement Application and/or Student Placement Agreement approval**
**It is crucial that all pre-placement approvals are obtained before commencement of any placement activity. Failure to comply will result in automatic un-enrolment from any concurrent WPL subject and/or repeat of placement hours.**

## 8.2. Post-placement forms

Submit **all post-placement** forms to the WPL team along with the submission of the Student Placement Agreement for the next placement. For the conclusion of final placement, all post-placement forms are to be submitted at least 14 days prior to the conclusion of placement (earlier if possible).

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

- Student Review
- Placement Evaluation

### STUDENT REVIEW

The Student Review provides an opportunity to reflect on your placement experience and is an important part of the placement quality assurance and improvement process. The Student Review is to accompany the Student Placement Agreement for the next placement, or be submitted 14 days prior to the conclusion of a final placement.

### PLACEMENT EVALUATION

The Placement Evaluation is completed by your supervisor at the conclusion of placement. Before the last day, make an appointment with your supervisor to discuss your placement performance and request them to complete 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.

**The Student Review and Placement Evaluation are compulsory.** Failure to comply can result in a fail grade for the subject and/or a repeat of placement hours. Subsequent placement applications will not be approved if the Student Review has not been received for the preceding placement.

## 8.3. Placement date extensions

The WPL team understands that circumstances arise and placement hours may not be completed within the approved timeframe. Students experiencing any changes to placement hours should contact the WPL team to advise the new hours 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.***

## 8.4. Form due dates

| | |
|---|---|
| **Placement Application**: | due by 1 May. If placement has not been organised by the due date, contact the WPL team to advise proposed arrangements and request a submission extension. |
| **Placement Variation**: | due with the Placement Application for a placement which does not meet the standard arrangements. |
| **Student Placement Agreement**: | due 31 May 2021. |
| **Student Review**: | due with the Student Placement Agreement for the next placement or 14 days prior to the conclusion of a final placement. |
| **Placement Evaluation**: | due with the Student Placement Agreement for the next placement or 14 days prior to the conclusion of a final placement. |

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

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

- Automatic un-enrolment of concurrent WPL subjects.
- Future placement agreements not being approved (in the case of Student Review).

All forms are compulsory items.

# 9. In case of emergency

## 9.1. 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.

## 9.2. 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**

## 9.3. 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 or counselling@csu.edu.au
- Book an appointment to Talk to a Counsellor
- Investigate Counselling Options

## 9.4. 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.

# 10. 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).

# 11. 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).

# 12. 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.

# 13. 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.

## 13.1. 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.

## 13.2. 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.

### 13.3. Confidentiality

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

# 14. 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).

# 15. Helpful hints

### 15.1. 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.

### 15.2. 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 your 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.

# 16. Subject availability

BACHELOR OF TECHNOLOGY (CIVIL SYSTEMS) / MASTER OF ENGINEERING (CIVIL SYSTEMS)

Placement is a compulsory component in the Bachelor of Technology (Civil Systems) / Master of Engineering (Civil Systems). Placements are undertaken concurrently with the study of specific WPL 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 WPL 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 WPL: Placement Aims and Expectations.

| SEQUENCE | DURATION | CONCURRENT WPL SUBJECTS |
|---|---|---|
| Junior Cadet | 1 Year (1500 hours) | ENG280 |
| Intermediate Cadet | 1 Year (1500 hours) | ENG380 |
| Senior Cadet | 1 Year (1500 hours) | ENG480 |
| Professional Cadet | 1 Year (1500 hours) | ENG580, ENG592 |

# 17. Resources

| DESCRIPTION | LINK |
|---|---|
| Adobe: Acrobat Reader - Desktop Version | rebrand.ly/adodepdf |
| Adobe: Acrobat Reader - Mobile Version | rebrand.ly/adobepdfmob |
| Charles Sturt: Career Development Service | rebrand.ly/csustudcar |
| Charles Sturt: Disability Services | rebrand.ly/csudissup |
| Charles Sturt: Division of Finance - Insurance Certificate (Domestic) | rebrand.ly/csuinsdom |
| Charles Sturt: Division of Finance - Insurance Certificate (International) | rebrand.ly/csuinsint |
| Charles Sturt: Professional Placement Equity Grant | rebrand.ly/csufinequ |
| Charles Sturt: Scholarship Opportunities | rebrand.ly/csuschol |
| Charles Sturt: Student Charter | rebrand.ly/csupolstudchart |
| Charles Sturt: Student Misconduct Rule 2020 | rebrand.ly/csupolstudmisc |
| Charles Sturt: Student Portal | rebrand.ly/csustudpor |
| Placement Application | rebrand.ly/engforma |
| Placement Variation | rebrand.ly/engformv |
| Student Placement Agreement | rebrand.ly/engformb |
| Student Review | rebrand.ly/engformc |
| Placement Evaluation | rebrand.ly/engformd |
| WPL: Frequently Asked Questions (Student) | Under development |
| WPL: Guidebook (Student) | rebrand.ly/engstudguide |
| WPL: Guidebook (Host) | rebrand.ly/enghostguide |
| WPL: Placement Aims and Expectations | rebrand.ly/engrequire |
| WPL: Placement Opportunities | rebrand.ly/engopps |
| WPL: Website - Host | rebrand.ly/bjbswplengwebhost |
| WPL: Website - Student | rebrand.ly/bjbswplengweb |

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

# 18. 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:<br>• 20XX**30:** Session 1 (February-June)<br>• 20XX**60:** Session 2 (July-October)<br>• 20XX**90:** Session 3 (November-February) |
| Subject Convenor | Academic staff member responsible for overall content and structure of subject. |
| Subject Lecturer | Academic staff member responsible for delivering subject to a cohort of students. |
| SO | Subject Outline. |
| Supervisor | Person at host organisation responsible for student during placement. |
| WPL | Workplace Learning. |
| WPLO | Workplace Learning Officer. |
| WPLT | Workplace Learning team. |