



Charles Sturt
University

Engineering

Host Organisation 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!

Here at Charles Sturt University all of our engineering students undertake placement as a compulsory part of their degree which helps our students graduate from university well equipped to start their career journey. The generosity of community and industry mentoring our students is what makes Charles Sturt University's engineering degrees unique and invaluable. According to The Good Universities Guide our students enjoy one of the highest graduate employment rates of any university Australia wide and you are a very important part of that success story.

Work placement is critical in preparing our students for the world of work by providing opportunities for students to improve their employability skills and put theory into practice. Furthermore, work placement also leads to students achieving higher overall academic success, better employment opportunities, greater job satisfaction and stronger promotion prospects.

But the benefits don't end with students. Hosting and mentoring students offers excellent opportunities for you and your staff. How? Well here's just three ways:

1. **Access to a university** - Hosting gives you a personal connection and relationship with Charles Sturt University. Our professional and academic staff can help your work placement student work with you to create solutions to your engineering challenges. Just ask us how because we're happy to help.
2. **Recruitment potential** - Hosting work placement students is a great way to recruit potential employees. By hosting you have an opportunity to road test our students for a cultural fit to your organisation and in turn our students learn about you and your individual corporate and client culture. Even better, should you employ your host student after graduation, the research shows your new employee will be work ready, require less training, be more productive and come to your organisation able to hit the ground running.
3. **Staff professional development** - Perhaps the biggest benefit of work placement relates directly to the staff supervising students. Research resoundingly shows that mentoring students is a very powerful professional development tool. Passing on experience and expertise has plenty of real rewards for your organisation by cementing knowledge and creating supervisory confidence which together provide unique leadership training to staff. And of course giving something back to your regional community not only feels great for those involved but it helps your people feel positive and loyal to your organisation.

The entire Workplace Learning team of professional staff, academics and management are here to help. We're all enthusiastic about making your WPL experience successful, rewarding and enjoyable so make sure you contact us if you have any questions or would like a little extra guidance - especially if this is your first time hosting a student.

The success of workplace learning would simply not be possible without the support of people just like you so on behalf of the entire Workplace Learning team and our students, an enormous thank you for being a part of the program.

Liz Bracken
Sub-Dean Workplace Learning and Accreditation
Faculty of Business, Justice and Behavioural Sciences

1. Workplace learning at Charles Sturt

1.1. What is workplace learning?

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

Workplace learning (WPL) at Charles Sturt University, 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. Most importantly, workplace learning provides industry with experienced work-ready graduates.

Students must complete a placement which involves working in a relevant engineering context for the specified hours required (refer [table](#)). During placement students are engaged in a process of personal reflection and goal setting to develop their industry practice. WPL subjects combine academic rigour with contemporary industry practice, giving students skills to succeed in complex industry environments.

2. Benefits of student work placements

2.1. For host organisations

There are a range of benefits in hosting a student for work placement and host organisations provide placements for a variety of reasons:

- An opportunity to evaluate prospective employees.
- A desire to help students gain practical experience.
- Access to additional skills and knowledge.
- Access to additional resources for completing specific tasks or projects.
- Flexibility to place students within your organisation to achieve maximum benefit.
- An injection of new ideas and fresh perspectives.
- An opportunity for staff development of employees through mentoring students.
- A commitment to the profession to provide leadership in the training of future professionals.
- An opportunity to establish your organisation as an employer/industry of choice for graduates.
- An opportunity to build links with the university community.

Individual organisations may have varying capacities to assist students, but most organisations can provide a setting where students can appreciate the workplace and give context to their university studies through the workplace.

2.2. For students

There are many benefits to Charles Sturt Engineering students undertaking placement:

- Gain practical experience in a professional setting.
- Gain practical and valuable insights into organisational life.
- Gain efficacy and confidence in the workplace.
- Accept more responsibility and achieve greater self-reliance in the workplace.
- Develop professional identity, knowledge and work practice.
- Develop and build on skills, knowledge and personal insight.
- Develop and build work ethic.
- Opportunity to showcase skills to employers.
- Assist in career planning.

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 study of specific WPL subjects. 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

3. How workplace learning works

3.1. Sourcing placement

Students are responsible for sourcing their own placement. Placements are divided into two streams depending on the students' current employment arrangements.

3.2. Stream 1

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

- Self-placement: A student may approach a host organisation directly seeking a placement opportunity or they may already have a connection with the organisation.
- Facilitated placement: The [WPL](#) team maintains a register of [placement opportunities](#) for student engineers to contact. Information on how host organisations can advertise on this register, refer to [facilitated placements](#).

3.3. Stream 2

Stream 2 placements are with organisations which the student or cadet engineer is already employed:

- Self-placement: Students are able to undertake work placement with their current employer, provided the requirements of student support and conditions can be met. Students on placement generally take on a higher level of activity or are placed in a different area to their normal position.
- Continuing placement: Cadets who are currently on placement 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](#)).

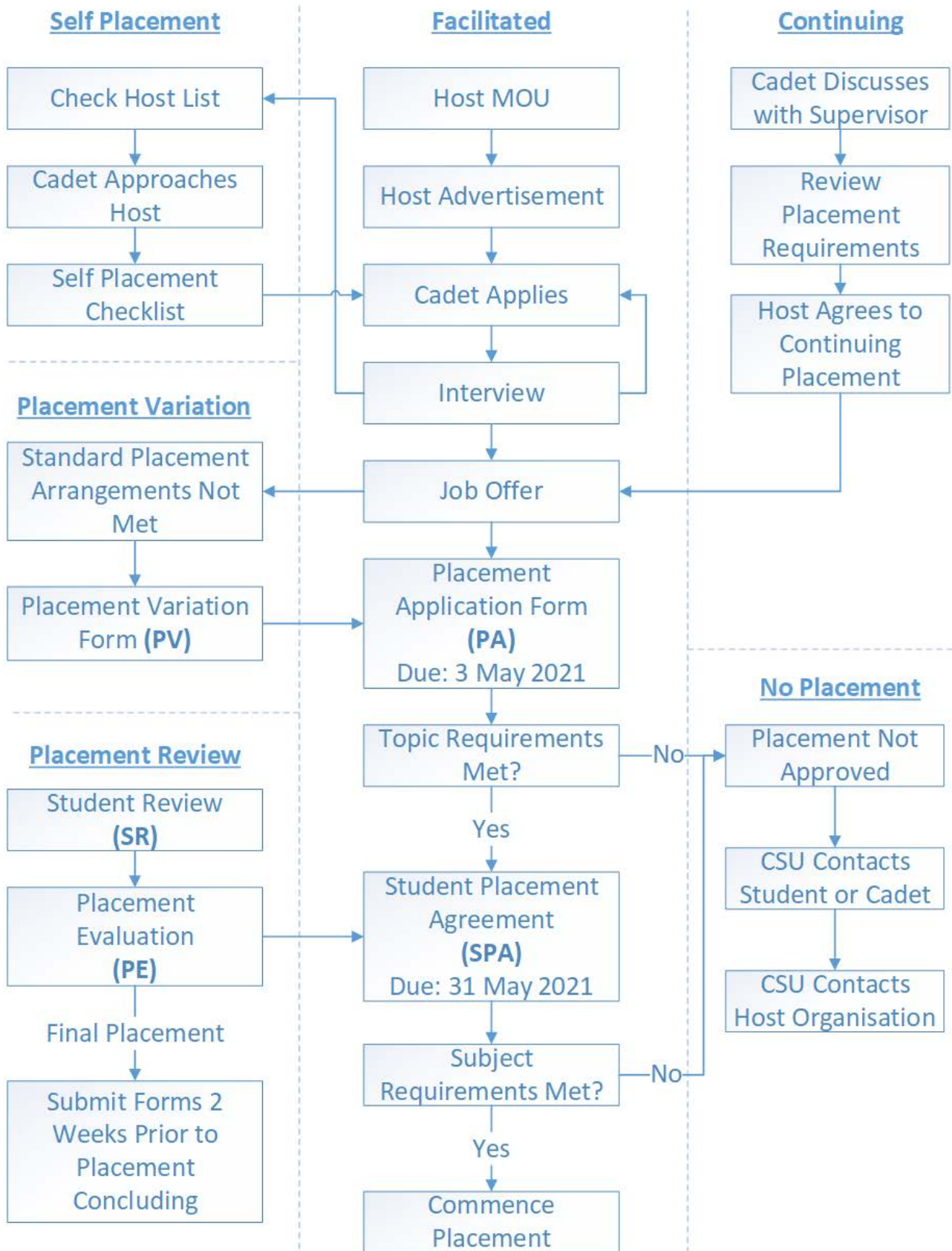
3.4. Placement discussion

If the host organisation agrees to host a student placement, we encourage host organisations and students to discuss:

- Detailed activities/projects the student will be undertaking for the duration of the placement (refer [Placement Aims and Expectations](#)).
- Expectations that the student should meet in the workplace environment, such as dress code, leave.
- Standard hours of work and study leave arrangements.
- Salary and other employment conditions.
- Thesis project subject (for cadets undertaking an intermediate or professional placement).
- Start dates and finish dates.

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.

4. Process overview



5. 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 organisations 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.

6. Host supervisor suitability

The supervisor plays a critical role in any Charles Sturt Engineering placement. The supervisor is responsible for mentoring the cadet engineer, for providing support and advice, and for helping assess their performance in the workplace whilst on placement.

The supervisor must be an experienced, qualified engineer and should be directly involved in the day-to-day activities of the cadet engineer whilst on 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.

All supervisors need to complete a series of online training modules which outline the expectations and responsibilities of this role. Access to these training modules will be provided by the [WPL](#) team, once a cadet's [Student Placement Agreement](#) has been confirmed.

It is expected that supervisors overseeing a cadet undertaking a thesis (Intermediate or Professional placements) will be available to attend that cadet's thesis defence in June at the Charles Sturt Engineering building in Bathurst.

The supervisor helps ensure that the duty of care requirements for cadets on placement are being met. For this reasons it is important that, if the supervisor changes for whatever reason, the [WPL](#) team are notified as soon as practicable.

7. Facilitated placements

Facilitated placements are a means of enabling host organisations to advertise placement opportunities directly through Charles Sturt University's WPL website. This provides an easy to access location for student and cadet engineers to locate placement opportunities. All facilitated placements are also assessed against the placement requirements prior to being advertised on the website, ensuring minimal negotiations between the host organisation and potential cadets.

The steps involved in the facilitated placement are outlined in the [flowchart](#), but are generally as follows:

- Contact Charles Sturt Engineering: A host organisation interested in offering a facilitated placement should first contact either Charles Sturt Engineering or the [WPL](#) team to register their interest.
- Complete MoU: The [WPL](#) team will send out a memorandum of understanding (MoU) for completion by the host organisation (refer [resources](#)).
- Complete Advertisement: Host organisations will then be required to develop an advertisement for inclusion on the WPL website. The [WPL](#) team will send out a template for this advertisement.
- Check Requirements: Charles Sturt Engineering and the [WPL](#) team will check the advertisement to ensure that the position offered meets the standard arrangements for a placement. Only positions which meet the standard arrangements will be included on the website.

Once the advertisement is available on the website, students and cadets will contact the host organisation directly to express their interest. The standard recruitment processes of the host organisation should be followed from this point forward, with the addition of the required placement forms (refer [section](#)).

8. Forms

Forms are an important component of the placement process and must be submitted to the [WPL](#) team. Documentation required of a host organisation is minimal however the following will be required:

- [Memorandum of Understanding](#) (for [facilitated placements](#) only)
- [Placement Application](#)
- [Placement Variation](#) (if required)
- [Student Placement Agreement](#)
- [Placement Evaluation](#)

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

8.1. Pre-placement forms

MEMORANDUM OF UNDERSTANDING

The [Memorandum of Understanding](#) (MoU) is required for any host organisation who wishes to be included on the WPL [placement opportunities](#) website. The MoU provides an indication of the number and level of placements an organisation wishes to offer in a given placement round. The MoU also sets out the requirements of a standard placement; including hours of work, study support and salary benchmarking.

PLACEMENT APPLICATION

The [Placement Application](#) is generally completed once a host organisation has agreed to offer a placement to a cadet and once an offer of employment has been made. The [Placement Application](#) provides details of the upcoming placement including; the supervisors details, standard hours of work, salary and location of employment. The supervisor will be required to sign the [Student Placement Agreement](#).

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](#) 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 host organisation and the student 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. 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

The [Student Placement Agreement](#) is a legal document that formalises a Placement Agreement between the student; host organisation and the university which must be finalised prior to a placement commencing.

Following finalisation of the [Student Placement Agreement](#), the [WPL](#) team will provide the host organisation and the student with a copy.

8.2. Post-placement forms

PLACEMENT EVALUATION

The [Placement Evaluation](#) is completed by the supervisor at the conclusion of the placement. The [Placement Evaluation](#) will provide the cadet engineer with feedback on areas of strength and areas for improvement, as well as providing the host organisations perspective on the placement overall. This is an important step in assisting Charles Sturt Engineering with continuous improvement of the placement process.

The [Placement Evaluation](#) is submitted with the Student Placement Agreement for a cadet's subsequent placement, or at least 14 days prior to the conclusion of a final placement (earlier if possible).

9. Insurance

As all cadets are employed directly by their host organisation, they will be covered by your insurance (refer to [Student Placement Agreement](#) Agreed Terms Clause 9).

10. Commercial in Confidence

One of the main mechanisms by which cadets on placement demonstrate their attainment of skills and knowledge is through the sharing of work related items for assessment purposes. It is essential that cadets are able to share information on the work related activities they have completed, as without doing so, they cannot meet the requirements of their university studies.

Items that are shared for assessment purposes will only ever be used internally, or shared with authorised representatives from Engineers Australia for accreditation purposes.

Nevertheless, it is acknowledged that many of CSU Engineering's host partners work on projects of a commercially sensitive nature. It is recommended that hosts identify any items which may be commercially sensitive prior to the placement commencing. If there are numerous items of a commercially sensitive nature which cannot be avoided, it may be deemed necessary to not proceed with the placement.

During placement it is also advised that supervisors review the information being shared by a cadet prior to submission, to ensure that the items being shared are acceptable to be used for the purposes outlined above.

11. Workplace learning contacts

11.1. 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

11.2. Professional team

The WPL professional team can be contacted as follows:

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

11.3. Academic team

The WPL academic team can be contacted as follows:

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

12. Resources

DESCRIPTION	LINK
Adobe: Acrobat Reader - Desktop Version	rebrand.ly/adodepdf
Adobe: Acrobat Reader - Mobile Version	rebrand.ly/adobepdfmob
Charles Sturt: Disability Services	rebrand.ly/csudissup
Charles Sturt: Division of Finance - Insurance Certificate (Domestic)	rebrand.ly/csuidsdom
Charles Sturt: Division of Finance - Insurance Certificate (International)	rebrand.ly/csuidsint
Charles Sturt: Professional Placement Equity Grant	rebrand.ly/csufinequ
Charles Sturt: Scholarship Opportunities	rebrand.ly/csuschol
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: Cadet Engineer Benchmark Minimum Salaries	rebrand.ly/engsalary
WPL: Frequently Asked Questions (Student)	Under development
WPL: Guidebook (Student)	rebrand.ly/engstudguide
WPL: Guidebook (Host)	rebrand.ly/enghostguide
WPL: Memorandum of Understanding	rebrand.ly/engmou
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.*

13. Glossary

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

TERMINOLOGY & ACRONYMS	DESCRIPTION
Campus	Location responsible for control of courses and subjects.
Course	An approved sequence of subjects leading to an award. For example, Bachelor of Criminal Justice.
Charles Sturt	Charles Sturt University.
Enrolment	Process whereby a student is allocated a place in one or more subjects each session. It includes payment of appropriate fees, completion of required documents and signing of an agreement to abide by the By-law, regulations and rules of the university.
GP	Grade Pending.
HECS	Higher Education Contribution Scheme.
HECS census	Date in academic calendar that students must withdraw subject from enrolment so not to incur a fee.
Host Organisation	Organisation where student will undertake placement.
I	Internal: Mode of study. Students attend classes on campus during session at the university.
Interact2	Online learning management system used to communicate with students regarding subject related information.
O	Online: Mode of study. Students study off campus using university study materials and are not required to attend regular lectures, tutorials, seminars, laboratory or practical classes however residential schools or other specific attendance may be required.
RPL	Recognition of Prior Learning (also known as Credit).
Session	Prescribed teaching and assessment period. Sessions in an academic year include Session 1, 2 and 3: <ul style="list-style-type: none"> • 20XX<u>30</u>: Session 1 (February-June) • 20XX<u>60</u>: Session 2 (July-October) • 20XX<u>90</u>: 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.