



Charles Sturt
University

Engineering: BTech(Civ)/MEng(Civ)

Host Guidebook

Work-integrated learning

Faculty of Business, Justice & Behavioural Sciences
Charles Sturt University

Contents

Welcome to work-integrated learning	3
1. What is work-integrated learning?	3
2. Benefits of placement	4
2.1. For host organisations.....	4
2.2. For students	4
3. Recommended arrangements	4
4. Placement variations	4
5. Host supervisor suitability	5
6. Insurance	5
7. Forms	5
7.1. Pre-placement forms.....	5
7.2. Post-placement forms	6
8. Safety and responsibilities	6
8.1. Safety in the workplace	6
8.2. Reporting incidents or hazards	6
8.3. Host organisation/supervisor responsibilities.....	6
8.4. Student responsibilities	6
8.5. Charles Sturt responsibilities.....	7
9. Commercial in confidence	7
10. Contacts	7
10.1. Who should I contact if I have any questions?.....	7
10.2. Professional team	7
10.3. Academic team	8
11. Resources	9
12. Glossary	10

Welcome to work-integrated learning

At Charles Sturt University, we know that real-world experience is vital to shaping confident and capable employees. That's why every engineering student undertakes placement as a core part of their degree, ensuring they graduate ready to make an impact from day one.

Our programs stand out thanks to the generosity of industry and community members who mentor and support our students. This invaluable guidance is what makes our degrees unique. *The Good Universities Guide* ranks our graduates among the highest in employment rates nationwide, an achievement made possible by mentors like you.

Work-integrated learning plays a crucial role in preparing students for the workforce, offering them opportunities to:

- Develop employability skills and apply theoretical knowledge in real-world scenarios.
- Achieve higher academic success, leading to stronger career prospects.
- Secure better employment opportunities, greater job satisfaction, and enhanced promotion potential.

Supporting students isn't just beneficial for them, it's a valuable opportunity for you and your team as well. Here are three key advantages:

1. **University collaboration:** Hosting students fosters a direct connection with Charles Sturt University, giving you access to academic expertise and innovative solutions for your challenges. Our team is always happy to assist - just ask!
2. **Recruitment potential:** Placement allows you to assess students for a cultural and professional fit within your organisation. Research shows that graduates who complete placements transition smoothly, requiring less training while bringing increased productivity from day one.
3. **Professional development for staff:** Mentoring students strengthens leadership skills, builds supervisory confidence and enhances workplace engagement. Sharing knowledge cements expertise and fosters a sense of loyalty - all while giving back to the community.

The Work-integrated Learning (WIL) team is dedicated to ensuring your placement experience is smooth, rewarding and impactful. Whether you're hosting for the first time or seeking additional guidance, we're here to help - just reach out!

The success of our work-integrated learning program wouldn't be possible without the support of industry professionals like you. On behalf of our team and students, thanks for being part of this journey - we truly appreciate your contribution.

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.

As part of their studies, students must complete a placement in a relevant engineering context, fulfilling the required hours. Throughout the placement, students engage in structured reflection and goal setting, strengthening their industry practice.

WIL subjects blend academic rigour with contemporary industry experience, equipping students with the skills needed to thrive in complex industry environments.

2. Benefits of placement

2.1. For host organisations

Hosting a student for placement brings valuable benefits to both your organisation and the future workforce. By offering placements, you can:

- Evaluate potential future employees in a real-world setting.
- Support students in gaining practical, firsthand experience.
- Gain access to fresh industry knowledge and additional skills.
- Utilise extra resources to complete specific tasks or projects.
- Strategically place students within your organisation for maximum impact.
- Benefit from new ideas and innovative perspectives.
- Strengthen staff development through valuable mentoring opportunities.
- Contribute to professional leadership by supporting the next generation of employees.
- Enhance your organisation's reputation as an employer of choice for graduates.
- Develop meaningful connections with the university and broader academic community.

While organisations vary in their capacity to host students, most can provide an enriching environment where students gain workplace experience and connect their academic learning to real-world industry practices.

2.2. For students

Our students gain valuable skills from undertaking placement, including:

- Practical experience in a professional setting.
- Meaningful insights into organisational operations and workplace dynamics.
- Increased confidence and effectiveness in real-world environments.
- Greater responsibility and self-reliance in workplace tasks.
- Development of professional identity, industry knowledge, and best practices.
- Enhancement of skills, expertise, and personal growth.
- Strengthening of work ethic and career readiness.
- Opportunities to showcase abilities to potential employers.
- Guidance and support in career planning and future job prospects.

3. Recommended arrangements

The recommended arrangement for a Charles Sturt Engineering cadet 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:

- Paid work for four days per week, normally 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 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.

4. 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.

5. Host supervisor suitability

The supervisor holds a vital role in every Charles Sturt Engineering placement, serving as a mentor to the cadet. They provide essential support and guidance while evaluating the cadet's workplace performance throughout the placement.

The supervisor must be a qualified, experienced engineer and should be directly involved in the day-to-day activities of the cadet engineer throughout placement. 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	<i>BTech</i> or equivalent	2 years post-graduation
Senior: 4 th & 5 th year	<i>BTech</i> 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.

It is expected that supervisors overseeing a cadet undertaking a thesis will be available to attend that cadet's thesis defence in Bathurst.

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

6. Insurance

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

7. Forms

Forms are a key component in the placement process and must be submitted to the [WIL](#) team. Although the forms are minimal, they still require input from the supervisor.

The supervisor needs to sign the:

- [Placement Application](#)
- [Placement Variation](#) (if required)
- [Student Placement Agreement](#), and
- Complete the [Placement Evaluation](#)

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

7.1. Pre-placement forms

PLACEMENT APPLICATION

This form is typically completed by the student after a host organisation has agreed to provide a placement and extended an offer of employment. The [Placement Application](#) outlines key details of the placement such as the supervisor's details, standard working hours, salary and employment location.

As part of the placement process, students must provide the necessary information to meet the recommended arrangements (refer [section](#)). 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 (refer [section](#)) 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

The [Student Placement Agreement](#) is a legal document that formalises an agreement between the student; host organisation and the university which must be finalised prior to a placement commencing. The WIL team will return a finalised copy to both you and the student.

7.2. Post-placement forms

PLACEMENT EVALUATION

At the end of the placement, the supervisor completes the [Placement Evaluation](#), providing feedback on the cadet engineer's strengths, areas for improvement, and the host organisation's overall experience. This valuable input helps the university refine the placement process. The evaluation is emailed to the primary supervisor and should only take a few minutes to complete.

8. Safety and responsibilities

8.1. Safety in the workplace

Charles Sturt University is committed to ensuring the physical and psycho-social safety of its students. As a host, you're expected to establish and maintain a safe workplace - free from discrimination and harassment - while implementing appropriate occupational health and safety measures and equal opportunity safeguards.

8.2. 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

8.3. Host organisation/supervisor responsibilities

Host organisations/supervisors are expected to provide students with:

- a safe working environment;
- a variety of responsible work tasks;
- adequate and professional supervision;
- regular feedback regarding performance;
- reasonable functional and equipment support;
- sign-off on the Student Placement Agreement;
- complete the Placement Evaluation.

If any aspect of the placement causes concern, host organisations/supervisors are encouraged to contact the [WIL](#) team to discuss. Any matters raised will be handled with the appropriate discretion.

8.4. Student responsibilities

Students undertaking placement should:

- Attend the workplace, as per agreement with the host organisation regarding work hours.
- Communicate any absences due to illness to the supervisor as soon as practicable.
- Adhere to the workplace dress code and perform to the best of their abilities at all times.

- Abide by confidentiality and privacy policies, respecting the organisation, its activities, and personnel both during and after placement has concluded.
- Not reveal any confidential information about individuals, or commercial and organisational matters.

8.5. Charles Sturt responsibilities

Charles Sturt will be responsible for:

- general administration of the student during placement;
- coordinate completion of the required forms with the student and host organisation;
- provide guidance to the student and host organisation, as required;
- provide teaching component of the work-integrated learning subject;
- arrange appropriate identification for the student, if required;
- liaise between the student and host organisation, as required;
- provide an insurance certificate of currency for students not normally employed by the host organisation.

9. Commercial in confidence

One of the key ways cadets demonstrate their skills and knowledge during placement is by sharing work-related items for assessment. This process is essential, as it enables cadets to fulfill the academic requirements of their university studies.

All items shared for assessment purposes are strictly for internal use or may be reviewed by authorised representatives from Engineers Australia for accreditation.

We recognise that many of our host partners work on commercially sensitive projects. Hosts are encouraged to identify any sensitive materials before the placement begins. If there are unavoidable confidentiality concerns, it may be necessary to reconsider proceeding with the placement.

Additionally, during the placement, supervisors should review the cadet's submissions prior to assessment to ensure that shared materials comply with these guidelines.

10. Contacts

10.1. 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

10.2. 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

10.3. 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*

11. Resources

DESCRIPTION
Adobe: Acrobat Reader - desktop version
Charles Sturt: Career Development Service
Charles Sturt: CSU Global
Charles Sturt: Disability Services
Charles Sturt: Insurance certificate (domestic)
Charles Sturt: Insurance certificate (international)
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: Guidebook (Student)
WIL: Guidebook (Host)
WIL: Placement aims & expectations
WIL: Student information
WIL: Placement opportunities

12. 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