Dear Student

Welcome to the subject of COMR2004, Industry Placement. This is a core subject in the Bachelor of Commerce and the Bachelor of Applied Public Health. Please note the following essential information in relation to the subject:

1. **PREREQUISITES**

   - In order to meet the enrolment criteria and enrol, Bachelor of Commerce students must have passed a minimum of 18 subjects, unless otherwise approved by the Program Director.
   - Students undertaking an Accounting specialisation must have passed at least 4 subjects in the Accounting stream and students undertaking the dual Accounting/Finance specialisation must have passed a minimum of 4 Accounting and 3 Finance subjects, unless otherwise approved by the Program Director.
   - Applied Public Health students are to be in their final or second last trimester of study.

2. **INDUSTRY PLACEMENT**

   - During the industry placement, you are required to attend the workplace of your host organisation in your chosen industry (Commerce or Public Health) in order to gain learning and experience in your chosen profession, develop your technical and employability skills and start building your professional network.
   - Overall, you are required to complete **120 hours** of industry placement with your host organisation in order to pass the subject.
   - You can obtain these hours in three ways:
     - Use existing employment.
     - Apply for (and obtain) one of the placements advertised in Careers Connect. Careers Connect can be accessed via Blackboard or the Student Hub at:
       
       https://careersconnect-csm.symplicity.com/students/?signin_tab=0
If a placement is not obtained in either of these two ways, you will need to source your own placement independently.

As most placements are sourced independently by students and placements are due to commence in Week 4, students are encouraged to start researching and seeking potential host organisations as soon as possible, bearing in mind that any placement sourced needs to be a suitable placement and first needs to be approved.

Placements are subject to the placement requirements and approvals referred to below, which are to be fully complied with.

**Using existing employment**

- Should you wish to use existing employment, you will need to provide a copy of your employment contract or your letter of appointment and written confirmation signed by your employer specifying that you are employed, your hours of work and the nature of your role and responsibilities. Further documentation may be requested.

- These documents are to be provided to the Industry Team at industry.tua@laureate.net.au as well as to your Learning Facilitator and Subject Co-ordinator.

- Credit may be given for the 120 placement hours at the discretion of the Program Director.

- Where credit is not given for the hours, the 120 placement hours will need to be completed in addition to the employment, unpaid, and may not consist of productive work. The placement must comply with the requirements of the Fair Work Act. See the link below.

- You will need to meet the academic requirements of the subject, as referred to in Paragraph 7 below, which may be modified if credit is given for the placement hours.

**Unpaid placements**

- Unpaid placements are obtained either through Careers Connect, sourced by you or undertaken in conjunction with employment where no credit is given for the hours.
• Placements are advertised in Careers Connect, generally in the first three weeks of the trimester.

• If you are using existing employment as a placement where credit is not given for the hours, please read the Fair Work Ombudsman’s Fact Sheet on unpaid work, which explains what unpaid work is, to ensure that during your placement you do not complete the “productive” work of an employee. See too the Fact Sheet on Vocational Placements. The link through which the Fact Sheets may be accessed is attached.

• To comply with the requirements of the Fair Work Act 2009 (Cth), the industry placement activities may consist of, for example, mostly observation by the student and/or project work.

• Should you wish to do a project based placement, please consult with your Learning Facilitator and/or the Subject Co-ordinator in advance about the nature and scope of the project.

Placement requirements

All placements are to comply with the attached List of Requirements for Placement. Please note that these requirements are mandatory and you are to ensure that your placement complies with the requirements.

Placement approvals

Before your industry placement can commence, the following must first be obtained:

(a) the approval of the placement by your Learning Facilitator and/or the Subject Co-ordinator, in particular the approval of the subject-mapping for your placement to ensure that it is linked to the curriculum of your course of study;

(b) the approval of the placement by an Industry Consultant, after conducting a site inspection and a risk-assessment. See Paragraph 5 below.

(c) a Work Integrated Learning (WIL) agreement signed by yourself, your host organisation and, lastly, executed (signed and dated) by Torrens University. Without this and the approval of the University, any hours which you may have completed will not count towards your placement.
See Paragraph 6 below.

Requirement (c) does not apply when using existing employment as a placement where credit has been given for the hours.

Placement duration and dates

- An industry placement is of 8 weeks duration. An 8 week placement starts in Week 4 and ends in Week 11 and will require 15 hours of attendance per week at your host organisation.

- **Approval is needed for placements of less than 8 weeks in duration.** This will be granted only in exceptional circumstances, at the discretion of the University. You will need to apply for approval using the prescribed form. A valid reason must be given for the reduction in the number of weeks of placement.

- Placements are to end in Week 11. The final assessment, a post-industry placement presentation, is to be done after completion of 120 placement hours in either Week 11 or Week 12.

3. **RESUME / INTERVIEW**

- Before applying for a placement position you will need to **upload your resume on Careers Connect for approval by a Success Coach** (see the link in Paragraph 2 above). If your resume needs amendment, you will receive feedback to help you. **You will not be able to apply for any placement until your resume is approved, so please start working on it without delay.** You can upload your resume at any time, including before the start of the trimester. Please also allow sufficient time for feedback and amendment, if need be. A covering letter will also need to be prepared.

- Placements advertised on Careers Connect are not guaranteed and you may be required to attend an interview. Your Success Coach can also help you with your interview skills.

- The success coaches for COMR2004 are as follows:

  **Commerce – Andrew Chang**  
  andrew.chang@laureate.edu.au

  **Public Health – Sophie Tiley**  
  sophie.tiley@laureate.edu.au
• Please go to Careers Connect for templates for resumes and covering letters. There are also other resources, for example for interview skills, mock interview processes, etc.

4. INDUSTRY PLACEMENT PROPOSAL FORM

As soon as you source a placement, you are to complete and sign the Industry Placement Proposal Form for Unpaid Placements (‘the IPP Form’), have it signed by the authorised representative of your host organisation and return it to your Learning Facilitator and the Subject Co-ordinator for approval. Only once it has been approved, the IPP Form is to be emailed to the relevant Industry Consultant for your State and vertical, who will be conducting the site inspection and risk assessment referred to in Paragraph 5 below.

Please see the attached list of Industry Consultants and their email addresses.

A specimen IPP Form is attached, however, this may be subject to change and you will need to ensure that you submit the latest version of the form. You will be notified of any changes to the form.

5. RISK ASSESSMENT

• Should you source an industry placement yourself (ie. not through Careers Connect), the placement will need to be risk-assessed and approved by the relevant Industry Consultant, to ensure that it is suitable, safe and compliant. This is not required for placements sourced through Careers Connect as they have already been approved.

• Should you use existing employment as a placement, risk-assessment and approval of the placement by the relevant Industry Consultant will also be required.

6. WORK INTEGRATED (WIL) AGREEMENT

• A Work-Integrated Learning (WIL) agreement must be created and placed on your record.

• The WIL agreement contains the legal obligations of the three parties to the agreement as well as insurance coverage. The three parties are you, your host organisation and the University.

• It is your responsibility to have the WIL agreement duly completed and signed by yourself and the authorised representative of your host organisation and to return it to the University as soon as possible at WIL@laureate.edu.au
• Please also forward a copy of the signed WIL agreement to your Learning Facilitator and the Subject Co-ordinator.

• **Without a WIL agreement duly completed and signed by yourself and your host organisation and executed by the University, you cannot commence your placement, as the insurance cover first needs to be in place. Any placement hours which you may have already completed will not count towards your final grade.**

• To provide time for the various approvals referred to in paragraph 2 above and for the of the WIL agreement by the University, there will be a **waiting period of 7 days** between the submission of the WIL agreement to the prescribed email address by you and the date on which your placement actually commences. Should the approvals and execution of the WIL agreement by the University be accomplished sooner, your placement may start earlier.

• A WIL agreement is not required where employment is used in lieu of a placement and credit has been given for the hours.

• A blank WIL agreement is attached. Please read the contents carefully before signing it and be sure to include accurate start and finish dates, or they will need to be amended.

• **Please note that the insurance cover provided in the attached WIL agreement expires on 1st December 2019. To ensure that you remain covered by insurance should your placement finish after the end of Week 11, you will need a new WIL agreement with an extended expiry date. Please ensure that you obtain a new WIL agreement from your Learning Facilitator in time for it to be signed by you and your host organisation and executed by the University before the end of Week 11.**

7. **ACADEMIC REQUIREMENTS**

• Please take note of the following attendance requirements:
  
  o One 3 hour session per week in Weeks 1 to 3, which are introductory and preparatory sessions.

  o One session of up to 3 hours in Weeks 11 or 12 (or later, in exceptional circumstances and with the required approval) during which post-industry placement presentations will be made.

  o Students enrolled in a face to face class are to attend at the times and locations appearing in your time table or as advised by your Learning Facilitator.
Students enrolled in the online class will be notified by your Learning Facilitator of the dates and times of the online Collaborate Ultra sessions to be held on Blackboard.

- Please take note of the following assessment requirements:

1. Assessment 1 - Organisation and Industry Research Project and Ethics Plan (weighting 30%)

   To be completed within 2 weeks of the starting date of the placement appearing in the WIL agreement.

2. Assessment 2 - Bi-Weekly Reflective Journal (weighting 40%)

   Journal entries are to be made twice a week online on Blackboard throughout your placement, commencing on the first day of your placement and ending on the last day of your placement.

3. Assessment 3 - Post-industry placement presentation (weighting 30%)

   A Power point presentation, which may include other media, is to be made in Weeks 11 to 12 (or later, in exceptional circumstances and with the required approval). The presentation should be undertaken once the industry feedback form referred to in Item 4 below has been submitted to the University by your host organisation.

   Please note that the post-industry placement presentation is based on the Assessment 3 brief and is not a presentation of any placement project which the student may have completed during their placement.

4. Assessment 4 - Satisfactory completion of placement.

   This consists of written feedback from the host organisation on student performance throughout the placement, which encompasses relevant assessment criteria, as well as confirmation that 120 placement hours have been completed.

   Results cannot be finalised and shall not be released until satisfactory completion, or the contrary, and completion of 120 placement hours has been confirmed by the placement supervisor. The student is to follow up with their supervisor to ensure that the host organisation’s feedback is submitted timeously to the University.

Students are required to complete ALL assessment items and achieve at least 40% in all assessment items, achieve satisfactory completion of industry placement, complete the required 120 hours of industry placement and achieve 50% overall to pass this unit.
Further information about the assessments is available in the Assessment link on Blackboard, including assessment briefs and details of the Learning Outcomes assessed. This is to be read together with any further information and/or instructions provided by your Learning Facilitator and/or the Subject Co-ordinator. Assessment resources will be made available in the Discussion Forum on Blackboard from time to time and it is mandatory to read and comply with same.

Learning activities may be set for completion before or after your placement commences.

8. FEEDBACK

Feedback on your industry placement will be sought from:

(a) your host organisation during your placement to monitor your progress;

(b) your host organisation at the end of your placement to obtain confirmation of satisfactory completion of your placement and completion of 120 placement hours, which is an assessment requirement;

(c) you at the end of your placement, to maintain and enhance the quality of the industry placement experience and the industry placement course.

9. BLACKBOARD AND STUDENT EMAILS

All documents which are required to be submitted for the subject are either to be provided to your Learning Facilitator and/or the Subject Co-ordinator as stated above, alternatively, you may be instructed to upload the documents to a repository on Blackboard. Further instructions in this regard will be provided by your Learning Facilitator.

In addition, the WIL agreement is to be emailed to the address specified in paragraph 6 above and the IPP Form referred to in paragraph 4 above, once it has been approved, is to be emailed to the relevant industry consultant.

The documents which may be required to be uploaded to Blackboard may include, but not be limited to, the Compliance with Pre-Requisites Form, the IPP Form, the WIL Agreement, the Confirmation of Placement Dates Form, the Application for Special Consideration Form, the Application for Approval of a Placement of Less than 8 Weeks Form, the Extension of Placement Form, the Student Feedback Form.

Assessments will be submitted separately on Blackboard according to the relevant instructions provided.

Please regularly read Announcements issued on Blackboard and check your Torrens student emails regularly throughout the course, for important up-to-date information.
It is mandatory to read and/or view all of the information and resources provided in the Discussion Forum on Blackboard and you will be presumed to have read and/or viewed all the information and resources.

10. **SUPPORT**

Support and guidance will be available to you throughout the course and your industry placement from the Program Director, Subject Co-ordinator, Learning Facilitator, Success Coaches, Industry Consultants and, if need be, the Academic Skills Lecturer and Student Counsellor.

11. **POLICIES**

Please familiarise yourself with the Torrens University policies and forms, which are available in the Student Hub on Blackboard, and in particular the following:

(a) **Academic Integrity Policy**

Penalties will apply for any breaches of this policy, including plagiarism.

(b) **Assessment Policy**

Penalties will apply for late submission of assessments in accordance with the policy.

An application for special consideration is to be made in advance of the relevant assessment, on the prescribed form, for assessment extensions or other modified arrangements for assessments.

(c) **Student Conduct Policy**

I hope that your industry placement experience and the course itself will prove to be a quality, positive learning experience for you.

Please feel free to contact me or your Learning Facilitator at any time with any queries or concerns.

Kind regards

Belinda Koopowitz
Subject Co-ordinator

Email address: bkoopowitz@laureate.net.au