



Course Outline

Code: WPL320

Title: Workplace Learning II

School:	Science & Engineering
Teaching Session:	Semester 2
Year:	2019
Course Coordinator:	Lyris Snowden Tel: : 07 5456 5003 Email: LSnowde1@usc.edu.au
Course Moderator:	Guy Ruston

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1 Description

In this course you will apply and extend the skills and knowledge you developed through class-based learning activities in a work placement, industry based project, or extended workplace simulation related to your discipline and career aspirations. Over 192 hours of structured and supervised activities you will proactively prepare for and undertake a range of discipline related activities in a work setting, develop new professional competencies and relationships, and record and reflect on your experience to enhance your employability and prepare you for professional practice.

1.2 Course topics

Reflective practice
Scope of the field of study
Applications and engagement in their field
Career pathways in field of study
Professional practice
Professional communication

2. What level is this course?

300 level Graduate - Independent application of graduate knowledge and skills. Meets AQF and professional requirements. May require pre-requisites and developing level knowledge/skills. Normally taken in the 3rd or 4th year of an undergraduate program

3. What is the unit value of this course?

24 units

4. How does this course contribute to my learning?

Specific Learning Outcomes On successful completion of this course you should be able to:	Assessment Tasks You will be assessed on the learning outcome in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to you becoming:
Identify, construct and apply personal and professional discipline specific competencies appropriate to your workplace setting.	1a, 1b, 1c, 2, 3	Engaged. Creative and critical thinkers.
Critically reflect on the application and acquisition of your related discipline specific knowledge and skills in the workplace environment.	1b, 1c, 2	Creative and critical thinkers. Empowered.

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 Enrolment restrictions

Instructor Consent required. This course is not available to Study Abroad Students.

5.2 Pre-requisites

Not Applicable

5.3 Co-requisites

Not Applicable

5.4 Anti-requisites

Not Applicable

5.5 Specific assumed prior knowledge and skills (where applicable)

This course can only be undertaken in the final year of your degree and requires course coordinator permission. It is assumed that you would have considered or identified an area of interest in which to undertake your placement that will advance your body of knowledge and skills.

6. How am I going to be assessed?

6.1 Grading scale

Limited – Pass (PU), Fail (UF)

6.2 Details of early feedback on progress

Assessment items 1a, 1b and 1c may be emailed to the Course Coordinator at any time for feedback prior to submission as advised in the pre- placement meeting.

6.3 Assessment tasks

Task No.	Assessment Tasks	Individual or Group	Weighting	What is the duration / length?	When should I submit?	Where should I submit it?	WIL or PC
1a	Learning and development plan	Individual	PU/UF	1000 words	5pm Friday Week 2	Blackboard	Yes
1b	Reflective journal – early entry	Individual	PU/UF	One entry, 700 – 1000 words	5pm Friday Week 4	BlackBoard	Yes
1c	Placement journal	Individual	PU/UF	You are required to maintain a reflective journal 700 to 1000 words per entry.	5pm Friday of week 13 of semester or week 8 of the session.	BlackBoard	Yes
2	Supervisor report	Individual	PU/UF	The host supervisor will provide a report on your placement performance.	5pm Friday of week 13 of semester or week 8 of the session.	From workplace supervisor to course coordinator	Yes
3	Submission of Hours Log and Student Placement Code of Conduct	Individual	PU/UF	Completed Hours Log 5pm Friday of week 13 of semester or week 8 of the session.	5pm Friday of week 13 of semester or week 8 of the session.	BlackBoard	Yes

Assessment Task 1a: Learning and development plan

Goal:	To gain an overview of the host organisation, describe the tasks and related competencies that will be required in the chosen workplace setting and develop a set of learning objectives.
Product:	Learning and development plan of 1000 words minimum.
Format:	Completion of the Learning and development plan (template provided) which will include an overview of the workplace setting and key learning objectives.
Criteria:	You will be assessed on: <ul style="list-style-type: none"> Understanding of the placement tasks and related competencies within the workplace context, and Appropriateness of learning objectives to achieve identified work placement tasks and discipline-specific competencies.

Assessment Task 1b: Placement journal – early entry

Goal:	To apply critical reflective practice to further develop personal and professional learnings in the workplace context.
Product:	One (1) critical reflection journal entry (one entry per 16 hours), 700 - 1000 words
Format:	Word document (template provided) or handwritten
Criteria:	You will be assessed upon: <ul style="list-style-type: none"> Critical reflection on experiences in relation to the key learning objectives Application of theory and knowledge in the workplace context Acquisition of knowledge and skills in the workplace context Use of individual critical thinking and judgement to solve problems

Assessment Task 1c: Placement journal

Goal:	To apply critical reflective practice to further develop personal and professional learnings in the workplace context
Product:	Eleven (11) critical reflection journal entries on the discipline specified hours of placement, 700 to 1000 words per entry (one entry per 16 hours).
Format:	Word document (template provided) or handwritten.
Criteria:	You will be assessed upon: <ul style="list-style-type: none"> • Critical reflection on experiences in relation to the key learning objectives • Application of theory and knowledge in the workplace context • Acquisition of knowledge and skills in the workplace context • Use of individual critical thinking and judgement to solve problems

Assessment Task 2: Supervisor report

Goal:	To reflect on constructive feedback from host organisation supervisor
Product:	Supervisor report
Format:	WPL FoSHEE provide your supervisor with a report template; you are also provided with a template on Blackboard. The completed supervisor report will be made available on Blackboard.
Criteria:	Your supervisor report addresses the following: <ul style="list-style-type: none"> • Demonstration of concepts and theoretical knowledge • Application of concepts and theoretical knowledge to practice • Acts professionally and responsibly • Communicates professionally • Co-operates, interacts and collaborates well with other staff • Seeks feedback for self-improvement • Takes initiative to seek out new learning experiences • Seeks out answers to questions • Manages time and tasks effectively

Assessment Task 3: Submission of Hours Log and Student Placement Code of Conduct

Goal:	This task enables you to become familiar with and demonstrate the requisite professional behaviours captured in the Code of Conduct for your discipline and work environment
Product:	WPL experience in accordance with the student placement code of conduct
Format:	Hours log (template provided), signed by the placement supervisor
Criteria:	During your WPL experience, you are required to complete 192 hours of placement. To be eligible to pass, you are required to complete this placement satisfactorily per the criteria below. If you fail to meet the student placement code of conduct you may fail the course and can be withdrawn from the workplace immediately, as per the USC Workplace and Industry Placement – Procedures. You will be assessed on: <ul style="list-style-type: none"> • Behaviour that is in accordance with the discipline code of conduct • Completion of minimum 192 hours of work placement • A minimum of 25% of the total placement hours must be completed by census date

7. What are the course activities?

7.1 Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

Location: Specific Campus(es) or online:	Directed study hours for location:
Sippy Downs	Placement: 192 hours of structured and supervised workplace experience with a host organisation Lecture: Compulsory 1-hour placement orientation session in week 1 (or orientation consultation with course coordinator) with regular progress updates with course coordinator; the timing of these progress updates is dependent on the structure of your placement

7.2 Course content

Week # / Module #	What key concepts/content will I learn?	
	Semester	Session
1	Placement orientation session: Expectations of work placement. Overview of assessment. Completion of mandatory requirements: PrePlace, Student Placement Agreement and other requirements as per individual placement.	Placement orientation session: Expectations of work placement. Overview of assessment. Completion of mandatory requirements: PrePlace, Student Placement Agreement and other requirements as per individual placement.
2	Placement. Submission of Task 1a Learning and development plan via Blackboard	Placement. Submission of Task 1a Learning and development plan via Blackboard
3	Placement: Maintain journal	Placement: Maintain journal
4	Submission Task 1b one (1) journal entry via Blackboard	Submission Task 1b one (1) journal entry via Blackboard
5	Placement: Maintain journal	Placement: Maintain journal
6	Placement: Maintain journal	Placement: Maintain journal
7	Placement: Maintain journal	Completion of placement. Finalise placement journal. Seek supervisor feedback.
8	Placement: Maintain journal	Submission of Task 1c eleven (11) journal entries; Task 2 supervisor report, and; Task 3 Hours Log. Debriefing with course coordinator
9	Placement: Maintain journal	
10	Placement: Maintain journal	
11	Placement: Maintain journal	
12	Completion of placement. Finalise placement journal. Seek supervisor feedback.	
13	Submission of Task 1c placement journal eleven (11) entries via Blackboard; Task 2 supervisor report, and; Task 3 Hours Log via Blackboard. Debriefing with course coordinator	

Please note that the course activities may be subject to variation.

8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s)

N/A

8.2 Specific requirements

Each placement has inherent requirements that may be specified by the host organisation and/or USC to enable you to undertake placement. Please check with your host supervisor or course coordinator prior to placement commencement. Requirements may include but are not restricted to: construction card, PPE, criminal history check, Hepatitis B vaccination, CPR, current first aid certificate and Blue Card.

Working with children check

If you are required by your host organisation to have a current Blue Card please apply for a Blue Card with the Queensland Commission for Children and Young People and Child Guardian via WPLSciencePlacements@usc.edu.au. Receipt of a Blue card indicates that you have passed a working with children check in the state of Queensland, and are eligible to be allocated to placements that involve working with children. You are encouraged to apply for Blue Cards early in the semester preceding the placement so that you are in receipt of your Blue Card prior to the placement

Evidence of immunisation

If you are required to be immunised for your placement you will need to provide evidence of immunisation (or conscientious objection to vaccination) to Hepatitis B or other required vaccinations. Students holding current evidence of immunisation do not need to be vaccinated again. If you need additional vaccinations, you are encouraged to commence inoculation processes as early as possible to allow sufficient time to complete all vaccinations in a course. For example, the entire Hepatitis B schedule takes 3 months to complete.

Because some placements will request additional vaccinations, students are recommended to provide evidence of immunisation status for vaccinations in the current Australian immunisation schedule. Students seeking placements in health care settings (now or future) are recommended to comply with the organisation's vaccination schedule. Queensland Health reserves the right to refuse entry to placement sites to students with incomplete immunisation status or records.

9. Risk management

Risk assessments have been performed for all placement activities and low to moderate levels of health and safety risk exists. Moderate risks may include working overseas, working in an Australian bush setting, working with people, working outside normal office hours for example. It is your responsibility to research and understand the risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the online induction training for students. It is your responsibility to familiarise yourself with the Work Health and Safety policies and procedures applicable to your host organisation. You are required to read and acknowledge the risk assessment for your placement prior to commencing your placement and complete the WH&S modules on PrePlace. Your placement is unable to commence until both these requirements have been completed. As part of your introduction at your host organisation you are required to undergo a WH&S induction.

10. What administrative information is relevant to this course?

10.1 Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 Assessment: Additional requirements

You are advised that attendance at university for the placement orientation session in week 1 (or orientation consultation with course coordinator) is compulsory. Failure to satisfactorily complete any associated assessment items or meeting the listed expectations below may severely impede your chances of meeting the learning outcomes of this course.

When undertaking placement at a host organisation you are expected to observe the highest standards and meet expectations in the following areas:

- Commit completely to the timings of the host organisation and demonstrate the highest standards of punctuality and time-management
- Maintain confidentiality both during and after placement of information, including clients, staff, workplace procedures, case notes and records.

Limited Graded Course:

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC. In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3 Assessment: Submission penalties

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:

<http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.6 General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC South Bank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au