

WPL311 Workplace Learning I

School: School of Science, Technology and Engineering

2020 | Session 8

UniSC Sunshine Coast

**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Please go to unisc.edu.au 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

This course enables you to explore theoretical knowledge and acquire practical and applied experience in a workplace setting related to your program of study. You will undertake 96 hours of structured and supervised workplace experience with a host organisation in an area of your interest. Ultimately, this course will allow you to reflect on your field of study and assess your suitability and/or interest for employment in a specific area and enhance your understanding of career opportunities.

1.2. How will this course be delivered?

| ACTIVITY | HOURS | BEGINNING WEEK | FREQUENCY |
|-------------------------|-------|----------------|--------------------|
| BLENDED LEARNING | | | |
| Placement | 96hrs | Not applicable | Not Yet Determined |

1.3. 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)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

| COURSE LEARNING OUTCOMES | GRADUATE QUALITIES |
|---|--|
| On successful completion of this course, you should be able to... | Completing these tasks successfully will contribute to you becoming... |
| 1 Identify, construct and apply personal and professional discipline specific competencies appropriate to your workplace setting. | Creative and critical thinker Engaged |
| 2 Critically reflect on the application and acquisition of your related discipline specific knowledge and skills in the workplace environment. | Creative and critical thinker Empowered |

5. Am I eligible to enrol in this course?

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

5.1. Pre-requisites

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

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. 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.

5.5. Microcredential Information

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

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

| DELIVERY MODE | TASK NO. | ASSESSMENT PRODUCT | INDIVIDUAL OR GROUP | WHAT IS THE DURATION / LENGTH? | WHEN SHOULD I SUBMIT? | WHERE SHOULD I SUBMIT IT? |
|---------------|----------|------------------------|---------------------|---|-----------------------|---------------------------|
| All | 1a | Plan | Individual | 1000 words | | Online Submission |
| All | 1b | Journal | Individual | one entry, 700 -1000 words | | Online Submission |
| All | 1c | Journal | Individual | You are required to maintain a reflective journal 700 to 1000 words per entry. | | Online Submission |
| All | 2 | Placement performance | Individual | The host supervisor will provide a report on your placement performance. | | Online Submission |
| All | 3 | Activity Participation | Individual | Completed Hours Log 5pm Friday of week 13 of semester or week 8 of the session. | | Online Submission |

All - 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: | Plan | | | | | | | | | | | | |
| AUTHORSHIP STATEMENT: | | | | | | | | | | | | | |
| FORMAT: | Completion of the Learning and development plan (template provided) which will include an overview of the workplace setting and key learning objectives. | | | | | | | | | | | | |
| CRITERIA: | <table border="1"> <thead> <tr> <th>No.</th> <th></th> <th>Learning Outcome assessed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Understanding of the placement tasks and related competencies within the workplace context</td> <td></td> </tr> <tr> <td>2</td> <td>Appropriateness of learning objectives to achieve identified work placement tasks and discipline-specific competencies</td> <td></td> </tr> <tr> <td>3</td> <td>Assessment criteria are mapped to the course learning outcomes.</td> <td>1 2</td> </tr> </tbody> </table> | No. | | Learning Outcome assessed | 1 | Understanding of the placement tasks and related competencies within the workplace context | | 2 | Appropriateness of learning objectives to achieve identified work placement tasks and discipline-specific competencies | | 3 | Assessment criteria are mapped to the course learning outcomes. | 1 2 |
| No. | | Learning Outcome assessed | | | | | | | | | | | |
| 1 | Understanding of the placement tasks and related competencies within the workplace context | | | | | | | | | | | | |
| 2 | Appropriateness of learning objectives to achieve identified work placement tasks and discipline-specific competencies | | | | | | | | | | | | |
| 3 | Assessment criteria are mapped to the course learning outcomes. | 1 2 | | | | | | | | | | | |
| GENERIC SKILLS: | | | | | | | | | | | | | |

All - Assessment Task 1b: Placement journal - early entry

| | | |
|------------------------------|--|---|
| GOAL: | To apply critical reflective practice to further develop personal and professional learnings in the workplace context. I | |
| PRODUCT: | Journal | |
| AUTHORSHIP STATEMENT: | | |
| FORMAT: | Word document (template provided) or handwritten | |
| CRITERIA: | No. | Learning Outcome assessed |
| | 1 | Critical reflection on experiences in relation to the key learning objectives |
| | 2 | Application of theory and knowledge in the workplace context |
| | 3 | Acquisition of knowledge and skills in the workplace context |
| | 4 | Use of individual critical thinking and judgement to solve problems |
| GENERIC SKILLS: | | |

All - Assessment Task 1c: Placement journal

| | | |
|------------------------------|---|---|
| GOAL: | To apply critical reflective practice to further develop personal and professional learnings in the workplace context | |
| PRODUCT: | Journal | |
| AUTHORSHIP STATEMENT: | | |
| FORMAT: | Submit: 5pm Friday of week 13 of semester or week 8 of the session. Word document (template provided) or handwritten. | |
| CRITERIA: | No. | Learning Outcome assessed |
| | 1 | Critical reflection on experiences in relation to the key learning objectives |
| | 2 | Application of theory and knowledge in the workplace context |
| | 3 | Acquisition of knowledge and skills in the workplace context |
| | 4 | Use of individual critical thinking and judgement to solve problems |
| GENERIC SKILLS: | | |

All - Assessment Task 2: Supervisor report

| GOAL: | To reflect on constructive feedback from host organisation supervisor | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|-----|---------------------------|---|---|---|---|---|-------------------------------------|---|-----------------------------|---|---|---|-------------------------------------|---|---|---|--------------------------------|---|------------------------------------|
| PRODUCT: | Placement performance | | | | | | | | | | | | | | | | | | | | |
| AUTHORSHIP STATEMENT: | | | | | | | | | | | | | | | | | | | | | |
| FORMAT: | Submit: 5pm Friday of week 13 of semester or week 8 of the session. WPL 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: | <table border="1"><thead><tr><th>No.</th><th>Learning Outcome assessed</th></tr></thead><tbody><tr><td>1</td><td>Demonstration of concepts and theoretical knowledge</td></tr><tr><td>2</td><td>Application of concepts and theoretical knowledge to practice</td></tr><tr><td>3</td><td>Acts professionally and responsibly</td></tr><tr><td>4</td><td>Communicates professionally</td></tr><tr><td>5</td><td>Co-operates, interacts and collaborates well with other staff</td></tr><tr><td>6</td><td>Seeks feedback for self-improvement</td></tr><tr><td>7</td><td>Takes initiative to seek out new learning experiences</td></tr><tr><td>8</td><td>Seeks out answers to questions</td></tr><tr><td>9</td><td>Manages time and tasks effectively</td></tr></tbody></table> | No. | Learning Outcome assessed | 1 | Demonstration of concepts and theoretical knowledge | 2 | Application of concepts and theoretical knowledge to practice | 3 | Acts professionally and responsibly | 4 | Communicates professionally | 5 | Co-operates, interacts and collaborates well with other staff | 6 | Seeks feedback for self-improvement | 7 | Takes initiative to seek out new learning experiences | 8 | Seeks out answers to questions | 9 | Manages time and tasks effectively |
| No. | Learning Outcome assessed | | | | | | | | | | | | | | | | | | | | |
| 1 | Demonstration of concepts and theoretical knowledge | | | | | | | | | | | | | | | | | | | | |
| 2 | Application of concepts and theoretical knowledge to practice | | | | | | | | | | | | | | | | | | | | |
| 3 | Acts professionally and responsibly | | | | | | | | | | | | | | | | | | | | |
| 4 | Communicates professionally | | | | | | | | | | | | | | | | | | | | |
| 5 | Co-operates, interacts and collaborates well with other staff | | | | | | | | | | | | | | | | | | | | |
| 6 | Seeks feedback for self-improvement | | | | | | | | | | | | | | | | | | | | |
| 7 | Takes initiative to seek out new learning experiences | | | | | | | | | | | | | | | | | | | | |
| 8 | Seeks out answers to questions | | | | | | | | | | | | | | | | | | | | |
| 9 | Manages time and tasks effectively | | | | | | | | | | | | | | | | | | | | |
| GENERIC SKILLS: | | | | | | | | | | | | | | | | | | | | | |

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

| GOAL: | This task enables you to become familiar with the code of conduct for your discipline and host organisation by working within its guidelines and code of conduct during a work integrated learning (WIL) experience. | | | | | | | | | | |
|------------------------------|---|-----|---------------------------|---|--|---|--|---|--|---|--|
| PRODUCT: | Activity Participation | | | | | | | | | | |
| AUTHORSHIP STATEMENT: | | | | | | | | | | | |
| FORMAT: | Submit: 5pm Friday of week 13 of semester or week 8 of the session. Hours log (template provided), signed by the placement supervisor | | | | | | | | | | |
| CRITERIA: | <table border="1"><thead><tr><th>No.</th><th>Learning Outcome assessed</th></tr></thead><tbody><tr><td>1</td><td>You are required to complete 96 hours of placement. To be eligible to pass, you are required to complete this placement satisfactorily per the criteria below.</td></tr><tr><td>2</td><td>Behaviour that is in accordance with the student placement code of conduct</td></tr><tr><td>3</td><td>Completion of minimum 96 hours of work placement</td></tr><tr><td>4</td><td>A minimum of 25% of the total placement hours must be completed by census date</td></tr></tbody></table> | No. | Learning Outcome assessed | 1 | You are required to complete 96 hours of placement. To be eligible to pass, you are required to complete this placement satisfactorily per the criteria below. | 2 | Behaviour that is in accordance with the student placement code of conduct | 3 | Completion of minimum 96 hours of work placement | 4 | A minimum of 25% of the total placement hours must be completed by census date |
| No. | Learning Outcome assessed | | | | | | | | | | |
| 1 | You are required to complete 96 hours of placement. To be eligible to pass, you are required to complete this placement satisfactorily per the criteria below. | | | | | | | | | | |
| 2 | Behaviour that is in accordance with the student placement code of conduct | | | | | | | | | | |
| 3 | Completion of minimum 96 hours of work placement | | | | | | | | | | |
| 4 | A minimum of 25% of the total placement hours must be completed by census date | | | | | | | | | | |
| GENERIC SKILLS: | | | | | | | | | | | |

7. Directed study hours

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. Student workload is calculated at 12.5 learning hours per one unit.

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

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

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

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 TechOpsWil@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. How are risks managed in this course?

Risk assessments have been performed for all field activities and low to moderate levels of health and safety risk exists. Moderate risks may include working in an Australian bush setting, working with people, working outside normal office hours for example. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety 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](#), and following the instructions of the University staff.

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 Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

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. 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
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.5. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.6. General Enquiries

In person:

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

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au