UniSC

C O U R S E O U T L I N E

WPL320 **Workplace Learning II**

School: School of Science, Technology and Engineering

2024 | Session 8

UniSC Sunshine Coast		
UniSC Moreton Bay	**BLENDED LEARNING**	Most of your course is on campus but you may be able to do some components of this course online.
UniSC Fraser Coast		

Please go to usc.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

In this course you will apply and extend the skills and knowledge you developed through class-based learning 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 duties 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. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Placement – Supervised placement	192hrs	Throughout teaching period (refer to Format)	Once Only

1.3. Course Topics

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

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?

24 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

Not applicable

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.

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 may be emailed to the Course Coordinator at any time for feedback prior to submission.

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	1	Artefact - Professional	Individual	Max. 5 pages	Week 10	Online Submission
All	2	Report	Individual	The host supervisor will provide a report on your placement performance.	Refer to Format	To Supervisor
All	3	Activity Participation	Individual	Completed Hours log	Refer to Format	Online Submission

All - Assessment Task 1: Updated CV

GOAL:	Demonstrate the skills that have been completed while on placement in the form of an updated CV.
PRODUCT:	Artefact - Professional
FORMAT:	A CV can take many forms, however it must be reflective of the discipline you are working in and be to a professional standard.

CRITERIA:	No.		Learning Outcome assessed
	1	Description of skills learned	① ②

All - Assessment Task 2: Supervisor report

GOAL:	To reflect on constructive feedback from host organisation supervisor
PRODUCT:	Report
FORMAT:	The supervisor report is available on Canvas. The student is required to send to their direct supervisor to fill out and then submit to Canvas or email to the course coordinator Submit: 5pm Friday of week 13 of semester or week 8 of the session.

CRITERIA:	No.		Learning Outcome assessed
	1	Demonstration of concepts and theoretical knowledge	①
	2	Application of concepts and theoretical knowledge to practice	①
	3	Acts professionally and responsibly	①
	4	Co-operates, interacts and collaborates well with other staff	①
	5	Takes initiative to seek out new learning experiences	①
	6	Manages time and tasks effectively	①

All - 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 professionalbehaviours captured in the Code of Conduct for your discipline and work environment
PRODUCT:	Activity Participation
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:	No.		Learning Outcome assessed
	1	To be eligible to pass, you are required to complete this placement satisfactorily per the criteria below.	① ②
	2	Behaviour that is in accordance with the discipline code of conduct	① ②
	3	Completion of minimum 192 hours of work placement	① ②

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

Students need to apply for permission to enrol in WPL320 by logging into Science and Technology Sonia Online [https://soniaonline.usc.edu.au/soniaonline/School.aspx?SchoolId=8] and completing the following steps:

(1) Expression of Interest form (due 8 weeks prior to the start of Semester or Sessions). This form allows you to (a) Tell us if you have already found a host, and are ready to request to enrol; (b) Find specific information regarding hosts that UniSC has agreements with, or (c) Ask for assistance in finding a host.

(2) Request to enrol form (due 4 weeks prior to the start of Semester or Session) – to be submitted once you have finalized your host, activities and placement dates.

• To be approved, the course coordinator will review your activities and confirm they meet the learning objectives of WPL, which are to "Identify, construct and apply personal and professional discipline specific competencies appropriate to your workplace setting."

(3) Placement disclosure statement (due 4 weeks prior to the start of Semester or Session).

Please note, your placement cannot start until UniSC has completed a Placement Partnership Agreement with your host.

For more information about workplace learning please see: https://www.usc.edu.au/current-students/work-integrated-learning-wil/workplace-learning-placement

Question regarding placements should be emailed to the course co-ordinator at: SSTE_WPL@usc.edu.au

Questions regarding Sonia Online can be sent to Technical Operations - Work Integrated Learning: TechOpsWil@usc.edu.au

Each placement has inherent requirements that may be specified by the host organisation and/or UniSC 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, Blue Card, and UniSC risk assessment (e.g., for international placements).

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. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: 07 5430 1168 or using the SafeZone app. For general enquires contact the SafeUniSC team by phone 07 5456 3864 or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call 07 5430 1226 or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the Learning Advisers web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to Student Hub, email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, AccessAbility Services can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to Student Hub, email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. 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

10.9. 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.

10.10.General Enquiries