

NEWCASTLE BUSINESS SCHOOL

INDUSTRY PLACEMENT



INFORMATION FOR PLACEMENT PROVIDERS

This is a short guide for placement providers on supervising a Business or Commerce student on professional placement for 100 hours as part of our industry placement course BUSN3002.

There are two options for industry placement with the Newcastle Business School. Option One is a student will self source their own placement through their contacts and Option Two is advertised through Career Hub at the University of Newcastle.

Option One: Self Source Placement Each student will provide a letter of application and curriculum vitae to the host organisation. If the organisation agrees to host a professional placement, the student will ask the host organisation representative (i.e. the supervisor) to complete Section 1 and 2 of the Placement Agreement Form.

Option Two: Faculty Sourced Placements Faculty Sourced Placements are negotiated directly with the Faculty, a Role Description Template is completed, approved by the course coordinator and then placed on the University Career Hub platform. Each student that applies will provide a letter of application and CV to the host by the closing date. The host organisation will interview, select and make an offer to their preferred candidate. Unless otherwise arranged, the list of unsuccessful students is to be emailed to BUSN3002@newcastle.edu.au for the BUSN3002 team to advise the unsuccessful students.

All hosts are required to complete a Placement Agreement Form. Please read this form carefully, preferably with the student present. It requires the host organisation to commit to a placement of 100 hours. It may be completed in a single block (e.g. 12 days at eight hours a day), or a combination of block and intermittent times. The specific dates and times must be arranged and agreed to in consultation with the supervisor before the placement begins.

Changes to placement times must be notified to the course coordinator, but the University recognises that some changes may be necessary according to work flows. The host organisation will also be involved in the assessment of the professional placement by completing a Placement Supervisor Feedback Survey Form at the completion of the placement.

After reading this guide, if you have any questions about a professional placement, please contact me. Once I receive your Placement Agreement Form, or Role Description template depending on the placement type, I will call you to discuss the placement and give the final approval.

At any time during the placement if you have any questions or concerns please don't hesitate to contact me personally or one of my team at BUSN3002@newcastle.edu.au.

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ARE YOU READY FOR A STUDENT PLACEMENT?

When your student starts a professional placement in your workplace, you can help your student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the Placement Agreement Form. Go over it with the student. Students want to perform well in their placements, and it helps if performance expectations are made clear.

The student will have had formal education but may not have had the opportunity to put what they've learnt into practice before.

Supervisors should provide an orientation for the student. Welcome your student to the workplace both formally and informally (perhaps you could welcome your student at an informal morning tea or similar). Introduce the student to other members of your workplace team and let the student know that you and your organisation are happy that he or she is here. Emphasise that questions are OK.

What discipline can I choose my student from?

Students can do the Industry Placement course as an elective from the Bachelor of Commerce or as part of their major in the Bachelor of Business.

Listed below are the disciplines you can choose from:

BACHELOR OF COMMERCE MAJORS:

Accounting, Finance or Economics

BACHELOR OF BUSINESS MAJORS:

Entrepreneurship and Innovation;

Governance, Policy and Political Economy;

Human Resource Management;

International Business;

Leadership and Management;

Marketing;

Sports Management;

Tourism Management.

ASSIST THE STUDENT TO “FIT IN” AND LEARN THE BASICS OF YOUR ORGANISATION; HOW IT FUNCTIONS AND THE NATURE OF HOW THE STUDENT WILL INTERACT WITH COLLEAGUES.

- Provide an overview of your organisation and/or department.
- Provide a clear direction on the number of hours to be worked (as per the Placement Agreement Form), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues.
- Review the student's responsibilities and discuss expectations of the placement – both student and organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- Provide the student with not just a supervisor but also a mentor if possible. A mentor can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issue that may arise between supervisor and student.



PROVIDERS SHOULD PROVIDE PRACTICAL EXPERIENCE

The nature of the work placement should be the equivalent of an entry-level professional or more advanced work depending on the skills and experience of the student. Providers should minimise administrative and clerical duties. Duties such as photocopying and filing should be no greater than other colleagues. Students should not “shadow” or observe a mentor but be actively engaged and making contributions to the host provider.

Don't just assume your student will know how to do something in the way you want it done. Provide instructions as you set the task.

Expect the student to make mistakes and help fix them. A mistake could be the result of inexperience or failing to think ahead or a difference of communication styles. The student will appreciate your assistance and the development of a working relationship.

DOES THE STUDENT NEED A SPECIAL CLEARANCE TO WORK IN YOUR ORGANISATION?

Please help us to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the placement.

The students will be asked to identify and establish goals for their placement based on the below Learning Outcomes. It is recommended that the host supervisor discuss these goals with the student at the beginning of the placement and midway through the placement to ensure that the student's goals are being met.

LEARNING OUTCOMES

On successful completion of the course students will be able to:

1. Apply knowledge, skills and competencies attained in Newcastle Business School programs in a workplace environment;
2. Demonstrate acquisition of new skills and knowledge to improve employability;
3. Demonstrate development of professional networks for future career development;
4. Engage in reflective practices during a work placement to improve personal and business outcomes;
5. Appreciate and apply professional behaviour and ethical practices;
6. Demonstrate initiative and responsibility for own learning and professional development.

STUDENTS WILL BE ASSESSED IN THE FOLLOWING WAYS

1. Written Assignment: Professional Skills Assessment
2. Written Assignment: Placement Progress Report
3. Presentation: Post-Placement Presentation
4. Portfolio: Career Development Portfolio

It will be helpful to the student if the placement is concluded with a formal final evaluation of some kind so the student and organisation may share results and provide feedback to each other on the experience.

The BUSN3002 Course Handbook can be found here: <https://www.newcastle.edu.au/course/BUSN3002>

WE WILL CONTACT YOU

The course coordinator will contact the host organisation through email or phone call mid-semester to "check-in" and ask how the student is going on their placement.

At the end of the placement each host will be asked to complete a Placement Supervisor Feedback Survey Form.

WHAT TO DO IF YOU HAVE A PROBLEM WITH THE PLACEMENT

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the course coordinator immediately. University intervention is rarely necessary, but quick attendance to a matter can most often see an issue addressed and resolved quickly, easily and early in the placement rather than at the end of a placement when it may be too late.

WHAT HAPPENS IF A STUDENT IS INJURED WHILE ON A PLACEMENT?

The University of Newcastle's current insurance policies are held with Uni Mutual for all enrolled students (undergraduate and postgraduate) on a 24-hour-day basis for 365 days a year. The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

Thank you for providing our students with an important learning opportunity and experience.

INSURANCE

The University of Newcastle Student Placement Insurance:

<http://www.newcastle.edu.au/current-students/learning/work-experience-and-volunteering/insurance>

Should the host issue the student with any portable electronic equipment, they do so at their own risk.

Further details can be obtained by contacting:

insurance@newcastle.edu.au