CAREER-READY PLACEMENT

NEWCASTLE BUSINESS SCHOOL
STUDENT HANDBOOK

UNIVERSITY OF NEWCASTLE




Change Agent
HR Value

Great things happen when you step out of your comfort zone, leave the classroom behind, and immerse yourself in the real-world application of knowledge. That's why practical experience is integrated into our undergraduate programs in the form of work integrated learning - career-ready placements.

This document explains the career-ready placement requirements for undergraduate students in the Newcastle Business School.

PLACEMENT REQUIREMENTS

This information applies to students in the following programs:

- Bachelor of Business
- Bachelor of Commerce
- Bachelor of Business Analytics
- Bachelor of Tourism, Hospitality and Events

Do I need to do a career-ready placement?

There are two factors which determine if you need to complete a placement:

1. You need to complete a career-ready placement course if you commenced your program in Semester 1, 2023 or later. (For Business Analytics students, this requirement also applies if you are still completing the course, even if you commenced before 2023.)

2. You must have completed at least 120 units in your undergraduate business degree.

If you are unsure if or when you need to do a placement, refer to the Program Planner or contact Program Advice.

I've completed a previous placement course; do I need to do a career-ready placement?

If you have already completed a business school career-ready placement course (i.e. BUSN3002, BUSN3004 or BUSN3500) you have fulfilled your career-ready placement requirement and don't need to do another placement course.

RELEVANT SKILL SPECIALISATIONS

Relevant skill specialisations are specific areas of expertise that students can choose to focus on during your career-ready placements. These specialisations align students' interests and desired areas for skill development with the needs of placement hosts and roles, ensuring a meaningful and productive experience. Specialisations will mostly be based on your degree and major.

- Accounting
- Business Analytics
- Economics
- Finance
- Human Resource Management
- Innovation and Entrepreneurship
- International Business
- International Relations
- Leadership
- Management
- Marketing
- Tourism, Hospitality and Events

THE NEWCASTLE BUSINESS SCHOOL OFFERS THREE CAREER-READY PLACEMENT OPTIONS

BUSN3002 - INDUSTRY PLACEMENT

Overview

This course provides 140 hours of industry placement, allowing you to apply and enhance your business skills in a real-world environment.

Duration

12 weeks during Semester 2.

Pathways

Here are the four different pathway options to complete BUSN3002 - Industry Placement

(1) Apply for a Placement via CareerHub
Students must secure a placement by applying for available roles through CareerHub. This process provides an opportunity to gain professional experience in an organisation that aligns with their degree and specialisation.

1. Once you are enrolled log in to CareerHub using your Student ID.
2. Search for 'BUSN3002' in the 'Jobs' menu to find relevant placement opportunities.
3. Submit applications as required, including your resume, cover letter, and any other requested documents.
4. Monitor your email for updates on your application. Some roles may require an interview or additional steps as part of the selection process.
5. If successful in securing a placement, directly with the host organisation you are required to immediately notify the Business School via workplacement-nbs@newcastle.edu.au so your placement can be logged in the SONIA system and the placement position can be filled (removed from Career Hub)
6. Once confirmed, you will receive a notification from the SONIA placement system, complete all required approvals through SONIA before commencing your placement.

(2a) Use Your Current Employer
This pathway enables students to use their current employer for placement, provided they undertake tasks that align with their specialisation.
1. The student emails workplacement-nbs@newcastle.edu.au to express their intent to use their employer, providing:
- The organisation name
- An organisation contact name and email
- A 250 word brief description of the role, duties and how it aligns with student's specialisation/degree

2. The NBS Director of Work Integrated Learning conducts a preliminary assessment to determine if the work qualifies for placement.
3. If confirmed, you will receive a notification from the SONIA placement system, complete all required approvals through SONIA before commencing your placement.



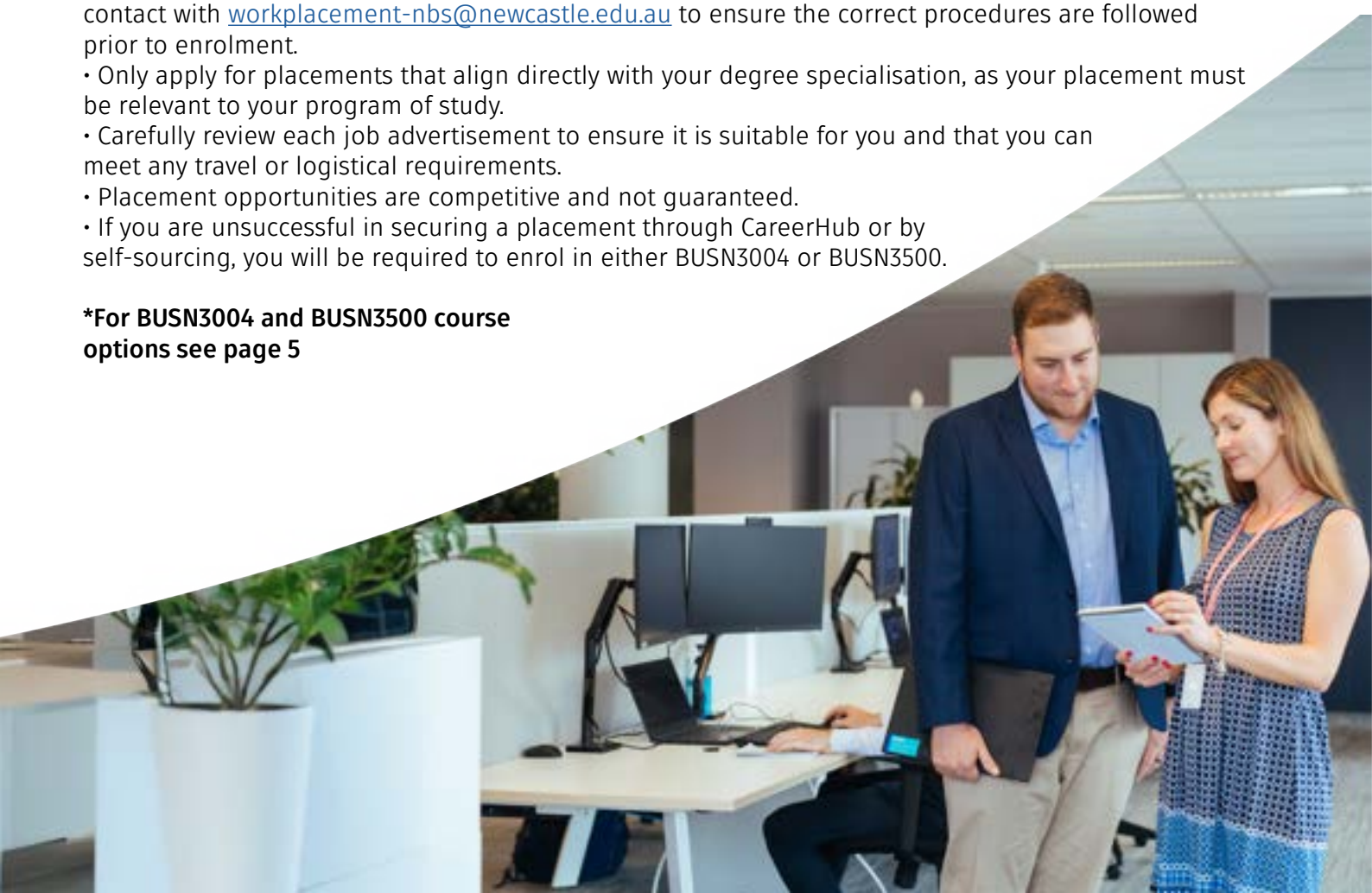
(2b) Arrange Through A New Industry Partner
This pathway allows students to secure their own placement with a host organisation, ensuring it aligns with their degree and specialisation.
1. Identify a potential host organisation that aligns with your specialisation.
2. Email workplacement-nbs@newcastle.edu.au with the following details:
- Intended host's contact name
- Host's website
- Specialisation area you intend to target
- Your name and student number
- A 250-word description of your desired job and goals
3. Await approval from the Business School before contacting the host.
4. Upon approval, you will receive a host pack. **Do not approach the host without this pack.**
5. If successful in securing a placement with the host organisation you are required to immediately notify the Business School via workplacement-nbs@newcastle.edu.au so your placement can be logged in the SONIA system
6. Once confirmed, you will receive a notification from the SONIA placement system, complete all required approvals through SONIA before commencing your placement.

(3) Placement Hours Waiver
Students who have already completed at least 140 hours of relevant experience in previous employment, an internship or current employment related to their specialisation can apply for a waiver of the 140 placement hours. For more information on the opportunity to waive placement hours see page 6 for more details on this process.

Important notes for BUSN3002 Placements

• You may not self-enrol in this BUSN3002, all pathways mentioned above require you to have made contact with workplacement-nbs@newcastle.edu.au to ensure the correct procedures are followed prior to enrolment.
• Only apply for placements that align directly with your degree specialisation, as your placement must be relevant to your program of study.
• Carefully review each job advertisement to ensure it is suitable for you and that you can meet any travel or logistical requirements.
• Placement opportunities are competitive and not guaranteed.
• If you are unsuccessful in securing a placement through CareerHub or by self-sourcing, you will be required to enrol in either BUSN3004 or BUSN3500.

***For BUSN3004 and BUSN3500 course options see page 5**



OBTAINING BUSN3002 PLACEMENT APPROVAL AND A CP NUMBER

Before applying for or securing a placement (including student-initiated placements), students must complete an interview with the Work Placement Team to obtain a Newcastle Business School CP Number and gain approval to enrol in BUSN3002.

- No placements will be approved without a CP Number.
- Students choosing the waiver option must enter 'O' as their CP Number.
- Your CP Number must be entered on the placement registration form.

BUSN3002 PLACEMENT REGISTRATION PROCESS

If you have selected BUSN3002 option 1, 2A or 2B placement pathways and received your CP Number, the registration and feedback process involves several important steps:

Registration & Approval Steps

1. Student registers placement, including start and end dates

2. Course Coordinator reviews the submission

3. Host organisation completes Occupational Health & Safety registration

4. Course Coordinator reviews and approves the H&S documentation

5. Student formally accepts the placement offer

6. Placement is confirmed

Post-Placement Feedback Steps

1. Student completes the placement (minimum 140 hours)

2. Host provides feedback and confirms completion of 140 hours

3. Student confirms host input

4. Course Coordinator provides final sign-off



BUSN3004 CAREER-READY INDUSTRY LED PROJECT

Overview

Engage in project work with industry collaborators to solve real business challenges, enhancing your practical and project management skills. This course offers CIFAL accreditation upon completion.

Duration

12 weeks during Semester 1 (140 hours)

Weekly Workshops

Workshop attendance is compulsory in this course.

Pathway

Projects are assigned based on student's discipline.

BUSN3500 INTERNATIONAL WORK PLACEMENT IN BUSINESS

Overview

Undertake an international work placement to gain global business insights and expand your professional network. Access more information on the global experience portal.

Duration

140 Hours over the mid-year session.

Pathway

Apply through SONIA.

Enrolment

Email workplacement-nbs@newcastle.edu.au to enrol in this course (you may not self-enrol, this ensures that you will have the necessary support to undertake your international travel).



INFORMATION FOR STUDENTS APPLYING FOR A PLACEMENT WAIVER

Students who have already completed at least 140 hours of relevant experience in previous employment, an internship or current employment related to their specialisation can apply for a waiver of the 140 placement hours.

1. Email workplacement-nbs@newcastle.edu.au to notify of waiver pathway.
2. Work Placement Team will enrol applicant in appropriate placement course (either BUSN3002 or BUSN3004 depending on semester offering).
3. Submit the waiver application in SONIA by providing details of your previous work experience in your specialisation. Your host organisation will be contacted via Sonia to:
   - Verify your experience, and
   - Sign the required documentation
4. Await approval from the placement team.

Please Note:

- This waiver applies only to the placement hours; all other course components and assessments must still be completed along with demonstarting achievement of course learning outcomes.
- All waivers must be fully approved before Census date - if not, you must wait until BUSN3002 or BUSN3004 is next offered.
- No waivers can be accepted for any students who find they are “unable to complete hours”. For students who have time issues will need an incomplete grade and finally receive a Pass Grade when they are able to fulfil hours.
- The relevant work experience must have been completed within 18 months prior to the waiver application.
- A family member/friend cannot act as a supervisor for your waiver application due to conflict of interest.
- The waiver must be for the full 140 hours – partial waivers are not permitted.



COMMON ASSESSMENT STRUCTURE ACROSS ALL COURSES

Weekly Tasks and Reflections

Throughout each of the NBS Career-ready courses, you will engage in compulsory learning tasks via the course CANVAS site, including time reporting and reflective practices. Students are required to immerse themselves in real-world placement settings, where they:

- Develop **technical skills** relevant to their discipline
- Apply **theory in practice** within professional environments
- Gain **hands-on experience** to enhance **career readiness.**

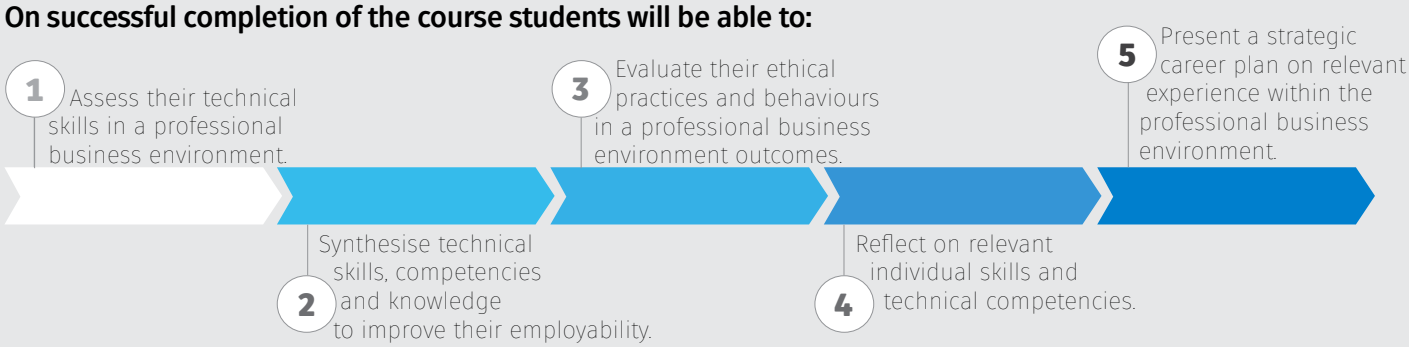
These experiences contribute to a comprehensive understanding of your learning journey and ensure you are career-ready upon course completion.

Course Content

Each course requires students to undertake 140 hours of course and placement activity (face-to-face class, placement, course preparation, meetings) under supervision in a work environment, appropriate to the placement organisation. Students will also attend three **compulsory** seminars delivered at the start (Week 1, and Week 2), and end (Week 12) of the semester. These **compulsory** preplacement seminars cover: course requirements, assessment processes, career development and planning and workplace issues including professional standards of conduct, Equity and Diversity and WHS requirements. These seminars are designed to offer a comprehensive suite of content that complements the practical experiences of the placement program. Key areas of focus include professional preparation, skills analysis and career planning.

Course Learning Outcomes

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



Course Material Overview

Each course is structured into distinctive compulsory modules reflecting the different stages of your placement: before, during, and after the placement. Each stage includes quizzes, and additional assessments designed to prepare for and reflect on your experiences. All modules, quizzes, and assessment tasks are compulsory and must be passed to successfully complete the course.

Compulsory

Ensure active participation in all course components and adhere to submission deadlines via CANVAS.

COMPULSORY REQUIREMENTS

In order to pass a career-ready placement course, each student must complete ALL of the following compulsory requirements:

Course Attendance Requirements

Compulsory Classes:
BUSN3002: weeks 1, 2, 7 & 12
BUSN3004: weekly compulsory workshops
BUSN3500: workshops as advised on Canvas.

The first two weeks of each course are compulsory, involving intensive preparation for your placement experience.

The presentation in Week 12 is a critical component of your assessment and learning reflection (compulsory for all students to either attend in person or submit a MP4 recorded presentation *if* approved by course instructor).

If you are undertaking an international trip, you may need to attend additional seminars prior to your overseas visit – find more details on CANVAS. If you undertake BUSN3004 you need to attend all the workshops.

Course Assessment Requirements

Assessment 1
Professional Skills Assessment: Pass requirement - Must pass this assessment item to pass the course.

Assessment 2
Professional Reflection and Career Plan: Pass requirement - Must pass this assessment item to pass the course.

Assessment 3
Presentation: Pass requirement - Must pass this assessment item to pass the course.

Course Module Requirements
All modules and activities in the CANVAS site need to be successfully completed.

2026 SCHEDULE

Semester 1 (26 January - 26 April)

- BUSN3004 – Career-Ready Industry Led Project Lab
- Duration: 12 weeks
- Requirements: 140 hours of industry-led project work, assessments, and a final presentation at the end of semester.
- Students who have already completed 140 hours of an eligible placement may apply for a waiver to complete an industry placement in semester 1.

Midyear Session

- BUSN3500 – International Work Placement in Business
- Travel Window: 9 May – 3 August
- Requirements: 140 hours of international placement within the travel period. Pre-travel, during-travel, and post-travel coursework via Canvas. Assessments and a final presentation at the end of the course.

Semester 2 (17 August – 16 November)

- BUSN3002 – Industry Placement
  Duration: 12 weeks
  Requirements: 140 hours of placement at a host organisation, assessments, and a final presentation in Week 12.



MORE INFORMATION

Program Handbook
Learn more about the structure and requirements of your degree program.

Program Planner
Track your progress through your degree and see available course options.

Program Advice
Program Advisors provide support and enrolment advice and can help you navigate program requirements.

Student Careers Services
Access resources to support your career development, including resume tips, job search guidance and interview skills.

Career-ready Placements Website
Learn more about placement requirements, access tips on sourcing your own placement, and discover the available support options such as financial support, support for students with disability, and more.

These courses are structured to provide you with a rich learning experience that bridges theoretical knowledge with practical application, preparing you for a successful career in business.

CONTACT US

For questions related to Business School career-ready placements,
please email workplacement-nbs@newcastle.edu.au.





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https://www.newcastle.edu.au/current-students/career-ready-placements