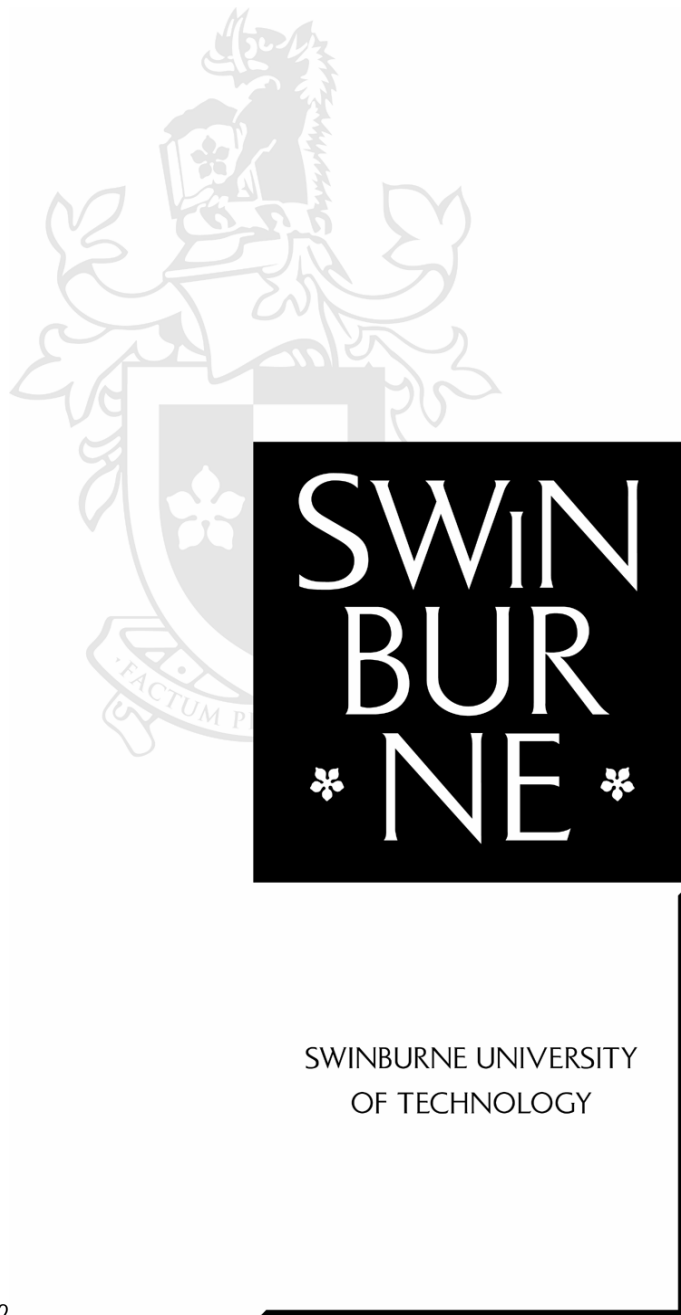


HBW050, HBW055, HBW010, HBW015

## Industry Based Learning Program

### Unit Outline

Teaching period ongoing



## HBW050 Fulltime placement Commencing/Placement 1

## HBW055 Fulltime placement Continuing/Placement 2

## HBW010 Part time placement Commencing/Placement 1

## HBW015 Part time placement Continuing/Placement 2

Ongoing Stage 2 program

### Prerequisites

*For HBW050 and HBW010*

In order to be eligible for the IBL placement, students will normally have completed at least 2 years of a Bachelor of Business or three years of a Bachelor of Business/Bachelor of Arts (Language). In addition students who are enrolled in Business units and whose Faculty has an accredited IBL program are able to apply for IBL.

As a general rule, only local students who have obtained a Pass grade average (or above) in the preceding semesters of study will be accepted into the program.

Students who have less than 4 units to complete in their degree/s, are not eligible to undertake an IBL placement

*For HBW055 – completion of HBW050*

*For HBW015 – completion of HBW015*

### Credit points

No credit points

### Aims and objectives

Industry based learning is a learning opportunity for students to undertake a meaningful work placement that is relevant to their discipline of studies. IBL placements may be either full time or part time, for 6 or 12 months.

Whilst on placement students will

- develop their technical and non technical skills
- apply theoretical knowledge in real world situations
- develop an understanding and appreciation of the complexity of the work environment
- interact with many professionals
- be expected to reflect and develop theories based on personal experiences
- be exposed to the career options they can pursue upon graduation and,
- grow and develop personally whilst improving their generic skills

### Graduate Attributes

Swinburne University of Technology works to produce higher education graduates who are capable in their chosen profession.

Learners bring to Swinburne University of Technology a diverse wealth of experiences and graduate with individual understandings, abilities and attitudes. Within this context it is the intent of Swinburne that its higher education graduates:

- *Are capable in their chosen professional, vocational or study areas*
- *Contribute in an entrepreneurial and innovative way within their business, workplace or community*
- *Operate effectively and ethically in work and community situations*
- *Are adaptable and manage change*
- *Are aware of local and international environment in which they will be contributing (eg socio-cultural, economic, natural).*

## Teaching staff

Convenor:	Liz Levin
Preferred form of communication:	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Telephone
Office location:	BA 1229
Business telephone number(s):	9214 8472
Email address	elevin@swin.edu.au

## Unit content

Industry based learning (IBL) is an opportunity for undergraduate students to undertake full time or part time paid employment in industry for 6 or 12 months. These placements are usually sourced by the university and must be relevant to a students' course of study and many placements are particular to their major discipline area(s). The content on this unit will depend upon the student's employer and position they were employed to fill. It is anticipated that students will be involved in the day to day operation of a business and will have the opportunity to develop practical workplace skills.

## Learning and Teaching Method

There are no formal classes scheduled. Student learning will occur in the workplace and via reflections on past experiences. Students will make use of a personal journal, which will need to be kept up to date and discussed periodically with the IBL academic mentor. Workshops and online discussions may be offered.

## Texts and references

There are no references for this unit. Please refer to the Blackboard site for relevant reading materials.

## Assessment

In order to satisfactorily complete the IBL unit, the IBL student is required to undertake several tasks which are assessed by the Swinburne Supervisor. The assessment tasks are intended to complement and enhance the learning occurring during the IBL placement experience. The table below outlines provides details of the formal assessment tasks.

<i>Assessment Task</i>	<i>Units/Due dates</i>	<i>Purpose</i>	<i>The student is required to</i>
<i>IBL Learning Benchmark Pre IBL</i>	For HBW050 and HBW010 – within four weeks of commencement of placement	<ul style="list-style-type: none"> <li>▪ sets the scene for the learning</li> <li>▪ identifies and monitors the type of learning which occurs as part of the IBL placement</li> <li>▪ provides a focus for reflection and analysis of the learning experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ complete the Learning Benchmark indicating the current level for each characteristic and adding relevant comments</li> <li>▪ discuss the Learning Benchmark with the Industry Supervisor</li> <li>▪ fax to the FBE IBL office on 9819 2117 after it is signed by the Industry Supervisor and student</li> </ul>
<i>Journal</i>	For all units to be used throughout the placement	<ul style="list-style-type: none"> <li>▪ records personal progressive skill and knowledge gains during the IBL placement</li> <li>▪ assists in preparing for any performance reviews during placement</li> <li>▪ informs the midway report and final report</li> <li>▪ assists in discussion with the Swinburne academic mentor during visits.</li> </ul>	<ul style="list-style-type: none"> <li>▪ record the               <ul style="list-style-type: none"> <li>– the date for each entry</li> <li>– major achievements and milestones</li> <li>– revelations and insights</li> <li>– setbacks and challenges</li> <li>– progress towards achievement of the Learning Benchmark characteristics.</li> </ul> </li> </ul> <p><i>The journal is not submitted to the Faculty IBL Office (not to the Swinburne academic mentor)</i></p>

<i>Assessment Task</i>	<i>Units/Due dates</i>	<i>Purpose</i>	<i>The student is required to</i>
<i>Midway Report</i>	For HBW050 and HBW010 - 4 <sup>th</sup> June or 4 <sup>th</sup> November, hard copy to IBL office	<ul style="list-style-type: none"> <li>identifies significant growth in skills and knowledge during placement</li> </ul>	<ul style="list-style-type: none"> <li>prepare a formal report (1000 - 1,500 words) on the significant growth in skills and knowledge during placement (using examples).</li> <li>Submit a hard copy of this report to the FBE IBL office.</li> </ul>
<i>IBL Learning Benchmark Post IBL</i>	Submit one month after completion of EACH placement	<ul style="list-style-type: none"> <li>identifies and monitors the type of learning which occurs as part of the IBL placement</li> <li>provides a focus for reflection and analysis of the learning experience</li> </ul>	<ul style="list-style-type: none"> <li>complete the Learning Benchmark indicating the current level for each characteristic and adding relevant comments</li> <li>Include the completed and signed IBL Learning Benchmark together with your Learning Portfolio and Final Report</li> </ul>
<i>Learning portfolio</i>	Submit one month after the completion of EACH placement	<ul style="list-style-type: none"> <li>provides evidence of skills development as indicated on the IBL learning benchmark</li> </ul>	<ul style="list-style-type: none"> <li>prepare a portfolio with a variety of forms of evidence as to how personal skills have developed during the IBL placement</li> </ul>
<i>Final Report</i>	For HBW055 and HBW015 One month after completion of placement	<ul style="list-style-type: none"> <li>identifies significant growth in skills and knowledge during placement</li> <li>identifies the impact of the IBL experience</li> </ul>	<ul style="list-style-type: none"> <li>prepare a reflective essay or report (2000 – 3500 words) which focuses on the highlights and lessons learnt from the placement</li> <li>Submit a hard copy of this report to the FBE IBL office</li> </ul>
<i>Evaluation</i>		<ul style="list-style-type: none"> <li>identifies the satisfaction levels of the student</li> </ul>	<ul style="list-style-type: none"> <li>complete the online IBL evaluation on completion of the placement <a href="http://opinio.online.swin.edu.au/s?s=4245">http://opinio.online.swin.edu.au/s?s=4245</a></li> </ul>

### **IBL Journal (for all units)**

This may take the form of a diary or journal or notebook to record experiences and reflections of work shortly after they take place. Students may use headings or themes such as:

induction, responsibilities, the work culture, training, skills developed, particular challenges etc.

This journal should be reflective as well as descriptive, highlighting issues relating to management, reporting problems confronted etc. It may act as a discussion catalyst during visits by the mentor. However, the diary is the personal and private record of the student and is not required to be viewed by the mentor nor handed in with the report.

The journal should be used to inform both the mid-placement report and the final report.

### **Mid-placement report (for HBW050 and HBW010 only)**

The workplace report (1,000 – 1,500 words) should discuss your professional and personal growth so far in the context of: Induction, training, job responsibilities, comparison between reality of workplace and your previous expectations, relevance of academic study to work experience, problem-solving activities encountered whilst working, and your objectives for further development and growth for the remainder of the placement.

Both the IBL journal and your IBL learning benchmark should be used to inform the content of this report.

Please note: Students who complete a one semester placement will need to complete one report only of 3,000 – 5,000 words. Please see Final Report below for structure of report.

The report should include an FBE Assignment coversheet which can be located at [http://www.swinburne.edu.au/business/documents/assignment\\_cover\\_sheets/UG\\_assignment\\_cover\\_3Oct07.doc](http://www.swinburne.edu.au/business/documents/assignment_cover_sheets/UG_assignment_cover_3Oct07.doc). Please also include the place of employment, work phone number, industry supervisor's name, and dates of IBL placement.

You must submit 2 hard copies to the IBL Office (do not email) by June 4<sup>th</sup> or November 4<sup>th</sup>. One of these copies must be signed by your industry supervisor. The IBL office will then pass on your report to your academic mentor for assessment. A result of pass or not pass will be entered against the IBL unit in which you are enrolled for that semester.

### **Learning portfolio (should be commenced at the beginning of your placement and submitted at the end of your placement)**

A learning portfolio is the documentation of your achievements throughout your IBL placement. It demonstrates what you have learnt by providing evidence of your activities and performance. It is an iterative process, that is, you might include several artefacts that demonstrate your progress during your placement.

The portfolio should be linked to the IBL Learning Benchmark. You will be required to articulate your goals and objectives, based on your self assessment. For example, if you rated yourself as 'fair' for flexibility and adaptability to change, you might aim to improve this skill whilst on IBL. You would need to explain why you gave yourself the initial rating, and then track your progress on this skill during your placement, collecting evidence that you are in fact improving – this might include entries in your diary, selected correspondences with colleagues or clients etc.

The portfolio should be linked to at least four of the characteristics identified in the IBL Learning Benchmark and may take a variety of forms such as a folio, report or Powerpoint slide show.

The folio should include an FBE Assignment coversheet which can be located at [http://www.swinburne.edu.au/business/documents/assignment\\_cover\\_sheets/UG\\_assignment\\_cover\\_3Oct07.doc](http://www.swinburne.edu.au/business/documents/assignment_cover_sheets/UG_assignment_cover_3Oct07.doc). Please also include the place of employment, work phone number, industry supervisor's name, and dates of IBL placement .

You must submit the folio to the IBL office (do not email), within one month of the completion date of your IBL placement, together with the IBL Learning Benchmark and your final report. The IBL office will then pass on your report to your academic mentor for assessment. The folio will be graded pass or not pass.

### **Final report (for HBW055 and HBW015 only)**

The final report (2,000 – 3500 words) should discuss your professional and personal growth throughout your IBL placement. The report should be a reflective essay, written in an easy to read style. The focus in the report should be on a variety of problem solving activities encountered whilst working. The report should be evaluative and analytical in nature rather than descriptive and should include recommendations and suggestions for change. Both the IBL journal and your IBL learning benchmark should be used to inform the content of this report.

The following headings may be used as a guide:

#### The job

- Job description
- Work structure and responsibilities
- Staff induction procedures

#### Reflections

- Pivotal incidents/events – highlights or low points in your placement, what impact they had on you and why
- Comparison between expectations and the reality of the workplace
- Connection between academic knowledge and the work placement

#### Learnings

- What have you learnt about yourself?
- How has the IBL placement effected your career goals/ambitions?
- What have you learnt about other people?
- What have you learnt about the workplace?

#### Recommendations

##### To the university

- How well were you prepared for your placement – personally and academically? How can this be improved?
- How well were you supported throughout your IBL placement? Recommendations.

##### To the employer

- Suggestions to the employer on some positive leads towards future change, e.g. improvements in communications between staff levels, changes to reporting schedules, changes to training programs for IBL students, etc.

It may be useful to focus on a selection of elements from the IBL Learning Benchmark as a theme for your report, for example, you may decide to reflect on communication in the workplace – how you interacted with various colleagues, how management communicated with employees, how information was disseminated throughout the organisation? Alternatively you might elect to consider teamwork and leadership in your workplace – how was teamwork fostered, how did the managers lead, how did teamwork in the workplace compare to group work at university?

Please note: Students who complete a one semester placement will need to complete one report only of 3,000 – 5,000 words.

The report should include an FBE Assignment coversheet which can be located at [http://www.swinburne.edu.au/business/documents/assignment\\_cover\\_sheets/UG\\_assignment\\_cover\\_30Oct07.doc](http://www.swinburne.edu.au/business/documents/assignment_cover_sheets/UG_assignment_cover_30Oct07.doc). Please also include the place of employment, work phone number, industry supervisor's name, and dates of IBL placement .

The report **must** be seen and signed off by the employer before it is submitted for assessment. An employer sign-off section should be included in the report. If required, students may assure their employer that the contents of reports will be kept confidential by Swinburne University of Technology

You must submit 2 hard copies by mail to the IBL office (do not email), within one month of the completion date of your IBL placement for e.g. if a placement was completed on 30 June, the IBL report would be due on 30 July. The Final report must be accompanied by the IBL Learning Benchmark and your Learning Portfolio. The IBL office will then pass on your report to your academic mentor for assessment. A result of pass or not pass will be entered against the IBL unit in which you are enrolled for that semester.

#### **On-line evaluation**

At the end of your IBL placement, students are required to complete the IBL on-line evaluation. The relevant website address is: <http://opinio.online.swin.edu.au/s?s=4245>

### **Assessment and appeals procedures**

Assessment in this unit is in accordance with the guidelines set out in Procedures Relating to Assessment and Appeals. For further information please refer to the relevant section in the Swinburne Assessment and Appeals Procedures which can be found at <http://ppd.swin.edu.au/stuinf/AssessmentAndAppealsHigherEducation.htm>

### **Extensions and late submissions**

All assessment items must be submitted in a timely manner. Students who fail to submit all assessment items will not be eligible to pass this unit.

### **Examination and assessment misconduct including plagiarism**

Students should note the policy of the Faculty of Business and Enterprise on cases of examination or assessment irregularity. These cases will be dealt with according to the provisions of Section 9 of the Assessment and Appeals Policy and Procedures. The following is extracted from the policy for student information.

"An irregularity is the unauthorised use or attempted use by or for any student of any means to gain unfair advantage in any examination, test, assignment, essay, performance, exhibition, or other work, the marks for which form part of the final assessment. It includes any action taken by a student which would constitute an unfair advantage or fraudulent attempt to demonstrate competency in an examination or assessment context. An irregularity includes misconduct and plagiarism.

Misconduct includes an action by a student which is in breach of any directions issued by the Examination Room Supervisor, printed on the examination material or notices or specified by the Assessment and Appeals Procedures. This includes taking into an examination any unauthorised material with the intention of using said material to obtain an unfair advantage.

### **Plagiarism**

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism includes any of the following, without full and appropriate acknowledgment to the original source(s):

- (a) the use of the whole or part of a computer program written by another person;
- (b) the use, in essays or other assessable work, of the whole or part of a written work from any source including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student's work, any other person's work, a website or database;
- (c) the paraphrasing of another's work;
- (d) the use of musical composition, audio, visual, graphic and photographic models,
- (e) the use of realia, that is objects, artefacts, costumes, models and the like.

Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people. It should be noted that Swinburne encourages its students to talk to staff, fellow students and other people who may be able to contribute to a student's academic work but that where independent assignment is required, submitted or presented work must be the student's own.

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by the University. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work."

[http://www.swin.edu.au/orientation\\_2004/hawthorn/faq\\_new.html#guides](http://www.swin.edu.au/orientation_2004/hawthorn/faq_new.html#guides)

## Final Result Categories

Symbol	Result
P	Pass
N	Not Pass

## Unit website

Each unit has a website which can be found at [www.mysubjects.swin.edu.au](http://www.mysubjects.swin.edu.au). To access your unit website, login to Blackboard using your ID number as your login name and your date of birth (in dd/mm/yy format) as your password.

## Student Checklist

Check the following:	If no this is what you need to do	Critical timeline	Check
Do you know where to access your Swinburne Online Units	Click on the link under Online Course and Unit Materials - Login   <a href="#">HEd online</a>   <a href="#">OLA online</a>   <a href="#">Lilydale online</a>   <a href="#">TAFE online</a>	Beginning of teaching period	
Have you access to all units you are currently enrolled in?	Contact <a href="mailto:servicedesk@swin.edu.au">servicedesk@swin.edu.au</a> or call 9214 5000 Mon – Friday 8am – 10pm, Saturday 9am – 5pm	Beginning of teaching period	
Have you changed your Blackboard password?	If no – go into one of your Units, click on Tools>personal information>change password – and follow instructions. If you have a problem Contact <a href="mailto:servicedesk@swin.edu.au">servicedesk@swin.edu.au</a> or call 9214 5000 Mon – Friday 8am – 10pm, Saturday 9am – 5pm	Regularly for security reasons	
Do you know how to access your Swinburne Email account?	Go to the Swinburne page for Current Students and click on Web mail and follow instructions. If you have problems, contact <a href="mailto:servicedesk@swin.edu.au">servicedesk@swin.edu.au</a> or call 9214 5000	Check regularly	
Do you wish to use your private email?	Arrange to forward your Swinburne email to your private account. Go to the Swinburne page for Current Students – click on Email Forwarding or go to the Blackboard Login Page click on Email Forwarding and follow instructions	Beginning of teaching period	