



**JAMES COOK
UNIVERSITY**
AUSTRALIA

Brisbane

W Work
I Integrated
L Learning

Placement Host Handbook

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What is Work Integrated Learning?

James Cook University Brisbane (JCUB) equips students for the workforce through undergraduate and postgraduate programs that feature Work Integrated Learning (WIL). These qualifications build employability through industry engagement, and practical experiences and placements, connecting students with employers throughout their studies.

WIL is embedded in JCU degree programs consolidating theoretical and academic learning with practical application in the workplace. Student Placement is a work-based component of a WIL subject developing students' practical skills and career readiness before they graduate. It aims to enrich the University experience and increase student employability with hands-on experience in a workplace relevant to the student's field of study. Students must successfully complete all placement requirements to pass the subject.

This Handbook outlines the requirements for placements and details what Placement Hosts require to support a successful placement. We sincerely hope you will partner with us as a Placement Host, providing valuable mentorship and support to JCUB students as they prepare to enter the professional workforce.

What are the Benefits of Student Placements?

Student Placements are designed to create meaningful value for both students and Host Organisations.

For Placement Hosts:

- Students bring new ideas, diverse thinking, and up-to-date knowledge that can energise workplace projects.
- Hosts can expect students to make real contributions aligned with organisational goals.
- Placements offer a preview of future graduates' capabilities, helping to identify potential hires early.
- Supervising students provides professional growth opportunities for staff, including mentoring and leadership experience.
- Hosting placements can spark collaborations in research and other strategic initiatives.

For Students:

- Placements enhance employability by immersing students in real-world professional environments, helping them develop career-ready skills and meet industry expectations.
- A successful placement can lead directly to job opportunities and valuable industry connections.

Student Placements at James Cook University Brisbane

JCUB is seeking Student Placement opportunities that enhance and maximise the employability of our students.

A Student Placement needs to meet at least three of the following criteria:

- Integration of theory with workplace practice
- Engagement with industry/community
- Planned, authentic activities
- Purposeful links to the curriculum

Before placement begins, it **must be formally approved by James Cook University Brisbane** staff and **officially recorded**. This ensures the placement meets academic, legal, and professional standards, and supports the student's progress toward graduation.

Types of Student Placements

Placements may be completed on a full-time or part-time basis, and can be either paid or unpaid, depending on the needs of both the Placement Host and the student. JCUB placements are designed to align with students' learning capabilities, learning requirements, and course content, ensuring practical experience is integrated into academic study. Please contact the [JCUB Placements Team](#) for more information about part-time/full-time* mode and participation options (face-to-face, remote or virtual).

Below is an overview of placement expectations for each course:

Course	Hours of Placement (minimum)*	Placement activities specific to courses
Bachelor of Business	100 hours	Undertake workplace tasks aligned with organisational goals; contribute to day-to-day operations; and support workplace projects with professional conduct.
Bachelor of Commerce	100 hours	Engage in workplace tasks, attend meetings, work on workplace problems; undertake research and reporting; develop communication and networking; collaborate with teams; maintain professional standards; seek and use feedback; and keep a reflective activity log.
Master of Business Administration	100 hours	Conduct project work; join professional meetings and presentations; support job-related tasks; conduct supervisor-guided research; enhance networks and teamwork; reflect on growth; and log key activities and feedback.
Master of Professional Accounting[^]	100 hours	Apply accounting knowledge in a professional setting by assisting with financial reporting, taxation, audit support, compliance, and accounting systems. Demonstrate ethical practice, professional judgement, communication and teamwork; seek and apply feedback; and maintain alignment with CPA Australia graduate competencies.
Master of Business Administration / Master of Professional Accounting[^]	100 hours	Apply accounting knowledge in a professional business environment demonstrating accounting knowledge and skills, ethical and accountable leadership, professional judgement, communication, and teamwork skills; engage in supervisor-guided project work; analyse information to support organisational decisions; seek and apply feedback; aligning with CPA Australia graduate competencies.
Bachelor of Tourism, Hospitality and Events Master of International Tourism and Hospitality Management	100 hours	Join event planning and operations; participate in customer service, guest experience, marketing and social media activities (front-of-house, back-of-house or service operations); contribute to research, sustainability, and cultural tourism; work on service quality and strategic planning; network with industry; and build teamwork, problem-solving and communication skills.
Master of Engineering Management	200 hours	Undertake technical or analytical work using degree skills; support workplace goals; attend meetings; research and report; work collaboratively and professionally; seek feedback; and maintain an activity log.
Master of Data Science	200 hours	Contribute to workplace data projects; plan, collect, and analyse data; create dashboards and reports; provide innovative solutions; participate in team-based or independent machine learning tasks; use workplace software tools; and log activities.
Bachelor of Information Technology	100 hours	Design and deliver an information technology-related project; keep a reflective activity journal.
Master of Information Technology	100 hours	Engage in project planning, data tasks, and reporting; provide IT solutions; participate in teams; use professional communication; maintain ethical standards; action supervisor tasks; contribute innovative ideas; and log reflective practice.

*Visa implications may apply. For more information about international visa requirements:

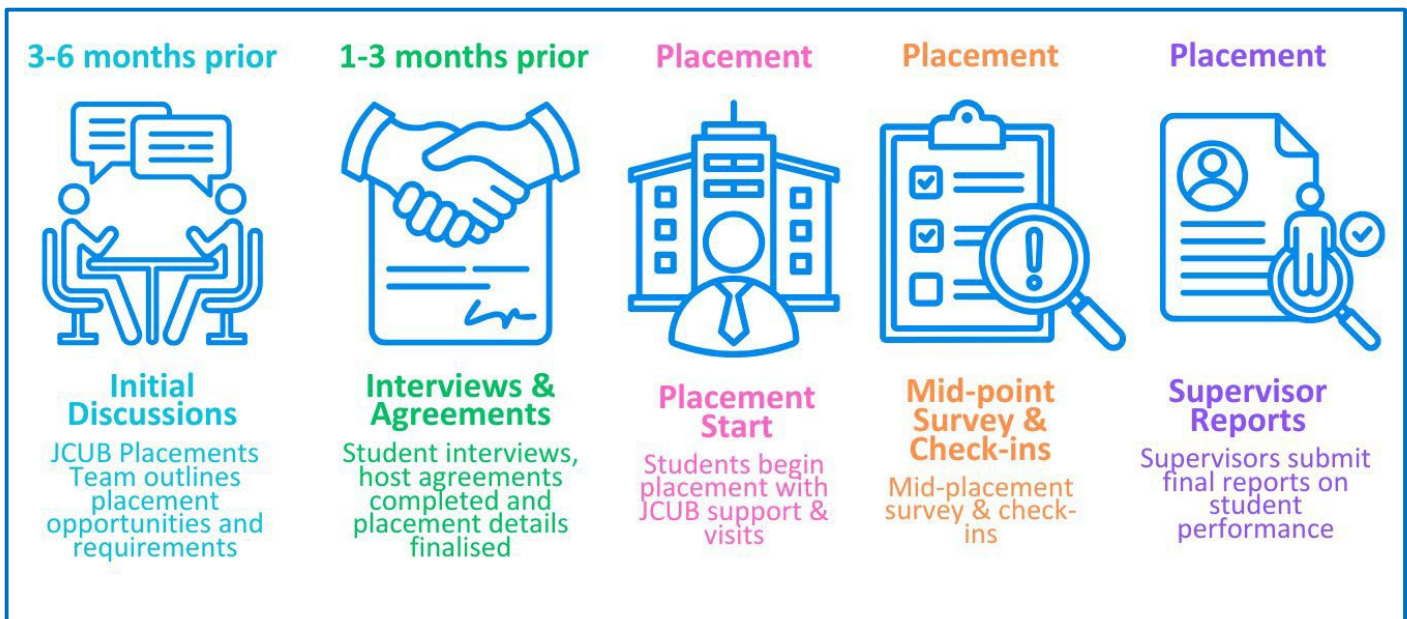
<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

[^]All placements are to be sourced by JCU Brisbane with a recognised Accounting firm

Student Placement Process

The [JCUB Placements Team](#) sources and supports Student Placements in Brisbane. This team is the first point of contact for any placement-related queries.

The diagram below demonstrates the steps involved in the process to secure and host a Student Placement:



If you're interested in hosting a Student Placement, please complete the attached Expression of Interest (EOI) Form. We invite you to contact the [JCUB Placements Team](#) if you would like to explore the opportunity before submitting the EOI.

All EOIs will be assessed for alignment with placement criteria and student suitability. Additional information may be requested during the review process. Once approved, placements will be promoted to eligible students using the details provided in your submission. We encourage Hosts to include details about possible learning experiences and engagements to ensure optimal alignment of students with your business. Hosts may choose to support one or more students, either concurrently or at different times throughout the year.

Professional placements occur each trimester and should be completed within the 10-week trimester duration:

- Trimester 1: February to April
- Trimester 2: May to August
- Trimester 3: September to December

The specific placement schedule during the trimester is negotiated between the Host and the student.

There is high demand from industry for students, and there may be times a placement opportunity may not be filled. If this occurs, the [JCUB Placements Team](#) will notify the Placement Host if a placement opportunity cannot be filled for the requested study period, and will discuss potential opportunities for future placements.

What to Expect During Placement

Preparation of a placement proposal

For most students, their first requirement in the placement is to complete a Placement Proposal/Learning Plan covering the learning goals and objectives for the placement. This task should be undertaken in consultation with the Placement Host to ensure consistency with the Placement Host's goals as well as alignment with the student's growth, learning, and skill set. This Placement Proposal is not a legally binding contract as roles, expectations, and conditions can vary as the placement develops; it is used to guide student interactions. Depending on the subject the student is undertaking, the Placement Proposal is usually finalised within the first 2 weeks of the placement commencement. Any significant modifications should be noted and mutually agreed to by the student and Placement Host.

Hosts are expected to:

- Provide tasks aligned with the original EOI and the agreed Placement Proposal.
- Ensure activities reflect professional practice and support student learning.
- Offer appropriate supervision and enforce workplace policies, including safety and dress code.

Assessment and feedback

- **Mid-Placement Review:** The Placement Host completes an emailed link to highlight progress and address concerns, if any.
- **Final Review:** At the end of placement, the Placement Host is asked to evaluate the student's performance. Your evaluation may be requested:
 - Via an email or link to share your comments.
 - Via a hardcopy report template shared by the student.
 - Via verbal feedback given directly to the student.

Before placement commences, students complete modules to help them prepare for workplace engagement. Students may engage in other assessments which can include reflective tasks, such as proposals, progress reports, logbooks, and presentations that encourage them to evaluate their experiences, build critical thinking, and develop professional skills. All assessment-related work is completed outside placement hours and forms part of the subject's overall learning; hence, it is not the responsibility of Placement Hosts.

Conflict of Interest

The assessment of a student's performance must not be subject to positive or negative bias. JCUB avoids placing students at a Host Organisation where there may be a conflict of interest, such as where a family member or partner would supervise or influence the supervision of the student. Any potential conflict of interest is to be communicated to the [JCUB Placements Team](#) who will be able to provide further advice.

Student Responsibilities

Students on placement are to conduct themselves as if they are an employee of the Placement Host. They are obliged to perform duties aligned with the Placement Proposal during agreed work hours. All rules, regulations, workplace safety protocols, and dress code as prescribed by the Placement Host must be observed.

Students must inform their Placement Host and the [JCUB Placements Team](#) if they are unwell and unable to attend at the earliest opportunity. All JCUB students must meet the standards of behaviour as outlined in JCU's [Student Code of Conduct](#). Additionally, expectations including placement settings are defined in [Student Professional Conduct](#).

Confidentiality and Privacy

Students are expected to uphold the principles of confidentiality as outlined in the relevant industry Codes of Ethics, standards, policies, and practices of the Host Organisation. Any breach of confidentiality may result in failure of the subject. Students will be aware that confidentiality extends to social media. They must not post, tweet, or blog about their placement experiences in any form, including any references to the Host Organisation and/or Placement Host without prior approval.

The privacy of individuals and personal information is protected by government legislation and breaches of privacy can carry legal penalties. Please refer to the following federal and state privacy legislation:

- [Privacy Act 1988](#) (Federal Privacy Act)
- [Information Privacy Act 2009](#) (Queensland)

Travel and Related Expenses

Travel and other expenses related to getting to and from placement are considered the student's responsibility. Travel and expenses incurred while undertaking placement activities should be addressed in accordance with the Host Organisation's policies and procedures for professional staff. In the absence of any formal policy, the student should negotiate anticipated costs, payment and/or reimbursement with the Placement Host prior to committing to any expense. The student should not suffer personal financial hardship in undertaking a placement.

Insurance

Students are covered by the insurance policies of James Cook University Brisbane (including professional indemnity, public liability, and personal accident insurance) during placements. If working in an unpaid capacity, pre-requisite conditions apply.

The pre-requisites for insurance include:

- The student concerned is enrolled at the University in an approved course of study and subject.
- The placement is recognised as a course-related activity thereby bringing the activity under Public Liability in-service coverage.
- The Student Placement Guidelines and Conditions have been acknowledged by the student prior to commencing the placement.

None of the policies covers damage to organisational vehicles driven by students on placements. Students' personal cars are not covered by the University's insurance policies. The University discourages students from using their own vehicles while undertaking placement duties. If a student uses their personal vehicle to undertake any duties associated with the placement, this is done at their own risk unless they successfully negotiate with the Placement Host for their vehicle to be noted on the Placement Host's insurance policy.

A copy of the insurance policy/cover will be provided prior to placement commencing or as requested.

Managing Placement Difficulties

While uncommon, circumstances may arise during a placement that require attention or resolution. If this occurs, please contact the [JCUB Placements Team](#) promptly to explore solutions. Possible scenarios could include:

- **Host Leave of Absence:** If a Host is unavailable for an extended period, alternative supervision or relocation may be arranged.
- **Organisational Changes:** If changes affect the student's learning experience, the [JCUB Placements Team](#) will work with all parties to find a solution, which may include relocation.
- **Supervision Challenges:** If supervision concerns cannot be mutually resolved, notify the [JCUB Placements Team](#) early. A *Placement At-Risk* form may be used, and the Subject Coordinator may be involved.
- **Student Performance Issues:** If concerns arise, early action is essential. The [JCUB Placements Team](#) will support with an appropriate procedure, escalating to the Subject Coordinator if needed.

Premature Termination of Placement

The Placement Host may terminate a placement. If there are any concerns with a student, early communication with the [JCUB Placements Team](#) can be vital to resolving any issues. If possible, the student should be counselled and given an opportunity to correct any fault that may exist. The University must be notified before the event through the [JCUB Placements Team](#). If the student is having difficulties that impact their placement, the student must consult the Subject Coordinator to see what support can be offered to help the student complete the placement. Notwithstanding, a placement may be terminated instantly for grave misconduct by the student.

If any issues cannot be resolved through discussion with the student, the matter should be raised as soon as possible with the [JCUB Placements Team](#).

Harassment and Discrimination

Harassment and discrimination on placement will not be tolerated. Harassment laws extend to all students on placement. Students have the right to report any instances of harassment or unfair treatment to the [JCUB Placements Team](#). This includes concerns related to sexual harassment, racial discrimination, age, parental status, religion, marital status, or other forms of inappropriate conduct. For further information on harassment and discrimination see:

- [James Cook University Discrimination](#)
- [Anti-Discrimination Commission Queensland](#)

We greatly appreciate the time, effort, and expertise you invest in mentoring JCUB students during their placements. By sharing your knowledge, skills, and workplace insights, you not only enhance their learning experience but also help shape the professionals they are becoming. Your partnership with JCU Brisbane contributes directly to building a capable and confident future workforce that is prepared to meet the needs of industry and the wider community.

Common questions asked by Placement Hosts

What preparation will the student have?

Students eligible for placement have developed core skills in their field of study and must complete compulsory preparation modules (workplace health and safety, respect, academic integrity). Additional modules cover employability, professional development, industry awareness, and soft skills. Placement Hosts are encouraged to conduct a pre-placement interview to confirm suitability.

How are students selected?

Students apply for placements with a CV and cover letter. Hosts may receive a shortlist and are encouraged to conduct interviews. The final decision rests with the Placement Host, who is not obligated to accept any student.

How much support will Hosts need to provide?

Hosts provide general oversight of duties, but not constant supervision. Hosts help students develop their Placement Proposal, with additional support available from the Subject Coordinator if needed.

What will it cost my business?

Placements may be paid or unpaid. For unpaid placements covered under the *Fair Work Act 2009*, Hosts provide only the necessary resources. Paid placements are managed according to the Host's own HR processes.

What if there are concerns about performance?

Concerns should first be discussed directly with the student. If unresolved, contact the [JCUB Placements Team](#) for support as soon as possible.

What if the student is absent?

Students are required to complete the full number of placement hours. They must notify their Host promptly of any absences and arrange to make up missed work.

If I sign an agreement, do I have to take students immediately, and always?

No. The agreement sets up the responsibilities of JCUB and the Placement Host. You determine the number and frequency of placements you wish to offer, according to your capacity and preferences. Our agreements are usually three years in duration, however, there is no obligation to provide placements over that entire period (or at all).

Contact Information

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The [JCUB Placements Team](#) welcomes all feedback on the placement process and will always be in regular contact with you.

www.jcub.edu.au

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