

---

## Professional Experience

---

### Preamble

A number of Le Cordon Bleu Australia programs, including the Bachelor of Business degrees, are designed to have specific industry experience outcomes within the program; these are provided through the Professional Experience course (PE). The intention is for students to consolidate their learning by applying previously studied skills and knowledge to real life situations. For some students this will be their first experience of hospitality industry workplaces; this opportunity will provide students with experiences that will inform further study.

Professional Experience also allows students to reflect and critically evaluate industry experiences and to apply this new knowledge to studies taken in a subsequent semester of academic study.

### Policy

Professional Experience is an integral component of the program, with clearly defined academic outcomes and input appropriate to the level of the qualification, and formal assessment. A student must pass the Professional Experience courses to successfully complete the program as a whole.

The Bachelor of Business degrees have two Professional Experience courses, each of 6 months duration.

There are, however, situations where a Bachelor of Business degree student may be offered a placement which requires longer than a 6 month period in industry. For example, combined Professional Experience 1 and 2 courses for 12 months may be approved:

- where credit has been granted for Stage 1
- or where a student is offered a supervisor's role or a Management Traineeship with a minimum of 12 months duration
- or where the student is a mature age candidate who can demonstrate sufficient maturity and dedication to recommence academic studies after an extended duration away from the program
- or where the student is offered a promotion during the first 6 months of placement

In such cases, the student may apply to have their Professional Experience courses rescheduled. Each case will be assessed on its merits. Except in the case of Stage 1 credit being granted, written evidence of the host employer requesting the extension to the original 6-month Professional Experience placement must be provided. In all cases written proof of the host employer's approval must be provided.

Where a student wishes to apply for a 12-month Professional Experience course they must do so in writing to the Academic Director at least 12 weeks prior to the due date of the proposed Stage.

## Procedure

### Professional Experience location

At the start of the academic semester students must provide three (3) preferences indicating where they would like to undertake their Professional Experience. Students must be prepared to travel to any of the three choices. Students cannot list a location more than once (eg Adelaide, Adelaide).

Students can only nominate destinations, not a property or a position.

After the due date for submitting locations, preferences cannot be changed. There is no guarantee that preferences will be able to be accommodated, although every effort will be made to do so.

Students requesting overseas destinations will need to source all relevant information relating to visas and/or entry requirements to their chosen destination. This must be given to the Professional Industry Placement Department 12 weeks before the scheduled commencement of the Professional Experience course. Additional costs associated with application for visa/entry requirements etc. will be borne by the student.

All students holding Student Visas, are automatically entitled to work a maximum of 20 hours per week when courses are in session in Australia. This does not apply to work specified as a requirement of the course under Professional Experience stages.

### Professional Experience contracts

Students will be required to sign an employment contract with the host employer. Students will also be required to sign an agreement with Le Cordon Bleu Australia which details the terms and conditions of their Professional Experience placement. The host employer will be required to agree to the terms and conditions of accepting a Le Cordon Bleu Australia student for Professional Experience placement.

Students must make themselves aware of the terms and conditions under which they will be working and which apply to their Professional Experience placement, including, as a minimum,

- agreed start and end dates
- expected total hours to be worked
- the nature of the duties to be undertaken
- assessment processes and requirements.

Where a student is uncertain or unclear about this information they should contact the Professional Industry Placement department in the first instance.

## Misconduct during Professional Experience

Breaches of the agreement by a student or dismissal by the employer on the grounds of serious misconduct may result in a fail grade for the course and may be dealt with in accordance with the Student behaviour and misconduct policy.

If on investigation by the Professional Industry Placement department the dismissal is found to be reasonable in the circumstances but not so serious as to require termination of enrolment in the program, one of the following will occur:

- Wherever practical the student will return to campus immediately and return to studies.
- If it is not practical to do so, eg too many classes would have been missed to reasonably catch up, the student will defer, and return to campus and studies at the next practical opportunity.

## Professional Industry Placement responsibilities

The Professional Industry Placement department will:

- support the student in identifying a suitable placement
- prepare the student for the interview and selection process which will take place before the host employer agrees to accept the placement
- ensure that all required documentation and notifications have been completed and processed appropriately.

Students will be provided with:

- the learning outcomes against which they will be assessed
- a copy of the conditions of participation agreement
- documents which provide the opportunity for both the student and the workplace supervisor to comment on the students' progress and performance against stated criteria.

Students may choose to identify and arrange their own placement. In such cases the Professional Industry Placement department will provide information to the student about the application, selection, documentation and notification processes. However, such students are encouraged to request further advice and information from the Professional Industry Placement department, before making this choice and before making a final decision to accept the position they have been offered.

Where a student has:

- not complied with reasonable instructions of the Professional Industry Placement department
- not attended scheduled notified appointments with the host employer or the Professional Industry Placement department without due cause
- been dismissed from a previous industry placement,

the student will be required to identify and arrange their own placement. In such cases the Professional Industry Placement department will provide information and supporting advice to the student about the application, selection,

documentation and notification processes. The student will be responsible for identifying, applying for and obtaining a suitable position.

The Professional Industry Placement department will review all contracts of employment and will provide advice to the student on issues arising.

All positions, no matter how they were obtained, must be approved as suitable by the Professional Industry Placement department before the student starts employment. If not approved by the Professional Industry Placement department, the position will not meet the conditions for passing the Professional Experience course.

### **Professional Experience Prerequisites**

Bachelor of Business degree students need to have passed at least four courses or 50% of the courses in which they are enrolled in the preceding semester (whichever is the lesser) before they can undertake the Professional Experience course. A student who fails courses with an operations focus, for example Food and Beverage Service and/or Rooms Division Operations courses, will have a severely limited range of placement opportunities for Professional Experience.

A Bachelor of Business degree student who fails 50% or more of enrolled courses in any one semester will not be permitted to undertake Professional Experience during the following semester, or until the time that the failed courses have been successfully completed. The decision to allow continuation on to Professional Experience will be determined on the basis of results presented to the last Academic Committee meeting in each semester.

A Bachelor of Business degree student who fails one or more but less than 3 courses, or less than 50%, of their enrolled courses may not repeat these courses while undertaking their Professional Experience course.

A student who fails a Professional Experience course will be counselled in accordance with the Academic Progress policy, as he or she has failed 100% of the courses in one semester. Where it is deemed appropriate that the student repeat the Professional Experience course, a repeat fee will apply.

### **Rescheduling Professional Experience Courses**

Where a student wishes to reschedule PE in order to undertake a 12-month Professional Experience course, they must apply in writing to the Academic Director at least 12 weeks before the due date of the proposed Stage.

If a student is successful in obtaining approval for a 12-month continuous Professional Experience course (ie combined Professional Experience 1 and Professional Experience 2), then the student must pay a 20% deposit for the following academic semester of study, payable six (6) weeks prior to undertaking the rescheduled Professional Experience course.

Applications to reschedule Professional Experience courses must be made in writing to the Academic Director at least 12 weeks before the due date of the proposed Stage.

The application must be signed by the student and dated, must provide reasons for seeking this change to the program of study, including a letter of support from the host employer, and must include the student's full current contact details.

A written recommendation from the Professional Industry Placement Manager must accompany the submission, addressing the student's ability to undertake the proposed rescheduled courses.

The Academic Director will consult the Professional Industry Placement Manager and the Program Manager, and, if required, convene an Academic Committee in order to assess the merits of the student's application.

The Academic Director will write to the student, informing the student of the decision.

The Academic Director's decision is final and no further correspondence will be entered into.

Students for whom English is a second or foreign language, must undertake at least 6 months of their Professional Experience courses in a location where English is the predominant and official language.

In all instances of decision making in relation to this policy, exceptional circumstances, supported by documentary evidence, will be taken into consideration, on a case by case basis.