



UNSW

UNSW Course Outline

ACTL3303 Industry Placement 3 - 2024

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General Course Information

Course Code : ACTL3303

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : School of Risk and Actuarial Studies

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course provides scholars with a practical application of the principles of actuarial studies in an industry environment.

The main aims of this course is to give the Scholars practical experience in Actuarial Studies that complements their academic studies, and to give Sponsors enthusiastic and talented young achievers who may wish to work with them upon graduation. The aims of industry placement 3 are to give Scholars: Experience in basic business and actuarial practices; an understanding of the role of actuarial studies and business functions in supporting business operations and management; the opportunity to develop their communication skills.

Note: Only available to Actuarial Studies, UNSW Business School Co-op Scholars

Course Aims

The overall goal of ITE3 is to provide scholars with an indepth understanding of the business and the role of Actuarial Studies at the Sponsor organisation and develop their communication and professional skills.

Relationship to Other Courses

This course is offered as part the 3587 B.Actuarial Studies (Co-op) degree. A prerequisite for this course is at least credit passes in all first and second year courses. The aims of IT3 is to give Scholars:

- Experience in basic business and actuarial practices
- An understanding of the role of actuarial studies and business functions in supporting business operations and management
- The opportunity to develop their communication skills

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.
CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
CLO3 : Undertake relevant research in the actuarial studies industry.
CLO4 : Communicate effectively and confidently in oral and written forms in a business context.
CLO5 : Collaborate effectively and display collaborative skills in teamwork.
CLO6 : Demonstrate an understanding of the wider environment in which businesses and organisations operate.

Course Learning Outcomes	Assessment Item
CLO1 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation
CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation
CLO3 : Undertake relevant research in the actuarial studies industry.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation
CLO4 : Communicate effectively and confidently in oral and written forms in a business context.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation
CLO5 : Collaborate effectively and display collaborative skills in teamwork.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation
CLO6 : Demonstrate an understanding of the wider environment in which businesses and organisations operate.	<ul style="list-style-type: none"> • IT3 Professional Development Agreement • Scholar presentation • Sponsor evaluation

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

Students complete the Industry Placement at one of the sponsor companies.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
IT3 Professional Development Agreement Assessment Format: Individual	10%	Due Date: 14 days after the start of the placement
IT3 Mid-Placement Conversation Assessment Format: Individual	10%	Due Date: Mid-placement
Scholar presentation Assessment Format: Individual	40%	Due Date: Before the end of the placement
Sponsor evaluation Assessment Format: Individual	40%	Due Date: 7 days after the end of the placement

Assessment Details

IT3 Professional Development Agreement

Assessment Overview

Students and their managers agree on goals for the IT placement.

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
- CLO3 : Undertake relevant research in the actuarial studies industry.
- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.
- CLO5 : Collaborate effectively and display collaborative skills in teamwork.
- CLO6 : Demonstrate an understanding of the wider environment in which businesses and organisations operate.

Detailed Assessment Description

As part of the induction process, you and your manager/supervisor should discuss goals for the IT placement. You need to complete a two-page Professional Development Agreement (PDA) with your manager/supervisor. The PDA must be submitted online through the Career Manager as soon as practical after commencing the IT placement (max. 2 weeks in).

Assessment Length

Use form provided by Co-op office

IT3 Mid-Placement Conversation

Assessment Overview

Students and their managers review progress

Detailed Assessment Description

The mid-placement conversation is designed to help you to review your progress with your supervisor mid-way through your IT placement, identify areas for improvement and how to maximise the learning experience.

Scholar presentation

Assessment Overview

Students present their IT project(s)

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
- CLO3 : Undertake relevant research in the actuarial studies industry.
- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.
- CLO5 : Collaborate effectively and display collaborative skills in teamwork.
- CLO6 : Demonstrate an understanding of the wider environment in which businesses and organisations operate.

Detailed Assessment Description

Procedural guidelines:

- The presentations should last 30 minutes (including questions and answers).
- The Academic and Supervisor should have a short meeting before or after the presentation.
- The Scholar is responsible for organising the presentation. They should invite the Academic and the Co-op Industry Partner from the UNSW Co-op office (if in attendance).

Presentation content guidelines:

- The presentations are professional presentations that should be addressed to an audience with actuarial knowledge.
- General industry presentations are not preferred, as Scholars should have enough actuarial experience to present on a given project.
- The presentation should be a business presentation, not an academic presentation: the audience is one of colleagues or clients, not academics.
- The topic of the presentation should be globally coherent and related to the Scholar's work on IT (one or several related projects).
- Scholars can assume absolute confidentiality from the Academic who is visiting them.

You will be assessed based on the presentation content (topic, structure, clarity, level of understanding) as well as based on your presentation and communication skills (confidence, clarity, use of technology, appropriate pitch). The academic will fill an assessment form, and you will receive a copy of this as feedback. The overall assessment (satisfactory or unsatisfactory) will be based on formal and informal feedback from sponsors, as well as on the academic assessment of your presentation. Unsatisfactory performance on IT will result in the loss of your scholarship.

Assessment Length

30 mins

Sponsor evaluation

Assessment Overview

Manager completes a sponsor evaluation

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
- CLO3 : Undertake relevant research in the actuarial studies industry.
- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.
- CLO5 : Collaborate effectively and display collaborative skills in teamwork.
- CLO6 : Demonstrate an understanding of the wider environment in which businesses and organisations operate.

Detailed Assessment Description

Towards the end of IT3, your immediate supervisor at a sponsor company will complete a sponsor evaluation form on the career manager website, ranking your performance. To successfully complete IT, you must obtain satisfactory evaluations from the sponsor; otherwise, the scholarship might be terminated with immediate effect.

You need to comply with all requirements of the "Co-op Program Industry Training Placement Guidelines" provided by the Co-op office.

General Assessment Information

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Grading Basis

Satisfactory

Requirements to pass course

In order to pass this course students must:

- Achieve a composite mark of at least 50 out of 100
- Engage actively in course learning activities and attempt all assessment requirements
- Meet any additional requirements specified in the assessment details
- Meet the specified attendance requirements of the course

Course Schedule

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Resources

Prescribed Resources

Please contact the Academic Coordinator or the Co-op Office for any questions or issues. Please also refer to the Industry Training Placement Guidelines provided by the Co-op Program Office and any additional guidance from the Co-op Program Coordinator.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Xiao Xu					No	Yes

Other Useful Information

Academic Information

COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration

- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support page](#).

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support page](#). For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams.

Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/ course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Faculty-specific Information

PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.