



**UNSW**

## UNSW Course Outline

# ACTL2101 Industry Placement 1 - 2024

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## General Course Information

**Course Code :** ACTL2101

**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 :** 12

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The main aims of this course is to provide the Scholars with 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. Industry placement

1 is intended to be an introduction to the Sponsor's business, and the structures and policies in place to support the core business activities. Ideally, the Scholars should interact with several areas of the organization. Note: Only available to Actuarial Studies, UNSW Business School Co-op Scholars

## Relationship to Other Courses

This course is offered as part of the 3587 Bachelor of Actuarial Studies (Co-op) degree. A prerequisite for this course is at least credit passes in all first year courses. The aims of IT1 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.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : 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"> <li>• PLO1 : Business Knowledge</li> <li>• PLO2 : Problem Solving</li> </ul>
CLO2 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO3 : Business Communication</li> <li>• PLO5 : Responsible Business Practice</li> </ul>
CLO3 : Undertake relevant research in the actuarial studies industry.	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO2 : Problem Solving</li> </ul>
CLO4 : Communicate effectively and confidently in oral and written forms in a business context.	<ul style="list-style-type: none"> <li>• PLO3 : Business Communication</li> </ul>
CLO5 : Collaborate effectively and display collaborative skills in teamwork.	<ul style="list-style-type: none"> <li>• PLO4 : Teamwork</li> <li>• PLO5 : Responsible Business Practice</li> </ul>
CLO6 : Business awareness.	<ul style="list-style-type: none"> <li>• PLO4 : Teamwork</li> <li>• PLO5 : Responsible Business Practice</li> </ul>

Course Learning Outcomes	Assessment Item
CLO1 : 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"> <li>• Research project report</li> <li>• Sponsor evaluation</li> </ul>
CLO2 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.	<ul style="list-style-type: none"> <li>• Pre-placement sponsor organisation analysis</li> </ul>
CLO3 : Undertake relevant research in the actuarial studies industry.	<ul style="list-style-type: none"> <li>• Sponsor evaluation</li> </ul>
CLO4 : Communicate effectively and confidently in oral and written forms in a business context.	<ul style="list-style-type: none"> <li>• Personal reflection journal</li> <li>• Presentation</li> <li>• Pre-placement sponsor organisation analysis</li> <li>• Research project report</li> <li>• Sponsor evaluation</li> </ul>
CLO5 : Collaborate effectively and display collaborative skills in teamwork.	<ul style="list-style-type: none"> <li>• Sponsor evaluation</li> </ul>
CLO6 : Business awareness.	<ul style="list-style-type: none"> <li>• Sponsor evaluation</li> </ul>

# Learning and Teaching Technologies

Moodle - Learning Management System

# Learning and Teaching in this course

This course will be run mid-year at one of the sponsor companies. IT1 is intended to be an introduction to the Sponsor's business, and the structures and policies in place to support the core business activities. Ideally, the Scholars should interact with several areas of the organisation.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Pre-placement sponsor organisation analysis Assessment Format: Individual	5%	Due Date: Before the start of the placement
Professional Development Agreement Assessment Format: Individual	5%	Due Date: 14 days after the start of the placement
Mid-Placement Conversation Assessment Format: Individual	5%	Due Date: Week 8 of the placement
Personal reflection journal Assessment Format: Individual	5%	Due Date: Last day of placement
Research project report Assessment Format: Individual	20%	Due Date: Last day of placement
Presentation Assessment Format: Individual	30%	Due Date: TBA
Sponsor evaluation Assessment Format: Individual	30%	Due Date: 7 days after the end of the placement

## Assessment Details

### Pre-placement sponsor organisation analysis

#### Assessment Overview

Students familiarise themselves with the sponsor company.

#### Course Learning Outcomes

- CLO2 : Describe the sponsoring organisations' business practices relevant to the field of actuarial studies.
- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.

#### Detailed Assessment Description

Through this analysis, you should become familiar with your sponsor company's business prior to commencing your IT1 placement. You are required to write a one-page document (up to 500 words) that provides an overview of the company's structure and core business, describes how it

fits into its industry/market, as well as the role of the department you will be working in. For instance, the analysis can include (but should not be limited to) a business summary and organisational structure and divisions, industry/sector information, company size (e.g., the number of employees), balance sheet information, and any other relevant information about the firm. Any other key facts and statistics you may find interesting can be included. Generally, the required information should be available on the company's website, although it may be necessary for you to ask a few questions to your sponsor supervisor. Before reaching out to your supervisor, make sure to search for the information carefully.

#### **Assessment Length**

1 page

### **Professional Development Agreement**

#### **Assessment Overview**

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

#### **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).

### **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 midway through your IT placement, identify areas for improvement and how to maximise your learning experience from the remaining time on placement. You should use the form provided by the Co-op Office for the mid-placement conversation.

### **Personal reflection journal**

#### **Assessment Overview**

Students record learning experience and self-reflections.

## Course Learning Outcomes

- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.

## Detailed Assessment Description

During the IT1 placement, you are required to keep track of your learning experiences and record these in a personal journal, which should be submitted as a separate document together with your IT1 Report. The personal reflective journal should capture formal and informal events, as well as your self-reflections and learnings.

## **Research project report**

### Assessment Overview

Students report on their IT project(s).

## Course Learning Outcomes

- CLO1 : Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.

## Detailed Assessment Description

You are required to prepare a report on a project that you have worked on during the IT1 placement. The report should normally include the following issues, along with any other issues or topics that you consider relevant:

- Main aims of the project
- The actuarial studies skills and techniques used in the project
- If the project is a subproject of a bigger project, put it in the context of actuarial studies skills and techniques used in the project
- Other techniques and skills used in the project
- The methodology used, including models and data
- The results, recommendations, and outcomes
- The time frame of the project and the main milestones.

You should indicate on the cover page of the assignment the type of audience you are addressing, as well as whether you assume the reader has actuarial knowledge or not. The report may be addressed either to:

- A client of your company—either an actuary or not,
- Another member of your company (as your supervisor)—either an actuary or not, or,
- An academic (with actuarial knowledge).

The report should be around 5,000 words long. The report will also be assessed based on its adequacy to the type of audience that is chosen, as well as how well it is presented. We expect a professional level of presentation. Please proofread the report carefully.

#### **Assessment Length**

5000 words

### **Presentation**

#### **Assessment Overview**

Students present their IT project(s).

#### **Course Learning Outcomes**

- CLO4 : Communicate effectively and confidently in oral and written forms in a business context.

#### **Detailed Assessment Description**

The presentations are professional presentations that should be addressed to an audience with actuarial knowledge. Your presentation will be attended by academics of the School of Risk & Actuarial Studies, the Co-op industry partner, your fellow Co-op Scholars and Sponsor representatives. You should pitch your presentation at the right level, use an appropriate range of vocabulary and behave professionally. 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). You will get feedback from the School's academics based on an assessment form.

#### **Assessment Length**

30 mins

### **Sponsor evaluation**

#### **Assessment Overview**

Manager completes a sponsor evaluation.

#### **Course Learning Outcomes**

- CLO1 : 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 : Business awareness.

#### Detailed Assessment Description

Towards the end of IT1, your immediate supervisor at a sponsor company will complete a sponsor evaluation form on the career manager website, ranking your performance. It is your responsibility to remind your supervisor to complete this. For successful completion of IT1, you must obtain satisfactory evaluations from the sponsor, otherwise the scholarship can be terminated with immediate effect.

## 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.