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**FACULTY OF ENGINEERING**

**PROFESSIONAL EXPERIENCE REQUIREMENTS**

**INTRODUCTION**

As a requirement for the award of the degree of Bachelor of Engineering, full-time candidates are required to obtain at least *twelve weeks of approved professional experience*. It is preferable that candidates undertake work experience during the summer recess. *Students should enrol in ENGG454 for the session immediately after completing 12 weeks of professional experience.*

Exemption from the Professional Experience requirement will be given to students who have passed one or more of the Professional Option subjects.

**Note:** If a student is unable to obtain twelve weeks continuous employment, a number of shorter periods (totalling at least 12 weeks) is acceptable. In this case one report covering all periods is required.

**ENQUIRIES**

All enquiries must be directed to the appropriate professional experience coordinator, whose name will be posted on the appropriate discipline notice board.

**OBJECTIVES**

The objectives of undertaking this experience is to:-

- Expose the student to an industrial/technical environment in order to appreciate the various activities associated with engineering in industry;
- Allow the student to observe and undertake tasks in practical aspects of investigation, design and construction of engineering works as a complement to theoretical studies;
- Instil confidence in the student to take up positions that require responsibility, motivation, decision making and communication with other people in the market place; and
- Facilitate recognition of the degree by professional bodies such as the Institution of Engineers, Australia.

**EMPLOYMENT**

It is the student's **own responsibility** to make every possible effort to obtain vacation employment by contacting various industries and companies, or by making applications in response to advertisements that appear in the news media or on Discipline or Faculty of Engineering Notice Boards. Students are advised to seek vacation employment well in advance of recess periods.

**APPLICATION FOR APPROVAL**

It is a requirement that such employment be **approved** on the attached "Application for Approval of Professional Experience" form by the professional experience coordinator well in advance of taking up the employment. Students may undertake approved vacation employment in another country, if they have the opportunity to do so.

**TRAINING**

Students are advised to plan a program of training with the help and consent of a senior engineer of the organisation who should be a corporate member of the Institution of Engineers, Australia, or equivalent, and who will act as a supervisor. The name and address of this supervisor will be included on the Approval form. If necessary, this supervisor will be contacted by the relevant Discipline to ascertain the progress of the student.

**REPORT**

At the completion of the training, the student is required to produce and submit an engineering report. This report must be processed on A4 size sheets, around 4,000 words in length (word count on title page). You must produce a title page which includes your name, company name, supervisor/s name and project title, length of time you spent on the project. Illustrations and relevant photographs, computer programs and drawings may be added as an appendix to the main report. It is stressed that the report should be technical in nature and any relevant technical information must conform to SI Units.

The following information **must** be included in the Report:

- **Title Page** – providing student's name, student ID number, project name, word count and Professional Experience Coordinator's name;
- **Application for Approval form** -detailing the organisation where the student worked, the position held, name and position of supervisor and period of employment;
- Description and duration of work on the project(s), significant aspects of the student's activity on the project(s) assigned by the work supervisor and the contribution of the student (provide evidence where possible);
- Student's personal evaluation of the organisation and the work force;
- Critical evaluation and comments by the student on the usefulness of the training and its relevance to university education;
- Safety and environmental procedures adhered to within the industry.

### **APPROVAL OF REPORT BY INDUSTRY SUPERVISOR**

A copy of the Report must be submitted to the work supervisor for comment.

It is a requirement that the employer complete a "Certificate of Service" (attached), which indicates the period of employment of the student and acknowledges that the report prepared by the student has been received and that it is a true representation of the activities undertaken. The employer will also be asked to rate the student according to technical ability, cooperation and general attitude.

This "Certificate of Service" (original copy) is to be attached to the back of the report submitted to the appropriate Discipline. This report is to be presented for any period of professional experience which is to be credited towards the student's 12 week requirement, e.g. if a student spends six weeks with one employer in one year and a further six weeks with another the next year, a report covering each period should be presented for approval to the appropriate industry supervisor. The approved reports should then be combined for the final presentation.

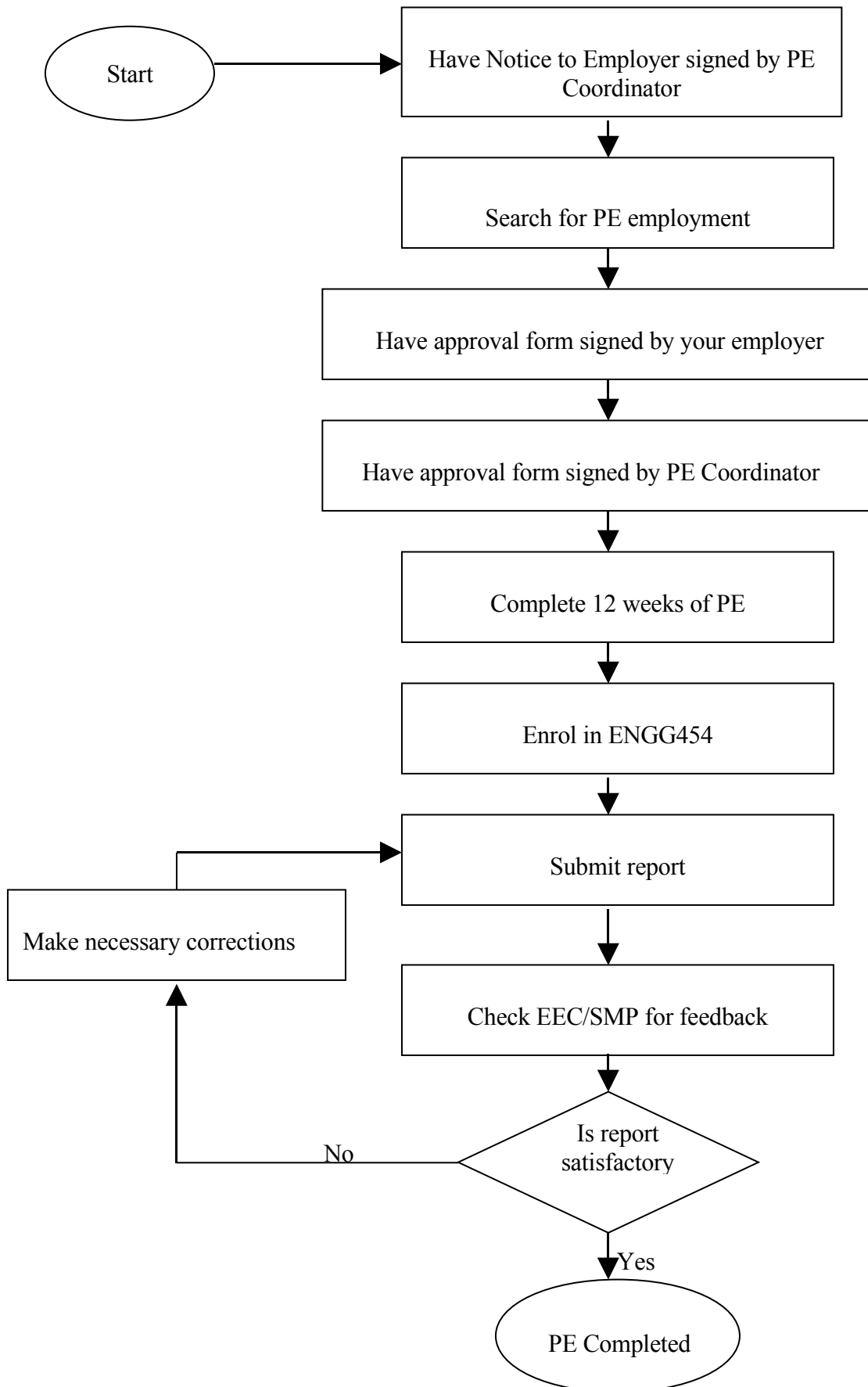
### **ASSESSMENT AND DUE DATES FOR SUBMISSION**

Reports will be examined critically to evaluate the student's input and the results of the experience. Assessment will be made on the basis of the content, presentation and employer's report. Unsatisfactory reports may result in the student being required to repeat the industrial training for 12 weeks and the submission of an additional report, or the submission of an amended report. Reports **are to be submitted** to the appropriate professional experience coordinator, via the EEC, before **5.00pm on the Friday of week five, of the session** immediately following the period of employment. Extension of submission date will be given only under exceptional circumstances and provided the student has obtained the consent of the coordinator prior to the required submission date. The coordinator may distribute reports to an appropriate academic for assessment. The coordinator will keep a record of submitted reports. The result (satisfactory or unsatisfactory) will then be recorded by the coordinator on SMP.

### **WORK EXPERIENCE LIABILITY COVER**

Attention is drawn to the attached form for work experience placement application for Public Liability. Please refer to this form for details of coverage.

## Professional Experience Flowchart



## DISTRIBUTION OF FORMS

### WHAT STUDENTS NEED TO DO

#### **“Notice to Employer”**

This form, when required by the employer, is to be completed and signed by the *Discipline Coordinator* and *presented to the Employer* upon completion.

#### **“Application for Approval”**

This form is to be **completed, signed and submitted** to the *Discipline Professional Experience Coordinator* who will authorise it and return it to the student to be included with the report.

#### **“Employer’s Report – Certificate of Service”**

This form is to be **attached to the report and submitted** to the *Discipline Coordinator*.

#### **“Professional Experience Placement Application/Insurance Form”**

This form is to be completed by the student (only if not being paid for work) and **submitted to the EEC** for processing

**You need to ENROL in ENGG 454 Professional Experience and choose the appropriate instance i.e. autumn or spring.**



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**FACULTY OF ENGINEERING**

***Professional Experience Requirement for Engineering Students***

**To Whom it May Concern**

**Re: Name:**

As a requirement for graduation, full-time engineering students are required to obtain at least twelve weeks of approved professional experience. This letter indicates that \_\_\_\_\_  
is currently enrolled in the degree of Bachelor of Engineering in \_\_\_\_\_  
and is in the \_\_\_\_\_ year of his/her course.

Yours sincerely,

***Discipline Coordinator***



**FACULTY OF ENGINEERING**

**Application for Approval of Professional Experience**

*Professional Experience Requirement for Engineering Students*

**Discipline:** \_\_\_\_\_ **Engineering**

**Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Degree Course:** \_\_\_\_\_

**Name and Address of Employer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Industry Supervisor:** \_\_\_\_\_

**Professional Qualifications:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Contact Phone No:** \_\_\_\_\_

**Type of Experience Expected:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Period of Employment: From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Weeks:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved on behalf of Employer (Supervisor)**

**Approved on behalf of Discipline (Coordinator)**

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**FACULTY OF ENGINEERING**  
**Employer's Report - Certificate of Service**

*Professional Experience Requirement for Engineering Students*

**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Qualifications:** \_\_\_\_\_

**Contact Phone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Employer's Rating**  
(Please tick the appropriate box)

**Technical Ability:**

**Initiative:**

**Cooperation:**

**Standard of Work:**

**Conduct:**

Excellent	Average	Poor

**Comments: (In particular, is the report an accurate description of work undertaken?)**

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**Signed on behalf of the organisation by**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PROFESSIONAL EXPERIENCE GRADING SHEET FOR UNIVERSITY MARKERS

(Industrial Experience for Full-Time Students)

(  Included    Not included)

Name:		Student No:			
Title Page:	Employer	<b>E</b>	Position Held	Period of Employment	<b>P</b> (No of weeks( )
	Supervisor	<b>S</b>	Position Held	Name	<b>N</b> Phone
	FAX	<b>F</b>	Comments:		
Major activities of the organisation:			<b>M</b>		
Comments:					
Details of experience areas:			<b>D</b>		
For each project/activity undertaken provide comments as follows: What was undertaken? What did you learn from this? How does it correlate with your University work?					
Comments:					
Length (4000 words):			<b>L</b>		
Word Count on Front Page			<b>W</b>		
Comments:					
Certification by Supervisor:			<b>C</b>		
Comments:					
Content: Satisfactory/Unsatisfactory					
_____					
_____					
Presentation: Satisfactory/Unsatisfactory					
_____					
_____					
<b>Result: Satisfactory/Unsatisfactory-Resubmit/Unsatisfactory-Repeat</b>					
<b>Marker:</b>			<b>Date:</b> /    /		
<i>Please return the completed grading sheet to the Professional Experience Coordinator</i>					



**UNIVERSITY OF WOLLONGONG**

**WORK EXPERIENCE PLACEMENT APPLICATION FOR PUBLIC  
LIABILITY COVERAGE**

This form is to be completed by the participating student including the full address of placement organisation, including contact details, then signed by the Faculty Officer or Academic Supervisor. The

completed form is to be returned to the Occupational Health & Safety Unit for processing. Processing will take approximately 1-2 weeks. The Work Experience Placement Application/Insurance Form will then be sent to the Placement Organisation. A copy will be held on file in the Occupational Health & Safety Unit.

### STUDENT DETAILS

(Student must sign and date the declaration on the following page of this document)

**SURNAME:**

**FIRST NAME:**

**STUDENT NUMBER:**

**SUBJECT No/COURSE  
CODE:**

**DEPARTMENT:**

**PLACEMENT  
ORGANISATION:**

(Please include address & contact Person)

Company:

Address:

Contact Person:

***DOCUMENTS WILL BE FORWARDED TO THE  
PLACEMENT ORGANISATION DETAILED ABOVE***

**PLACEMENT DATES: FROM:**

**TO:**

### DEPARTMENTAL AUTHORISATION

In signing this declaration you are confirming that the student meets the following criteria and is therefore eligible for coverage. The student:

- a) is an enrolled\* student of the University of Wollongong
- b) is not employed by the placement organisation
- c) will not receive any remuneration in respect of her or his participation in the work experience or community placement program
- d) the work experience or community placement program is a "prescribed\*" component of the student's course of study OR is considered to be relevant to the student's course of study

**Exception:** Where the professional/work experience is a prescribed component of the course. Often, these placements are done outside of normal session times.

These placements are eligible for Public Liability Coverage as long as it is written in the University of Wollongong Handbook as a ***prescribed component of the course***.

**SIGNATURE:**

**SIGNATORY  
NAME & DATE:**

**POSITION:**

**EXTENSION:**

### **EXTENT OF COVERAGE**

This Public Liability policy, in terms of Professional/Work Experience, applies to the liability of the student where the student has been negligent. Public Liability Coverage does not cover the student for personal injury.

### **NOTE**

All professional/work experience is unpaid. If the student receives wages from the host employer, the student is deemed to be a worker and as such, covered by the hosts Workers Compensation policy with the Public Liability coverage becoming null and void.

### **STUDENT DECLARATION**

I have read and understood the conditions relating to the provision of Public Liability Coverage for this professional/work experience placement.

\_\_\_\_\_  
Please Print Your Name

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_