

**This manual is for students who commenced degree programs  
prior to 2023**

## **CONSTRUCTION MANAGEMENT INDUSTRIAL EXPERIENCE**

### **STUDENT MANUAL - CALLAGHAN**



COLLEGE OF ENGINEERING, SCIENCE AND ENVIRONMENT

**This manual is for students who commenced prior to 2023**

This manual outlines the requirements for the Exposure to Professional Practice (EPP), or Industrial Experience (IE) component of the Construction Management degree program. It should be read in conjunction with the over-arching [Student Professional Experience Policy](#) and the compulsory program requirements as outlined in the program handbooks.

Industrial Experience applications are assessed on a case-by-case basis by the relevant Industrial Experience Coordinator. The Industrial Experience Coordinator has the ultimate discretion to deny an application if the experience is not appropriate.

Industrial experience provides an opportunity to gain valuable hands-on training and experience in real world situations. Additionally, through exposure to current practice, students can reflect on, and appreciate the link between curriculum and practice. **IE is a core requirement for graduation in the Construction Management degree.**

It can be challenging and rewarding to find an appropriate placement. While the University is unable to organise your Industrial Experience, the [Careers Service](#) can provide some guidance for students looking for placement opportunities. Some of the services that they provide are:

- The [CareerHub](#) - an online portal with discipline-related work and work experience opportunities.
- Information about job searching strategies.
- Drop-in and appointment-based resume and application checking and an interview preparation service.

To increase your chances of finding the right placement, you should also join the accrediting professional bodies of your degree, go to professional networking events and build relationships with the contacts you make, attend career fairs, consider an unpaid experience and most importantly, don't give up!

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## DEGREE REQUIREMENTS

Students can complete their IE in one single block, or several shorter periods totaling the required number of weeks. It can be part-time, full-time, during semester or semester breaks. Sixteen (16) weeks is considered as 80 days (~560 hours) total, across all placements.

Degree - UON Callaghan	Total Weeks
Bachelor of Construction Management (Building) (Hons)	16

## APPLICATION AND APPROVAL FOR INDUSTRIAL EXPERIENCE

All Construction Management IE placements are managed in the SONIA system. All **unpaid** IE applications must be submitted for **pre-approval** in SONIA **BEFORE** the IE commences to ensure that the duties during your placement satisfy the compulsory requirements of your degree. The University is unable to provide support if we do not know if/where you are undertaking Industrial Experience.

If you are already employed (with paid employment) in a construction profession, pre-approval in SONIA is encouraged but not required, and you may proceed directly to completing your IE REPORT. Without pre-approval however, the suitability of your experience placement cannot be guaranteed.

### PRE-APPROVAL IE APPLICATION FORM

#### STEP 1

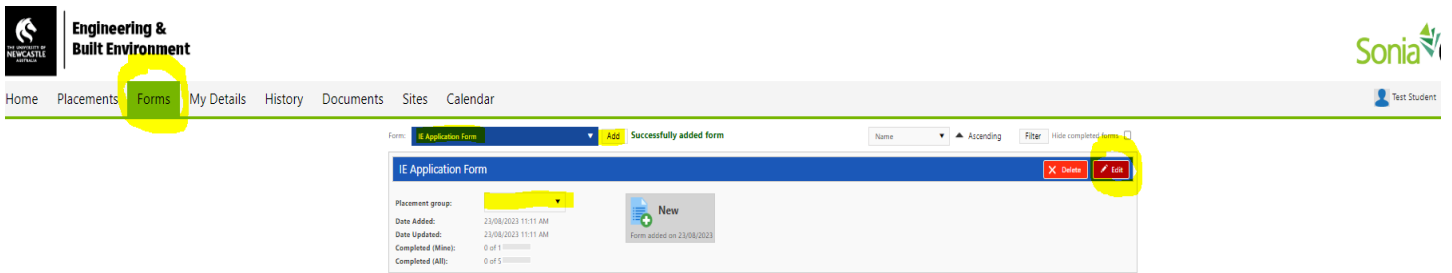
Login to [SONIA Online](#). (UON username and password) Select *Engineering & Built Environment*.

**WORK INTEGRATED LEARNING PLACEMENT PORTAL**

English (Australia)

- Engineering and Built Environment
- School of Environmental and Life Sciences
- Exercise and Sports Science
- School of Health Sciences
- Joint Medical Program
- School of Humanities and Social Science
- Newcastle Business School
- School of Nursing and Midwifery
- Newcastle Law School
- School of Psychological Sciences
- School of Biomedical Sciences and Pharmacy
- SoHSS B Social Science program
- School of Education

Click on the **'FORMS'** tab and from the dropdown selection box select *'IE Application Form'* and click 'Add'. Select the appropriate Placement Group from the drop-down list. Click 'edit' to add the relevant information.



## STEP 2

Student number / name / email / degree program will be automatically filled. Complete the blue student sections and student declaration section. The *Desired Outcome* description of duties should contain sufficient information for the IE coordinator to evaluate if the placement is appropriate.

### Industrial Experience Application Form

#### STUDENT SECTION

Complete this section to submit an Industrial Experience Application

Name:	Student Number:	Email:	
Student Mobile Number:	Degree Program:		
Organisation / Company Name:	Organisation / Company Street Address:	Organisation / Company Suburb:	
Organisation / Company Postcode:	Organisation / Company State / Province:	Organisation / Company Country:	
Organisation / Company Supervisor FIRST (given) Name:	Organisation / Company Supervisor FAMILY name (Surname):	Organisation / Company Supervisor email:	Organisation / Company Supervisor Phone/Mobile:
Proposed Industrial Experience Start Date:	Proposed Industrial Experience Finish Date:	Expected Duration of IE (number of weeks/days as applicable):	Organisation / Company Website URL (please provide if available):
The Industrial Experience will be: <input type="radio"/> Paid <input type="radio"/> Unpaid <input type="radio"/> Both Paid and Unpaid (provide details in Additional Comments)	Please provide details of whether you will be working full-time / part-time / taking leave during the IE	Additional comments:	
<b>Desired Outcome:</b> Please provide a description of your role/responsibilities during the Industrial Experience. This should contain sufficient information for the IE coordinator to evaluate if the IE is appropriate.			

#### STUDENT DECLARATION

I have read and understood the Student Professional Experience Policy and agree to undertake my responsibilities as outlined in this policy. <input type="checkbox"/>	I will comply with standards of professional behaviour, reasonable directions from the host organisation and the University's Student Conduct Rule and Code of Conduct at all times while participating in a professional experience. <input type="checkbox"/>
I have read and understood Student Insurance covered by The University of Newcastle. <input type="checkbox"/>	I will discuss Personal Protective Equipment (PPE) with my company supervisor and will provide my emergency contact details to my company supervisor. <input type="checkbox"/>

By clicking the Student submit agreement & accept conditions button below, your form will be sent to the Professional Experience Unit (PEU). The PEU will arrange completion of the agreement with the organisation's supervisor. You will receive communication once the form has been approved by your University coordinator and your Industrial Experience can commence.

Save Draft Student submit agreement & accept conditions

When you have completed your sections, click *'Student submit agreement and accept conditions'* button.

The Professional Experience Unit (PEU) will then forward your application to your company supervisor. You will receive an email notification when the supervisor has submitted the form. **If you do not receive notification within 7 days, please contact [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au).**

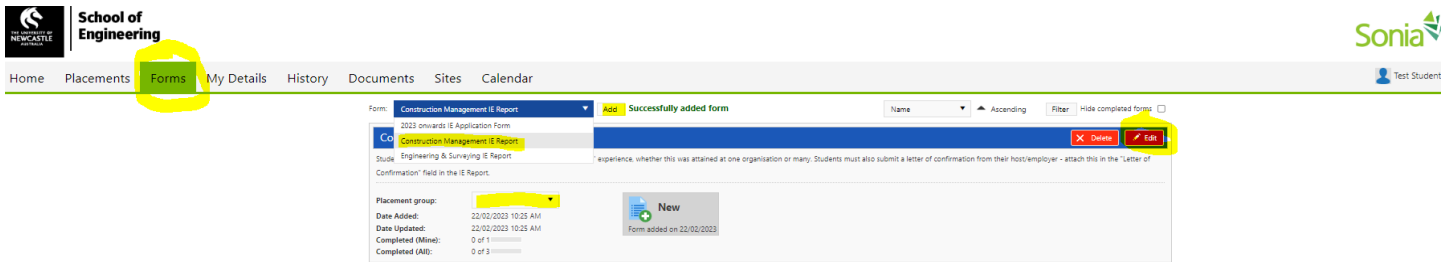
The IE Application will be reviewed by the IE Coordinator for final approval. You may be required to provide more clarification regarding the details before it can be approved. When IE is approved, you will receive email notification that you are able to commence your IE.

Please allow up to 2 weeks for approval by your IE Coordinator.

# IE REPORTS

Students are required to submit a **single** IE Report which includes all IE placements with one company or across several companies. The IE report can be started at any time after the IE is approved. Students should aim to submit their IE Report prior to their final semester of study to easily facilitate graduation.

Students add the 'Construction Management IE Report' in SONIA, choose the relevant Placement Group from the dropdown list and click 'edit'.



If the industry experience spans across different activities/companies, students should clearly indicate the dates and duration claimed as part of industry experience for each of them under "Placement organisation(s) and dates" in SONIA.

For accreditation purposes, students must record tasks and observations in **ALL** Student Reflection Questions (1-6) of the IE report, providing **250 words on each** student reflection question

## STUDENT REFLECTION QUESTIONS

Reflect upon each of the following points (**write about 250 words on each question**)

1. Understand how to integrate and evaluate the fundamental principles and technical knowledge of building and construction technology, management, economics and the law
2. Identify and resolve typical building challenges with limited guidance, employing appropriate evidence-based problem solving and decision-making methodologies

Students must also attach a letter of confirmation from each employer. For accreditation requirements, the confirmation letter **must be signed** (not just the printed name) and on company letterhead and contain:

- a) dates of Industrial Experience
- b) total weeks/days or hours of IE completed
- c) a brief description of activities undertaken

**Please note:** Letters of offer / contracts etc. are **NOT** suitable letters of confirmation as they do not confirm that the IE has been completed.

If the word count is not met, and/or the letter is not acceptable, you will be asked to resubmit, which will delay completion.

If more than one IE placement is undertaken, keep saving the draft report until the total number of weeks have been completed. When the report is completed and ready to send, press "Submit".

**Letter of Confirmation** from site: (must be on company letterhead; must be signed by your company supervisor; must confirm placement dates and briefly describe your activities undertaken. An employment contract is **not** suitable)

Browse

**Supporting Documents** (eg Log book if you have one - note it is NOT compulsory to attach any documents here):

Browse

Save Draft if you intend to complete further placements and add to your reflection responses

When the report is submitted in SONIA, it is automatically emailed to the relevant IE Coordinator for approval. IE Coordinators can then approve the report or request resubmission from the student if the report does not satisfy requirements.

When/If the IE report is approved, the CESE Professional Experience Unit (PEU) will then update the student's milestone in NUSTAR. An auto-email notification will be sent to you advising that the IE Report has been approved. The email will also include links to graduation information (relevant only if you have completed all other degree requirements).

## WHAT INDUSTRIAL EXPERIENCE CAN I CLAIM?

It is the student's responsibility to find appropriate IE opportunities in a field related to their studies. Students should look for ways to meet their requirements from their first year of study. Students are encouraged to utilise the [UON Career Resources](#). If students are unable to obtain suitable IE, they are encouraged to seek advice from their IE Coordinator or the CESE Professional Experience Unit (PEU).

IE might include a mixture of different experiences; some examples are provided below.

### **INDUSTRY PLACEMENT / EMPLOYMENT**

Students can complete all or some of their IE in an industry placement (paid or unpaid) or through relevant employment. There is a range of acceptable roles that can credit towards IE. Please contact your [IE Coordinator](#) or [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au) if clarification is required.

#### **UNPAID and PAID Industrial Experience**

Students must submit an IE Application Form in SONIA for all IE **BEFORE** the IE commences to ensure that it is a University approved experience and will count towards your degree program.

**PLEASE NOTE:** Under the Fair Work Act (2009), the University cannot allow any student to complete more than the requisite 16 (Construction Management Building) (Honours) weeks of **unpaid** experience. Students completing IE in countries other than Australia would need to ensure compliance with local Fair Work laws if applicable.

## **PRIOR WORK EXPERIENCE**

Students may have some or all prior work experience counted towards their 16 week Industrial Experience, if they have undertaken prior experience in a suitable built environment profession. Please submit an IE Report in SONIA - approval will be at the discretion of the IE Coordinator and is **not** guaranteed.

## **VOLUNTEERING OPPORTUNITY**

Students may also consider the opportunity to complete some/all of their IE as a volunteer with *Out(fit)* - an award-winning community engagement initiative running out of the School of Architecture and Built Environment at the University of Newcastle. *Out(fit)* aims to provide volunteers an opportunity to develop, practice and showcase their skills while engaging in projects that make a real difference. This opportunity is dependent upon available funding - for more information, please contact your IE Coordinator.

## **OVERSEAS (in countries outside of Australia) INDUSTRIAL EXPERIENCE and STUDY ABROAD PROGRAMS**

**If you are considering undertaking IE in a country outside Australia, you must email the Professional Experience Unit [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au) for further information.**

All or part of the IE requirements can be completed overseas (in countries outside of Australia) if the Industrial Experience is approved by your IE Coordinator and Head of School. Students may source their own Industrial Experience relevant to their degree program, or the University of Newcastle works with some third-party providers such as Projects Abroad and CIS Australia to enable students to find a relevant opportunity. Students can visit the [Global Experience](#) website to find out more.

Overseas Industrial Experience must be pre-approved prior to confirming or signing any internship / program agreement. This is to avoid any non-refundable items such as airfares, accommodation and associated expenses.

**Students must also be aware of insurance requirements for overseas Industrial Experience –** students may be required to purchase their own individual travel, medical and industrial experience insurance dependent upon the overseas industry, visa requirements, arrival and departure dates in connection with the dates of IE and other considerations. Please contact [insurance@newcastle.edu.au](mailto:insurance@newcastle.edu.au) for further information.

## **EXTRA-CURRICULAR PROGRAMS**

### **STUDENT GROUPS AND PROJECTS**

A **maximum of 4 weeks** may be claimed for a substantial leadership or team member role in one of the many student-based project teams or academically-aligned student groups, which are under the supervision

of an academic or qualified professional. An Alternative IE Attendance Certificate must be completed in SONIA. The student will need to email [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au) to request the form to be added to their SONIA forms, which must be completed by the academic supervisor and approved by the IE Coordinator.

### **SUMMER SCHOLARSHIPS**

Up to eight weeks (at the discretion of the IE Coordinator) may be considered for a Summer Scholarship provided that:

- the placement is approved by the IE Coordinator (noting that sufficient detail must be provided to the IE Coordinator outlining the tasks/responsibilities undertaken),
- the full 8 weeks of the scholarship is completed,
- an Alternative IE Attendance Certificate is signed by the Project Supervisor and approved by the IE Coordinator. Students will need to email [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au) to request this form to be added to their SONIA forms.

### **INDUSTRY EVENTS**

**A maximum of 1 week (total)** can be claimed for events run by accrediting international bodies, such as continuing professional development seminars, site visits, technical presentations, or demonstrations.

**A maximum of a ½ day** can be claimed per event.

An Alternative IE Attendance Certificate for each event must be completed in SONIA (the student will need to email [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au) to request the form to be added to their SONIA forms), which must be completed by the event supervisor/coordinator confirming attendance AND participation.

## **POLICIES, GUIDELINES AND INSURANCE**

[Student Professional Experience Policy](#)

[UON Privacy and Personal Information Protection](#)

## **UNIVERSITY OF NEWCASTLE INSURANCE**

The University of Newcastle has a general insurance program that extends to cover the range of people, activities and equipment involved in the delivery of teaching and research. While there is no single insurance policy that can offer cover to Students who participate in the range of WIL activities with Host /Professional Experience Providers (Employers), Students should be aware of the role that insurance can – and can't – play in the event of an incident while they are under the control and supervision of their Provider.

For more information please refer:



[WIL Insurance Summary](#) - (Key information regarding cover, general limits, exclusions and Claims.)

[Student Insurance](#) webpage

(For specific information, questions or concerns relating to Insurance) [Insurance@newcastle.edu.au](mailto:Insurance@newcastle.edu.au)

## **CONTACT FOR ADDITIONAL INFORMATION**

**COLLEGE OF ENGINEERING, SCIENCE & ENVIRONMENT**

**PROFESSIONAL EXPERIENCE UNIT**

Email: [CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au)

Phone: (02) 4921 7302 / Website: [UON Industrial Experience](#)

