

ARBE3030 Placement and Industrial Experience Guide

CONSTRUCTION MANAGEMENT

What is the Industrial Experience (IE) requirement for Construction Management students?

The Bachelor of Construction Management (Honours) program requires completion of a total of 12 weeks (60 days / ~420 hours) Industrial Experience.

IE can be paid or unpaid. If unpaid, students cannot work more than 12 weeks (60 days).

Students can work full time / part time / casual or a combination of these. For example, students may choose to work part-time during semester and full-time during semester breaks.

Can prior/current work experience count towards the IE and/or ARBE3030 placement requirement?

Yes, if the work experience:

- Is recent (generally within 18 months).
- Is relevant to the IE requirements.

Approval of prior Industrial Experience is at the discretion of the relevant IE Coordinator. Please contact CESE-PEU@newcastle.edu.au for further information.

If approved to count prior IE, you must still submit an IE Report to finalise your IE.

This will also include a “Confirmation of Industrial Experience” form from your supervisor.

ARBE3030 – for students who commenced this degree from 2023 onwards or for students who commenced the degree prior to 2023 but who have chosen to include ARBE3030 as an elective (if they have room in their program), please contact the ARBE3030 Course Coordinator if you have prior work experience as you **may** be able to waive the 140 hour placement component (only) of ARBE3030. This is at the discretion of your IE Coordinator and is not guaranteed. You would still need to complete the other ARBE3030 course requirements/assessments.

What can count towards IE

Students must source their own IE. The University [Careers Service](#) can assist with resume and interview preparation.

Students can complete:

Industry placement/employment – submit *IE Application* and *Confirmation of Industrial Experience* forms in SONIA (refer SONIA Guide below)

Overseas Industrial Experience – Students **MUST** contact CESE-PEU@newcastle.edu.au **PRIOR** to organising overseas IE.

NU Teams or academically-aligned student groups, which are under the supervision of an academic or qualified professional – max. 4 weeks may be claimed for a substantial leadership or team member role. A *Confirmation of Industrial Experience* form must be submitted in SONIA.

Industry events (eg seminars/site visits) – max. ½ day / event to a maximum of 1 week total. A *Confirmation of Industrial Experience* form must be submitted in SONIA for each event.

Processes in SONIA placement system

Placement and IE is managed in the SONIA placement system, which includes digital forms for students, organisations, and IE Coordinators. These ensure legitimacy and facilitate feedback.

How is the ARBE3030 placement documented (if applicable)?

Steps:

1. ARBE3030 WIL Placement Agreement

- Student submits an ARBE3030 WIL Placement Agreement form in SONIA **PRIOR to commencement** of placement.
- The application is assessed for suitability and sent to the organisation for confirmation. The student then completes and uploads a Risk Assessment to the form. The Course Coordinator will then review the forms for final approval before the student commences.

2. ARBE3030 WIL Placement Completion

- Students must submit a WIL Placement Completion form after completing their placement. This form will then be sent to the organisation to confirm completion of the stated hours. The Course Coordinator will then review the form for final approval. Students must save a PDF of the form after completion by the organisation supervisor to be uploaded to their IE Report.

How is Industrial Experience documented?

Steps:

1. Industrial Experience Application form

- Student submits an IE Application Form in SONIA **PRIOR to commencement** of IE. This is particularly important for unpaid IE for insurance purposes. If you are using prior experience for your IE, you do not need to submit an IE Application Form – please complete steps 2 & 3.
- The application is assessed for suitability and sent to the organisation for confirmation. Students must then complete and upload a Risk Assessment to the form. The IE Coordinator will then review the forms for final approval before the student commences.

2. Confirmation of Industrial Experience form

- The student will submit this digital form in SONIA after completing their IE. It will then be sent to the organisation supervisor to verify and confirm/approve the stated IE hours. Students must save a PDF of the form after completion by the organisation supervisor and upload it to their IE Report.
- For multiple placements, the student will submit individual forms for each placement.

3. Industrial Experience Report

- The student must submit one IE Report detailing all completed IE (60 days total). The student uploads PDFs of their completion and confirmation forms to their report.
- If the organisation no longer exists or the supervisor is unavailable, the student should contact CESE-PEU@newcastle.edu.au

All students must submit an IE Report in SONIA for review and approval by the IE Coordinator to finalise their IE. This includes students who are approved to count prior IE towards the IE requirement.

QUESTIONS?

Please contact the CESE Professional Experience Unit:

Email: CESE-PEU@newcastle.edu.au

Tel: +61 2 4921 7302

Web: [Professional Experience webpage](#)