

# INDUSTRIAL EXPERIENCE



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

## HOSTING INDUSTRIAL EXPERIENCE

The purpose of Industrial Experience is to allow students to gain experience in a professional practice to facilitate entry into the profession. Students will be enrolled in any of the Bachelor of Engineering (Hons), Bachelor of Surveying (Hons) and Bachelor of Construction Management degrees at the University of Newcastle. During IE, students will observe and experience how theoretical knowledge and skills obtained throughout their degree can be applied in a vocational setting.

Hands-on professional experience is vital to students' learning, and we hope this will be a positive experience for both our students and your organisation.

### INITIAL PROCESS

You will be approached by either student(s) or an academic from the University of Newcastle and asked if you have capacity to provide Industrial Experience for students as part of their studies.

If you agree to host industrial experience(s), you will be asked to complete an Industrial Experience Application form. Please read and complete the form carefully, preferably with the student present.

### HOURS REQUIRED

Students enrolled in any Bachelor of Engineering (Hons) or Bachelor of Surveying (Hons) degrees are required to complete 12 weeks' full time equivalent industrial experience.

Students enrolled in the Bachelor of Construction Management (Hons) degree are required to complete 16 weeks' full time equivalent industrial experience.

### PAID OR UNPAID - FAIR WORK ACT

The Fair Work Act clearly allows for students who are required to complete industrial placement as a formal requirement of their degree, to be unpaid. If a student is unpaid, there is a restriction to not undertake more than the minimum amount of placement required for the degree. If the student is paid for their time on placement, they are classed as an employee. They are therefore subject to the same rights and obligations as any other employee of your organisation.

### WHAT'S INVOLVED IN HOSTING A STUDENT

To ensure the mutual wellbeing of our student and your employees, we ask that you:

- assign duties that will allow the student to apply the knowledge and skills developed during their studies to their practice in a professional environment;
- assign appropriately qualified and skilled staff to supervise and mentor the student;
- provide a safe working environment with suitable WHS induction, information and training prior to commencement (and, where relevant, during the placement) with respect to the risks associated with the work, and the risk control measures implemented;
- ensure students are properly informed of relevant organisation documents including emergency management and first aid procedures; WHS policies; privacy and confidentiality policies; discrimination, bullying and sexual harassment policies; information technology standards and dress standards;
- maintain appropriate insurance coverage for students on paid placements (see above);

# ARE YOU READY FOR A STUDENT INDUSTRIAL EXPERIENCE?

When students commence IE in your workplace, you can help them get started by clearly articulating your expectations. You should have some idea of what you want from the student, based on the information provided in the IE Application Form. Please go over it with the student. Students want to perform well during this experience, and it helps if performance expectations are made clear from the outset.

## DOES THE STUDENT NEED A SPECIAL CLEARANCE TO WORK WITH YOU?

Please help us ensure any additional documentation particular to your organisation (e.g. Working with Children Check, Prohibited Employment Declaration, Criminal Record Check, or health evaluation) is completed prior to student commencement. Students may also need to complete a Risk Assessment suited to your organisation prior to commencement. Any relevant documentation from your organisation can assist them in completing this.

## MATCHING STUDENTS WITH THE RIGHT EXPERIENCE

Double-check that students' fields of study reflect the work your organisation does, and that you have opportunities for students to experience professional practice in that area. Both students and host organisations can mutually benefit from appropriately sourced IE.

## HAVE A PROBLEM WITH THE EXPERIENCE?

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the course coordinator immediately. University intervention is rarely necessary, but addressing an issue immediately often sees a swift, simple resolution, the preservation of a good working relationship, and a productive experience.

## WHAT IF A STUDENT IS INJURED?

Work Health and Safety concerns must be reported within 24 hours to the CESE Professional Experience Unit

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

## INSURANCE

The University of Newcastle Student Placement Insurance:  
[University of Newcastle - Student Insurance](#)

Further details can be obtained by contacting:  
[insurance@newcastle.edu.au](mailto:insurance@newcastle.edu.au)

## INTELLECTUAL PROPERTY

We understand Intellectual Property is important to your company. If the Industrial Experience is likely to generate Intellectual Property, please negotiate with the student **prior to commencement**, and if required, enter into a separate agreement with the student relating to Intellectual Property rights ownership.

## REMEMBER

Although students are formally educated, they may not have had the opportunity to put what they have learned into practice before. Provide practical instructions as you set tasks. Your assistance wherever possible will be appreciated. Ensuring students feel secure in the workplace, and within your team, encourages them to demonstrate their skills, and strengthens working relationships.

## ADDITIONAL INFORMATION

For more detailed information please visit the website:  
[CESE Professional Experience](#)

Alternatively, contact our Professional Experience Unit  
[CESE-PEU@newcastle.edu.au](mailto:CESE-PEU@newcastle.edu.au)

Ph: 02 4921 7302

The University of Newcastle  
Ourimbah & Callaghan Campus NSW Australia