

# INDUSTRIAL EXPERIENCE GUIDE FOR pre-2023 STUDENTS

## ENGINEERING & SURVEYING programs

### What is the Industrial Experience (IE) requirement for Engineering students?

To meet Engineers Australia accreditation, all Engineering students must complete **12 weeks(60 days/~420 hrs – full time equivalent)** of Industrial Experience. For accreditation purposes, Engineering (Honours) students must complete a minimum of 6 weeks (as part of the total 12 week requirement) working in an organisation conducting professional engineering work, under supervision of a qualified, practising professional.

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 work experience count toward the IE requirement?

Yes, if the work experience:

- Is recent (generally within 18 months).
- Is relevant to the IE requirements (and supervised by a practising professional).

Approval of prior Industrial Experience is at the discretion of the relevant IE Coordinator. Please contact [CESE-PEU@newcastle.edu.au](mailto: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 company supervisor.

## Students Enrolled Pre-2023

### What requirements do pre-2023 students need to complete?

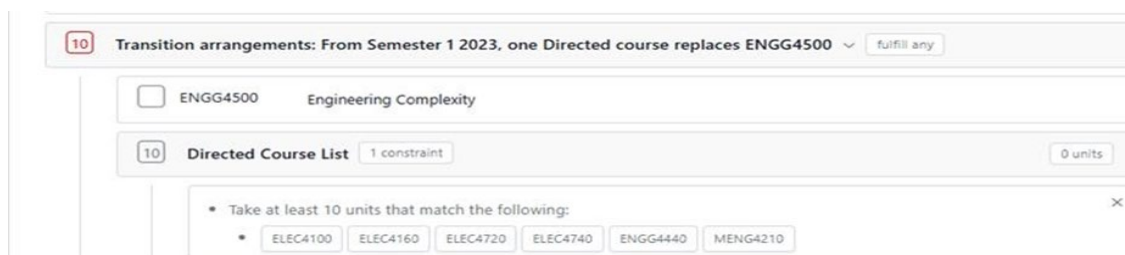
- Students must complete 12 weeks (60 days / ~420 hours) Industrial Experience as a compulsory program requirement.
- If a student has not completed ENGG4500, they must complete a course from the **directed course list** applicable to their program.

Students can access this list in Program Planner by following these steps:

- On the 'Track Progress' and 'Plan your Path' tabs in program planner, students will be able to see any transition arrangements.



Student may need to click on the requirement to expand it and show the specific directed course options (example below, noting there will be a different list of directed courses depending on program, students must check their individual plan in Program Plan to view the directed list for their program):



If students are unable to find the relevant list, they should contact [Program Advice](#)

## **Concurrently Enrolled Students**

### **What are the requirements for students concurrently enrolled in two separate Engineering programs (eg. Medical Engineering and Mechanical or Electrical & Electronic Engineering)**

- Students only need to complete 1 x 12 week Industrial Experience in either program or across both programs.

## **What can count towards IE**

Students must source their own IE. The University [Careers Service](#) can assist with resume/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](mailto:CESE-PEU@newcastle.edu.au) **PRIOR** to organising overseas IE.

Summer Scholarships (university-based) – up to 8 weeks. A *Confirmation of Industrial Experience* form must be submitted in SONIA upon completion of the scholarship.

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.

Engineers Australia (EA) Virtual Work Experience Modules. Students can receive **1 day of IE** for completion of the virtual work experience relevant to their discipline (an EA certificate will be issued upon completion).

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**

### **How is Industrial Experience documented?**

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

#### **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 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.
- This form is also used to confirm NUTeams and Summer Scholarship roles.

### **3. Industrial Experience Report**

- The student will 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](mailto: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](mailto:CESE-PEU@newcastle.edu.au)

Tel: +61 2 4921 7302

Web: [Professional Experience webpage](#)

**Please continue to the next page for SONIA placement system instructions**

## Sonia Online - Industrial Experience Guide for Students

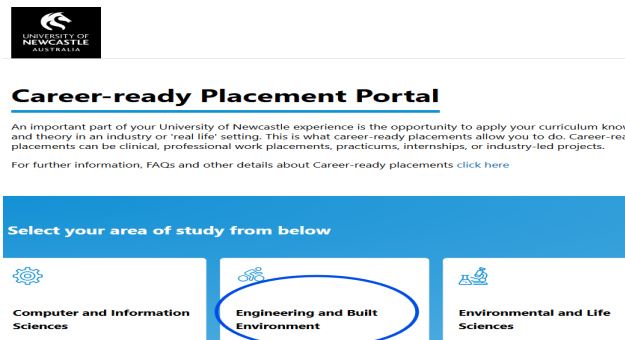
### University of Newcastle - SONIA Student Placement System

Go to the following web address:

<https://sonia.newcastle.edu.au>

This web address will take you to a listing of all UON SONIA instances.

Select: **Engineering and Built Environment**



**Career-ready Placement Portal**

An important part of your University of Newcastle experience is the opportunity to apply your curriculum know and theory in an industry or 'real life' setting. This is what career-ready placements allow you to do. Career-ready placements can be clinical, professional work placements, practicums, internships, or industry-led projects. For further information, FAQs and other details about Career-ready placements [click here](#).

Select your area of study from below

- Computer and Information Sciences
- Engineering and Built Environment**
- Environmental and Life Sciences

Log into your SONIA online account;  
Select *Role = Student* (from the drop down box)  
Then Click on *University Sign In*  
Log in using your University username & password

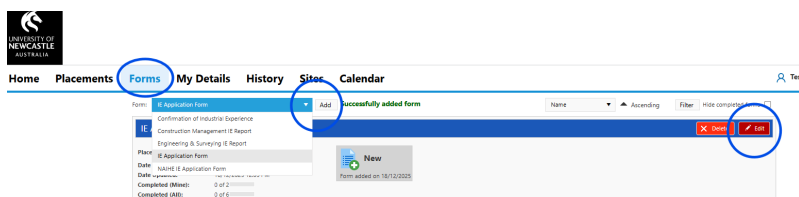


### Engineering and Built Environment

Welcome

**Step 1:**

Click on the **'FORMS'** tab and from the dropdown selection box, select relevant *'IE Application Form'* or *'Confirmation of IE'* or *'Engineering & Surveying IE Report'* and click 'Add'.  
Select the appropriate Placement Group from the drop-down list.



**Step 2:**

Click on the **red Edit** button to complete the form. (TIP: Use the *Save Draft* button at the bottom of the student section of the form to save at any stage). Click on the *Student Submit* button when completed, and the form will then go through to the next person to complete their section.

**IMPORTANT:**

Once you submit the form, no further edits can be made. Contact [cese-peu@newcastle.edu.au](mailto:cese-peu@newcastle.edu.au) to advise any required amendments or to unlock the form.

**IE Application Form** – when your company supervisor has completed their section of the form, you will receive an email asking you to complete a Risk Assessment and upload it to the IE Application Form. Please do this carefully and asap. Your application cannot be processed/approved until this step is completed.

**Step 3:**

You will receive email notification when your form has been processed.

**Step 4:**

Check for any additional forms you need to complete in Sonia Online as part of your Industrial Experience requirements.

**For more information or assistance,**  
contact the Professional Experience Unit  
Email: [cese-peu@newcastle.edu.au](mailto:cese-peu@newcastle.edu.au)  
Phone: +61 2 4921 7302