

INDUSTRIAL EXPERIENCE GUIDE FOR MASTER of 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 just prior to commencing the Masters Program).
- Is relevant to the IE requirements (and supervised by a practising professional).

Approval of prior Industrial Experience (including in your home country) 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 company supervisor.

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 **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

- When you secure an IE opportunity, please submit 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 below.

- 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. You will receive email communications during the application process to advise any requirements and the outcome of the application.

2. Confirmation of Industrial Experience form

When you have completed the IE, you will need confirmation of completion by your employer. You can provide **either** of the following:

- Submit a *Confirmation of Industrial Experience* form in SONIA. When fully completed, you will need to save it as a PDF and upload it to your IE Report.

OR

- An employer letter - must be on company letterhead, signed (not just the printed name), state dates of IE and number of weeks or years etc. and provide a brief description of your role.
Please note an employment offer or contract is **NOT** suitable as they do not confirm completion of the required IE.

3. Industrial Experience Report

To finalise your IE, you must:

- Submit one *Engineering & Surveying IE Report* in SONIA detailing all completed IE (60 days total). The student uploads PDFs of their confirmation form(s)/letters to their report.
- If the organisation no longer exists or the supervisor is unavailable, you 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](#)

Please continue to the next page for SONIA placement system instructions

Sonia Online - Industrial Experience Guide for Students

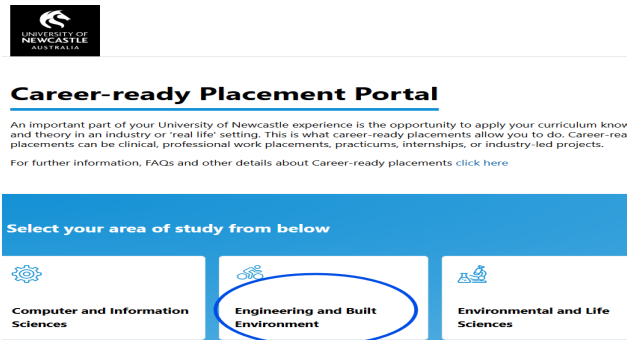
University of Newcastle - SONIA Student Placement System

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**



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

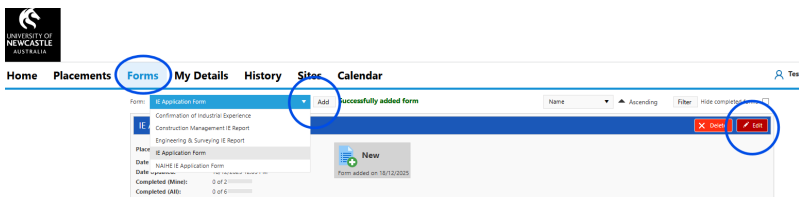


Engineering and Built Environment

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 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
Phone: +61 2 4921 7302