

EPP / IE STUDENT MANUAL



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This document outlines the process for you to satisfy the Exposure to Professional Practice (EPP), or Industrial Experience (IE) component of your Engineering (Honours), Surveying (Honours) or Construction Management (Building) (Honours) degree. It should be read in conjunction with the overarching [University policy on Student Placement](#).

EPP / IE 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 linkage between curriculum and practice.

DEGREE REQUIREMENTS

Students can complete their EPP / IE in one single block, or a number of shorter periods totaling their required number of weeks.

ENGINEERING (HONOURS) STUDENTS

A core requirement for graduation with any Washington Accord accredited Bachelor of Engineering (Honours) degree, is the demonstration of 12-16 aggregated weeks of EPP / IE. The Washington Accord is the international agreement that enable engineering graduates work rights in many countries without further study or verification. This is required for all Bachelor of Engineering (Honours) degrees as well as the 2 and 3 year Master of Professional Engineering degrees.

SURVEYING (HONOURS) STUDENTS

Students in the Bachelor of Surveying (Honours) degree are required to complete a minimum of 12 weeks of approved EPP / IE before graduation.

CONSTRUCTION MANAGEMENT (BUILDING) (HONOURS) STUDENTS

Construction Management (Building) (Honours) students are required to complete 16 weeks of approved EPP / IE before graduation due to the degree's accreditation with the Australian Institute of Building (AIB). Our Bachelor of Construction Management (Building) (Honours) degree equips students for a range of career options. We therefore accept a range of experiences as meeting the requirements including both on-site and office work.

APPLICATION AND PRE-APPROVAL PROCESS

SONIA SYSTEM

The SONIA system is in use for the Faculty of Engineering and Built Environment and will be the central place to manage your EPP / IE. All EPP / IE (paid and unpaid), including external programs, must be submitted for pre-approval in SONIA. Please see the FEBE – SONIA user guide for a how-to on using the system.

ASSESSMENT DOCUMENTATION

Engineering and Surveying Students

1. 'Learning Journey' Report

When you commence your first placement you should initiate a Learning Journey Portfolio in SONIA (see Student User Guide for instructions).

As you progress through your placement, whether it be completed at one site or across several sites, record your tasks and observations in the Self Reflection column of the report. It is not necessary to address every competency element – aim to provide a couple of sentences against 5 of 6 of the competency elements.

2. Enter a 1500-word narrative describing your experiences. You may include photos or work samples if you wish.
3. Attach a letter of confirmation from each employer stating how many weeks of IE you completed with them.
4. Attach any Alternative IE Attendance Certificates – these should also be reflected upon in your 'Learning Journey' Report

Keep saving your draft portfolio until you have met your IE requirement and are ready to submit your final document.

Chemical Engineering (Honours) and Renewable Energy Engineering (Honours) Students

Students studying Chemical Engineering and Renewable Energy Engineering are also required to fill in a student log book during their Industrial Experience, see your IE Coordinator for details.

Construction Management (Building) (Honours) Students

At the completion of your EPP / IE placement, create a 'Construction Management IE Report' in SONIA (see Student User Guide). Attach to this document a letter of confirmation from your site/s and submit, plus any Alternative IE Attendance Certificates.

PLEASE NOTE

- Each student's portfolio is expected to be unique.
- **Students should aim to submit their portfolio prior to their final semester of study** to easily facilitate graduation. If you have questions about the deadline for being considered for a University Medal then please contact your Program Advisor.

WHAT CAN I CLAIM?

It is your responsibility to find appropriate EPP / IE opportunities in a field related to your studies. Students should look for ways to meet their requirements from their first year of study. If you experience difficulty in obtaining suitable EPP / IE, you are encouraged to seek advice from your EPP / IE Coordinator.

Your collation of EPP / IE might include a mixture of different experiences, some examples are provided below. Engineering (Honours) and Surveying (Honours) students should become familiar with the EPP / IE competencies (found in SONIA) of their degree in order to efficiently identify experiences and activities that can be claimed.

INDUSTRY PLACEMENT/EMPLOYMENT

Students can complete all or some of their EPP / IE weeks in an industry placement (paid or unpaid) or through relevant employment. Engineering (Honours) students must complete a minimum of 6 weeks working in a place conducting professional engineering work, under supervision of an experienced practitioner for accreditation.

You may also be able to claim prior work experience even if not in your field of study. In all cases, a letter of confirmation will need to be signed by your employer and stored in SONIA in your portfolio. Construction Management (Building) (Honours) students may engage in a wide range of activities as long as these align with your degree. If you are in doubt about a particular experience qualifies, please contact your EPP / IE Coordinator.

UNPAID INDUSTRIAL EXPERIENCE

Students who find and negotiate unpaid work experience are subject to approval by their EPP / IE Coordinator. Students completing unpaid experiences, **without prior approval** are at risk of significant personal liability resulting from incidents associated with that period. Employers are at risk of breaching the Fair Work Act (2009), and if injured during an unapproved placement, there is no medical insurance in place. Prior approval facilitates the University insurances, as well as obtaining feedback from the EPP / IE Coordinator that the proposed experience will count towards your portfolio.

PLEASE NOTE: Under the Fair Work Act (2009), the University cannot knowingly allow any student to complete more than the requisite 12 (Engineering (Honours) & Surveying (Honours)) or 16 (Construction Management (Building) (Honours)) weeks of unpaid experience.

UON COURSEWORK

Up to 2 weeks may be claimed from certain courses within each degree that incorporate projects that solve 'real world' problems or guest lectures from industry. In each case you should include the experience in your portfolio with an Alternative IE Attendance Certificate signed by your tutor/lecturer confirming your participation and upload this into your portfolio in SONIA. These experiences can be claimed as 1 week for relevant course projects and a ½ day for industry lectures.

EXTRA-CURRICULAR PROGRAMS

STUDENT GROUPS AND PROJECTS

Up to 4 weeks may be claimed from a substantial leadership role in one of the many student-based project teams or student groups including the NUbots Team, NU Racing Formula-SAE Team, NUWiE Society, UON Engineering Society, etc. In each instance include the experience in your portfolio with an Alternative IE Attendance Certificate signed by the leader or academic supervisor of the group confirming your involvement and upload this into your SONIA portfolio.

FEBE LEADERS

Up to 1 week can be claimed from involvement in the [FEBE Leaders](#) mentoring program. Students must mentor a minimum of 5 students for 5 hours each in order to claim as EPP / IE. Include the experience in your portfolio with an Alternative IE Attendance Certificate signed by the FEBE Leaders coordinator confirming your involvement, and upload this into your SONIA portfolio.

INDUSTRY EVENT

Up to 1 week can be claimed from events run by your accrediting international bodies such as continuing professional development seminars, site visits, technical presentations or demonstrations, up to a ½ day per event. Include each event in your portfolio with an Alternative IE Attendance Certificate signed by the event coordinator confirming your attendance.

STUDY ABROAD PROGRAMS

All or part of your EPP / IE requirements can be completed overseas, provided you fulfill the requirements of the type of work required for your degree. To facilitate this, you must first provide a detailed curriculum of what is involved in the program to your EPP / IE Coordinator for pre-approval via SONIA.

Upon completion of the program, you must then upload an Alternative IE Attendance Certificate into SONIA once you have had this signed by the program coordinator confirming your involvement.

All students considering undertaking an overseas internship or placement should research and select an experience that suits their needs and interest. UON works with providers to enable you to find a relevant opportunity, such as Project Everest, Projects Abroad and CISaustralia. There is also funding available to support you. [Visit the study abroad website to find out more.](#)

SUPPORTING DOCUMENTS, POLICIES AND GUIDELINES

PRIVACY AND PERSONAL INFORMATION PROTECTION

The University of Newcastle is subject to the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. The personal information related to your EPP / IE will be protected in accordance with the University Privacy Management Plan and will be used by the University for administrative purposes in connection with your EPP / IE.

Your personal information will be stored securely. The University of Newcastle will not disclose your personal information without your consent unless the University is under a legal obligation to do so. Full details of the University Privacy Management Plan can be found [on our website](#).

OTHER LINKS

- [Frequently Asked Questions](#)
- [Student Placement Policy](#)
- [Liability and Personal Accident Insurance](#)
- [Work Health and Safety Policy](#)
- [Work Health and Safety Management System Framework](#)
- [WorkCover NSW](#)
- [Risk Management Policy](#)

UNIVERSITY OF NEWCASTLE

The following insurance policies will cover students whilst on EPP / IE as required by the degree.

PERSONAL ACCIDENT INSURANCE

The University of Newcastle currently has in force a Personal Accident and Injury Insurance Policy for all enrolled students (undergraduate and postgraduate) on a 24 hour a day basis 365 days a year. The policy provides cover whilst the student is engaged in course-related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness. The policy includes a \$50.00 excess for each claim.

Student Personal Accident Policy covers:

- Death and capital benefit
- Weekly injury benefit
- Medical expenses related to injury up to \$100,000.00 (only those not claimable on Medicare)

This policy responds after claims made on any private medical insurance held by the student.

PUBLIC LIABILITY INSURANCE

The University has a public liability insurance policy that includes a worldwide cover, which protects the University, any employee or any person for whom the University may be responsible (e.g. students), against claims which may be brought by third parties for injury to third parties and/or damage to third party property in those instances in which the University may be proven legally liable. In addition, coverage is extended to sponsoring employers who accept students on practical placements, which are a formal requirement of their course. The policy limit for this insurance is in excess of \$20m.

PROFESSIONAL IDEMNITY INSURANCE

This policy indemnifies the University of Newcastle against legal liability for claims by third parties for breach of professional duty by an employee or any person for whom the University is responsible (e.g. students), by reason of any negligent act, error or omission in conduct of University business. The policy limit for this insurance is in excess of \$20m. The policy includes a worldwide cover but excludes USA and Canada. For incidents in the USA and Canada the University on Newcastle is a self-insurer.

WORKERS' COMPENSATION INSURANCE

Students are not deemed to be employees of the University. They would therefore not be entitled to cover under Workers' Compensation Insurance.