STUDENT INDUSTRIAL EXPERIENCE MANUAL

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

Faculty of Engineering and Built Environment
INTRODUCTION
This document outlines the process for you to satisfy the industrial experience component of your Engineering, Surveying or Construction Management degree. It should be read in conjunction with the over-arching university policy on Student Placement.

AIM OF INDUSTRIAL EXPERIENCE
Industrial experience provides an opportunity for you to gain relevant practical experience during your degree to complement the formal theoretical education you receive on campus.

INDUSTRIAL EXPERIENCE PROGRAM REQUIREMENTS
Students can complete their industrial experience in one single block, or a number of shorter periods totaling their required number of weeks.

ENGINEERING STUDENTS
All Engineering degree programs, at the University of Newcastle, (including Combined degree programs with at least one Engineering degree) are accredited by Engineers Australia (EA) and require participation in a minimum of 12 weeks of approved industrial experience before completion of studies.

SURVEYING STUDENTS
Although not required for accreditation purposes, students in the UON Bachelor of Surveying (Honours) degree should also complete of a minimum of 12 weeks of approved industrial experience before completion of studies.

CONSTRUCTION MANAGEMENT STUDENTS
Our Construction Management degree is accredited by the Australian Institute of Building (AIB), the Australian Institute of Building Surveyors (AIBS), Australian Institute of Quantity Surveyors (AIQS), Royal Institute of Chartered Surveyors (RICS), the Singapore Institute of Surveyors and Valuers (SISV), and the Chartered Institute of Building (CIIOB).

Construction Management students are required to complete 16 weeks of approved industrial experience before commencing your final year of study. It is important that you gain a suitable range of experience including both on-site and office work.

OBTAINING INDUSTRIAL EXPERIENCE
It is your responsibility to find appropriate industrial placement in a field related to your studies (see Student Placement Policy). If you experience difficulty in obtaining a suitable placement, you are encouraged to seek advice from your Industrial Experience Coordinator.
INDUSTRIAL EXPERIENCE THROUGH EMPLOYMENT

If you are employed by a relevant industry you can include your work as part of your required industry experience. If you are paid on your industrial placements/employment you are not covered by the University of Newcastle Student Personal Accident Insurance Cover, Public Liability or Professional Indemnity cover. To validate the relevance and quality of industry experience, your work placements will be subject to approval and verification by your Industrial Experience Coordinator.

You must complete and submit a Pre-Approval Industrial Experience form to your Industrial Experience Coordinator for approval before employment commences. If you are currently, or have previously been, employed in a relevant industry, a pre-approval form is required for any previous experience you wish to count towards your required weeks or any current work you are undertaking. If employment is spread over multiple semester breaks a pre- approval form is required for each block of industrial placement.

You must complete a Student Industrial Experience Work Health and Safety form prior to, or at the beginning of, each work placement, regardless if you are a new or existing employee, and this must be submitted to your Industrial Experience Coordinator as soon as possible. If you are claiming previous work experience that you are no longer participating in, a work health and safety form is not required.

An Industrial Experience Verification Cover Sheet must be submitted to your Industrial Experience Coordinator after completing each placement, along with a statement from your employer. This statement should be on your employer organisation’s letterhead, be signed by your supervisor and should confirm the period you worked there. It should also briefly state the activities you have been responsible for.

If you wish to claim previous experience you are also required to submit a verification form and supervisor’s statement.

Once you have accumulated the required number of weeks of industrial experience, approved by your Coordinator, a report or journal may be required by your Coordinator in their specified format.

UNPAID INDUSTRIAL EXPERIENCE

Full time students participating in unpaid industrial placements are covered by the University’s Public Liability and Personal Accident Insurance. It is important that your employer and Coordinator are aware of each party’s legal requirements and obligations.

The Pre-Approval Industrial Experience form includes a Student Industrial Experience Cover Request form that must be completed and submitted to your Industrial Experience Coordinator for approval before placement commences. It is important that you and your workplace supervisor have read the University Student Placement Policy and Liability and Personal Accident Insurance for Students on Work Experience. If your employment is spread over multiple semester breaks a pre-
approval form is required for each block of industrial placement.

You must complete a Student Industrial Experience Work Health and Safety form prior to, or at the beginning of, each placement and submit it to your Industrial Experience Coordinator as soon as possible.

You must submit an Industrial Experience Verification Cover Sheet to your Industrial Experience Coordinator after completing each placement, along with a signed statement by your supervisor on the organisation’s letterhead.

**INDUSTRIAL EXPERIENCE REPORT**

**ENGINEERING & SURVEYING STUDENTS**

A work placement log-book, report or portfolio – as specified by your Industrial Experience Coordinator - may be required at the completion of your industrial experience.

**CONSTRUCTION MANAGEMENT STUDENTS**

A work placement report may be required at the completion of your industrial experience. Please refer to the Construction Management Blackboard site for details.

**INDUSTRIAL EXPERIENCE BLACKBOARD SITE**

**CONSTRUCTION MANAGEMENT STUDENTS**

All Construction Management students have access to an Industrial Experience Blackboard Site. From time to time additional information relevant to your industrial experience will be made available on Blackboard. Be sure to consult this regularly.

**ATTENDANCE AT GRADUATION**

**FINALISATION OF INDUSTRIAL EXPERIENCE**

You need to submit your completed report to your Industrial Experience Coordinators in order to graduate from University. If you hope to graduate at the March/April ceremony you must normally hand in your completed report by early January and by early July for the September/October ceremony. Please note that Graduation ceremony dates are different each year and the submission deadlines for completed IE reports are subject to change at short notice. Students are advised to submit their completed reports as early as possible.
FORMS
The following forms and information can all be accessed from the Faculty’s Industrial Experience webpage:

- Industry Experience Pre-Approval Form
- Student Industrial Experience Work Health and Safety Form
- Industrial Experience Verification Cover Sheet
- List of Industrial Experience Coordinators

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 you provide in relation to your industrial experience 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 industrial experience. If you do not complete all the questions on the attached forms, it may not be possible to process your application.

Your personal information will be stored securely. You may access and correct the personal information provided on the forms required for industrial experience by contacting the relevant Industrial Experience Coordinator. The University of Newcastle will not disclose your personal information without your consent unless the University is under a legal obligation to do so. By signing the attached forms, it is understood that you have read this statement and agree to the use and disclosure of your personal information. 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 Experience Placement Insurance Request Form (PDF, 35KB)
- 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 industry experience – practical experience as required by the program.

**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 IDEMINTY 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.