

INDUSTRIAL EXPERIENCE

STUDENT MANUAL



**THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA**

FACULTY OF ENGINEERING & BUILT ENVIRONMENT

This manual outlines the requirements for the Exposure to Professional Practice (EPP), or Industrial Experience (IE) component of the Engineering (Honours), Surveying (Honours), Construction Management (Building) (Honours) and Master of Professional Engineering degrees. It should be read in conjunction with the over-arching [Student Professional Experience Policy](#) and the compulsory program requirements as outlined in the program handbooks.

Industrial experience 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. IE is a core requirement for graduation.

DEGREE REQUIREMENTS

Students can complete their IE in one single block, or several shorter periods totaling the required number of weeks.

Degree - UON Australia	Total Weeks
Bachelor of Engineering (Hons) Degrees	12
Bachelor of Surveying (Hons)	12
Bachelor of Construction Management (Building) (Hons)	16
Master of Professional Engineering Degrees*	12
Master of Professional Engineering (Geospatial Engineering & Surveying)	12

Degree - UON Singapore	Total Weeks
Bachelor of Mechanical Engineering (Hons) (Singapore)	12
Bachelor of Electrical and Electronic Engineering (Hons) (Singapore)	12
Bachelor of Civil Engineering (Hons) (Singapore)	16
Bachelor of Construction Management (Building) (Hons) (Singapore)	16

* MPE students in the 1 year program are not required to undertake IE

APPLICATION FOR INDUSTRIAL EXPERIENCE

All Faculty of Engineering and Built Environment IE placements are managed in the **SONIA** system. All IE applications (paid and unpaid) must be submitted for pre-approval in SONIA. Please see the FEBE – IE Student Process for more information.

Login to [SONIA Online](#) click on the 'forms' tab and from the dropdown selection box select 'IE Application Form' and click 'Add'. Click 'edit' to add the relevant information.

ASSESSMENT DOCUMENTATION

Each student's IE report is expected to be unique. **Students should aim to submit their IE Report prior to their final semester of study** to easily facilitate graduation. Any questions about the deadline for consideration for a University Medal should be directed to the Program Advisor.

When students commence their first placement they should initiate an IE Report in SONIA.

As students' progress through their placement, whether it be completed at one site or across several sites, students are required to record their tasks and observations in the self-reflection column of the report. It is not necessary to address every competency element – students should aim to provide a couple of sentences against 5 or 6 of the competency elements.

Students are required to:

- i) Enter a 1500-word narrative describing their experiences. Photos/work may be included.
- ii) Attach a letter of confirmation from each employer. The confirmation letter should contain:

- a) company letterhead
 - b) dates of placement
 - c) total hours or weeks of IE completed
 - d) a brief description of activities undertaken
- iii) Attach any alternative IE attendance certificates – these should also be reflected upon in the IE Report.

Keep saving the draft report until the total number of weeks have been completed and the final document is ready to be submitted.

Chemical Engineering (Honours) Students

Students are encouraged to record their experiences, particularly procedures and data related to their placement in a laboratory notebook.

Medical Engineering (Honours) Students

Please refer to the Faculty of Health and Medicine [Placement Essentials](#) for further information on medical placement. Please select the 'Bachelor of Medical Engineering' degree which contains the relevant information, for example vaccination and NSW Health Verification requirements.

WHAT INDUSTRIAL EXPERIENCE CAN I CLAIM?

It is the students' responsibility to find appropriate IE opportunities in a field related to their studies. Students should look for ways to meet their requirements from their first year of study. If students are unable to obtain suitable IE, they are encouraged to seek advice from the IE Coordinator.

IE might include a mixture of different experiences; some examples are provided below.

INDUSTRY PLACEMENT/EMPLOYMENT

Students can complete all or some of their IE 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.

Students may also be able to claim prior work experience even if not in the field of study. In all cases, a letter of confirmation on company letterhead and signed by the employer will need to be provided and added to SONIA in the students' report. Construction Management (Building) (Honours) students may engage in a wide range of activities if these align with the degree. If in doubt whether an experience qualifies, please contact the IE Coordinator.

UNPAID INDUSTRIAL EXPERIENCE

Students who find and negotiate unpaid work experience are subject to approval by their 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 students are injured during an unapproved placement, there is no medical insurance in place. Prior approval ensures the University's insurance cover will provide protection for claims, as well as ensure that the proposed IE will count.

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 for certain courses within each degree that incorporate projects that solve 'real world' problems or guest lectures from industry. In each case you should include an alternative IE attendance certificate signed by your tutor/lecturer confirming your participation and upload this into your IE report. 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 for 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 an alternative IE attendance certificate signed by the leader or academic supervisor of the group confirming involvement and upload this into the IE report.

FEBE LEADERS

Up to 1 week can be claimed for involvement in the [FEBE Leaders](#) mentoring program. Students must mentor a minimum of 5 students for 5 hours each to claim as IE. Include an alternative IE attendance certificate signed by the FEBE Leaders coordinator confirming the involvement and upload this into the IE report.

FEBE SUMMER SCHOLARSHIPS

Up to 2 weeks may be claimed for a FEBE Summer Scholarship provided that the placement is approved by the IE coordinator, the full 8 weeks of the scholarship is completed, and, an alternative IE attendance certificate is signed by the project supervisor and uploaded into the IE report.

INDUSTRY EVENT

Up to 1 week can be claimed for events run by accrediting international bodies such as continuing professional development seminars, site visits, technical presentations, or demonstrations, up to a ½ day per event. Students should include an alternative IE attendance certificate signed by the event coordinator confirming attendance for each event and upload this into the IE report.

STUDY ABROAD PROGRAMS

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

Upon completion of the program, students must upload an alternative IE attendance certificate into SONIA once it has been signed by the program coordinator confirming the student's involvement.

All students considering undertaking an overseas internship or placement should research and select an experience that suits their needs and interests. The University of Newcastle works with providers to enable students to find a relevant opportunity, such as Project Everest, Projects Abroad and CISaustralia. There is also funding available to support international exchange. 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 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 IE.

Personal information will be stored securely. The University of Newcastle will not disclose personal information without 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](#).

UNIVERSITY OF NEWCASTLE INSURANCE

The following insurance policies will cover students whilst on 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/industrial experience or community placement activities. It is an accident cover only and does not cover illness. The policy includes a \$50 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 (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.