

INDUSTRIAL EXPERIENCE GUIDE FOR STUDENTS

NAIHE Singapore

What is the Industrial Experience (IE) requirement for NAIHE Engineering & Construction Management students?

DEGREE REQUIREMENTS

Students can complete one single IE or several IE, totaling the required number of weeks.

Please see below requirements for the IE component of the degree programs at NAIHE. Please refer to the compulsory program requirements as outlined in the program handbooks.

Degree - NAIHE Singapore	
Bachelor of Mechanical Engineering (Hons) (Singapore)	12 weeks (60 days)
Bachelor of Electrical and Electronic Engineering (Hons) (Singapore)	12 weeks (60 days)
Bachelor of Civil Engineering (Hons) (Singapore)	16 weeks (80 days)
Bachelor of Construction Management (Building) (Hons) (Singapore)	16 weeks (80 days)

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) – Mechanical & Electrical Engineering and 16 weeks (80 days) Civil Engineering & Construction Management.

Can prior work experience count toward the IE requirement?

Yes, if the work experience:

- Is recent (within 18 months).
- Is relevant to the IE requirements.

Approval of prior Industrial Experience is at the discretion of the relevant IE Coordinator. Please contact CESE-PEU@newcastle.edu.au for further information.

What can count towards IE

Students must source their own IE. The University [Careers Service](#) can assist with resume and interview preparation.

Students can complete:

Industry placement/employment – submit **NAIHE IE Application and Confirmation of Industrial Experience** forms in SONIA (refer SONIA Guide below)

Overseas Industrial Experience – If you would like to complete IE outside of Singapore, you **MUST** contact CESE-PEU@newcastle.edu.au **PRIOR** to organising overseas IE.

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)

Practera online Industrial Experience programs – can count towards 1 week (5 days) non-engineering Industrial Experience (a Certificate of Completion will be provided by Practera upon completion of the program and must be uploaded to your IE Report).

IMPORTANT INFORMATION: Non-Singaporean International Students

BCA Non-Singaporean International Students

B. Civil Engineering (Hons.) / B. Construction Management (Hons.)

For non-Singaporean international students holding a student's pass under the BCE/BCM programs above, they require a Letter of Consent (LOC) from the Ministry of Manpower (MOM) to do I.E. Starting I.E. without the LOC is considered illegal.

BCA Academy needs to clear students' job scopes, and students need to send the necessary details to BCA Academy before any LOC is applied. More information will be given during the I.E. briefing conducted by BCA Academy.

PSB Non-Singaporean International Students

B. Electrical & Electronic Engineering (Hons.) / B. Mechanical Engineering (Hons.)

For non-Singaporean international students, a **Training Employment Pass (TEP)** is required to work in Singapore. Students are NOT allowed to work if they hold a Student Pass. If a student wishes to do and complete IE in Singapore, the company must apply for a TEP for the student. The TEP approval process will usually take about 3-4 weeks. Your student pass will be cancelled once you get your TEP.

Please note – there is no 100% guarantee that your TEP application will be successful even if you have satisfied all the eligibility criteria.

If you are an international student in Singapore, please take note of the following:

The **sample** list of **acceptable** institutions is found in [MOM public domain website](#) :

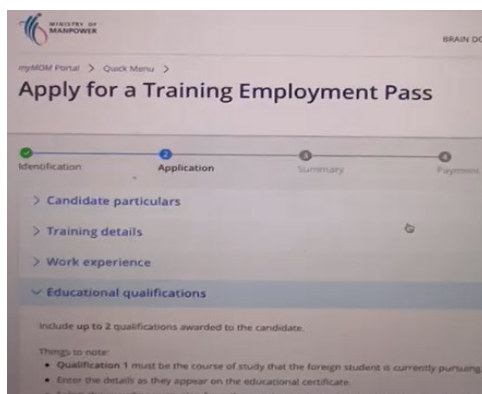
Please inform your company HR department that our institution, University of Newcastle, Australia, is NOT found in the sample list of acceptable institutions.

But, that does not mean that you are not eligible to apply for Training Employment Pass (TEP).

The **full** list of **approved** institutions can be found in MOM TEP online application form under the awarding institution in the educational qualifications section.

Please inform your company HR to follow the steps below to apply TEP for you.

1. Go to the [MOM portal](#)
2. Your Company HR department will need to login with their corporate pass.
3. Complete the different sections starting with Candidate particulars, Training details, Work Experience and Educational qualifications as shown below.
- 4.

The image is a screenshot of the MOM portal's 'Apply for a Training Employment Pass' form. At the top, it shows the Ministry of Manpower logo and the text 'BRAIN DOK'. Below this is a breadcrumb trail: 'myMOM Portal > Quick Menu >'. The main heading is 'Apply for a Training Employment Pass'. A progress bar at the top indicates four steps: 1. Identification (completed), 2. Application (current step), 3. Summary, and 4. Payment. Under the 'Application' step, there are four expandable sections: 'Candidate particulars', 'Training details', 'Work experience', and 'Educational qualifications'. The 'Educational qualifications' section is currently expanded, showing a note: 'Include up to 2 qualifications awarded to the candidate.' Below this note, there are three bullet points: 'Qualification 1 must be the course of study that the foreign student is currently pursuing.', 'Enter the details as they appear on the educational certificate.', and 'Select the awarding institution from the matches suggested in the drop-down list whenever possible.' The form is displayed on a light blue background with a white border.

5. In the Educational qualifications section, under Qualification 1 → Awarding institution, type in “The University of Newcastle” in the arrowhead shown below and our institution, The University of Newcastle, Australia will show up in the taskbar and click on it.

Include up to 2 qualifications awarded to the candidate.

Things to note:

- Qualification 1 must be the course of study that the foreign student is currently pursuing.
- Enter the details as they appear on the educational certificate.
- Select the awarding institution from the matches suggested in the drop-down list whenever possible. Otherwise, you must upload verification proof to confirm that the qualification is genuine and was awarded by an accredited institution.
- For non-English documents, please upload the original document with an English translated copy. The translation can be done by a translation service provider.
- This application will be rejected if any of the qualifications are doubtful or from an institution that is unaccredited or not recognised by its country's education authorities.
- To avoid a longer processing time or rejection of the application, ensure that information and documents submitted are accurate and complete.

Qualification 1

Awarding institution ⓘ

Start typing to search...

⬆ Add another qualification

Continue

6. Complete the remaining fields in that section:

Qualification → Bachelor's Degree

Faculty → Engineering

Did the candidate attend classes on campus? → Yes

Is the campus in Australia? → No

Mode of study → Full time

The completed section is shown below.

Qualification 1

Awarding institution ⓘ

The University Of Newcastle

Country/Region of awarding institution

Australia

Qualification ⓘ

Bachelor's Degree

Faculty

Engineering

Did the candidate attend classes on campus?

☒ Yes ☐ No

Is the campus in Australia?

☐ Yes ☒ No

Mode of study

☒ Full-time

☐ Part-time

7. Complete the other sections in the TEP application which is self-explanatory.

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.

Steps:

1. Industrial Experience Application form

- Student submits a ***NAIHE IE Application Form*** in SONIA **PRIOR to commencement** of IE (unless using prior work experience). This form will be automatically added to your “FORMS” tab in SONIA.
- The application is assessed for suitability and sent to the organisation for confirmation then to the IE Coordinator 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. The organisation supervisor will also complete this form, verify and approve that the student has completed 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. This form is used in place of employer letters of confirmation.
- For multiple placements, the student will submit individual forms for each placement.

3. Industrial Experience Report

- The student will submit one IE Report detailing all completed IE (60/80 days total as applicable). The student uploads PDFs of their completion forms to their report.
- If the organisation no longer exists or the supervisor is unavailable, the student 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.

CONTACT FOR ADDITIONAL INFORMATION

COLLEGE OF ENGINEERING, SCIENCE & ENVIRONMENT

PROFESSIONAL EXPERIENCE UNIT

Email: CESE-PEU@newcastle.edu.au

Phone: (02) 4921 7302

Website: [UON Industrial Experience](#)



Sonia Online - Industrial Experience Guide for Students

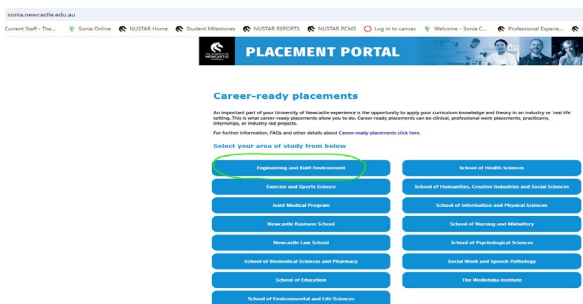
University of Newcastle - SONIA Student Placement System

Go to the following web address:

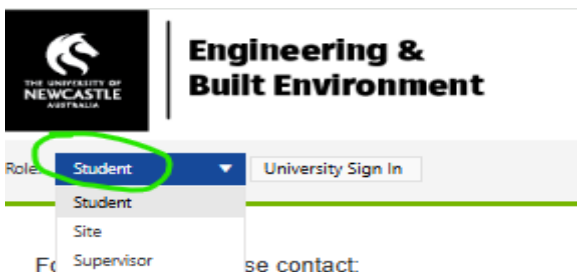
<https://sonia.newcastle.edu.au>

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

Select: Engineering and Built Environment

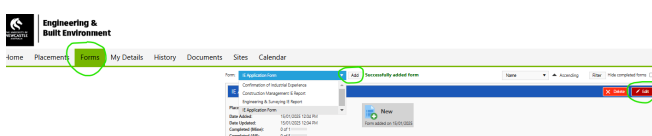


Log into your SONIA online account:
Select *Role = Student* (from the drop down box)
Then Click on *University Sign In*
Log in using your University username & password



Step 1:

Click on the **'FORMS'** tab.
Please click the dropdown selection box, carefully select relevant *NAIHE IE Application Form*, *'Confirmation of IE'* or *'Engineering & Surveying IE Report'* or *'Construction Management 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.

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