

ARBE3030 Placement and Industrial Experience Guide

CONSTRUCTION MANAGEMENT

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

The Bachelor of Construction Management (Honours) program requires completion of a total of 12 weeks (60 days / ~420 hours) Industrial Experience.

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/current work experience count towards the IE and/or ARBE3030 placement requirement?

Yes, if the work experience:

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

IF YOU ARE CURRENTLY WORKING (or have recently worked) in the construction industry, and you are confident that it is relevant to your degree program and **HAVE ALREADY COMPLETED 12 WEEKS (60days)** minimum of work experience, please complete the following (noting that final approval is at the discretion of your IE / Course Coordinator):

1. Submit a **Confirmation of Industrial Experience** form in SONIA. When this form is fully completed, it can be used for both the Industrial Experience requirement AND **instead of** the *Application for Reduction/Waiver of Placement Hours* form for ARBE3030. You do **NOT** have to submit an *IE Application Form* or *ARBE3030 Career-ready Placement Applic. & Agreement* or *ARBE3030 Placement Completion* form.

Please note, you are still required to complete all other assessments and course requirements for ARBE3030.

2. Submit a **Construction Management IE Report** in SONIA. You will need to upload a PDF of the completed confirmation form (above) into the IE Report. Approval of your IE Report will finalise your IE requirement for your degree program – the report must be approved prior to fully-graded date in the semester in which you hope to graduate, or you can submit it as soon as it is ready.

ALL STUDENTS MUST SUBMIT AN IE REPORT TO FINALISE THEIR INDUSTRIAL EXPERIENCE IRRESPECTIVE OF PRIOR EXPERIENCE.

IF YOU HAVE NOT YET COMPLETED / STARTED working in industry, please follow the steps outlined in this guide for ARBE3030 and then the Industrial Experience.

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

Overseas Industrial Experience – Students MUST contact CESE-PEU@newcastle.edu.au **PRIOR** to organising overseas IE.

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.

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 the SONIA placement system

Placement and IE is managed in the SONIA placement system, which includes digital forms for students, organisations, and IE Coordinators. These ensure legitimacy and facilitate feedback.

How is the ARBE3030 placement documented (if applicable)?

Steps:

1. ARBE3030 Career-ready Placement Application & Agreement

- Student submits an ARBE3030 Career-ready Placement Application & Agreement form in SONIA **PRIOR to commencement** of placement.
- The application is assessed for suitability and sent to the organisation for confirmation. The student then completes and uploads a Risk Assessment to the form. The Course Coordinator will then review the forms for final approval before the student commences.

2. ARBE3030 Placement Completion

- Students must submit an ARBE3030 Placement Completion form after completing their placement. This form will then be sent to the organisation to confirm completion of the stated hours. The Course Coordinator will then review the form for final approval. Students must save a PDF of the form after completion by the organisation supervisor to be uploaded to their IE Report for Industrial Experience.

How is Industrial Experience documented?

Steps:

1. Industrial Experience Application form

- Student submits an IE Application Form in SONIA (SONIA instructions on next page) **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.**
- 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. The IE Coordinator will then review the forms 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. It will then be sent to the organisation supervisor to verify and confirm/approve 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.
- For multiple placements, the student will submit individual forms for each placement.

3. Industrial Experience Report

- The student must submit one IE Report detailing all completed IE (60 days total). The student uploads PDFs of their completion and confirmation 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.

QUESTIONS?

Please contact the CESE Professional Experience Unit:

Email: CESE-PEU@newcastle.edu.au

Tel: +61 2 4921 7302

Web: [Professional Experience webpage](#)

Please scroll down to the SONIA Online guide

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 in the Career-ready Placement Portal. **Select: Engineering and Built Environment**

Career-ready Placement Portal

An important part of your University of Newcastle experience is the opportunity to apply your curriculum knowledge and theory in an industry or 'real life' setting. This is what career-ready placements allow you to do. Career-ready placements can be clinical, professional work placements, practicums, internships, or industry-led projects.

For further information, FAQs and other details about Career-ready placements [click here](#)

Select your area of study from below

 Engineering and Built Environment	 Environmental and Life Sciences	 Exercise and Sport Science	 Joint Medica
 School of Biomedical Sciences and Pharmacy	 School of Education	 School of Health Sciences	 School of Hu Creative Inds Social Scienc

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



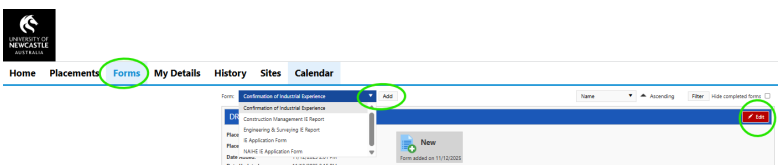
← Back to Schools

Engineering and Built Environment

Welcome

Step 1:

Click on the **'FORMS'** tab and from the dropdown selection box, carefully select relevant Industrial Experience (IE) forms and click 'Add'. Please note: ARBE3030 forms are pre-allocated to your "FORMS" tab if applicable. 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 and **ARBE3030 Career-ready Placement Application & Agreement** – 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 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 ARBE3030 and/or Industrial Experience requirements.

For more information or assistance, contact the Professional Experience Unit
Email: cese-peu@newcastle.edu.au
Phone: +61 2 4921 7302