

# PROFESSIONAL EXPERIENCE REQUIREMENTS

***ENGG454***

## SUBJECT GUIDELINES

2023:

## STUDENTS & SUPERVISORS

Last updated November 28<sup>th</sup> 2022



**Faculty of Engineering and Information Sciences**

# PROFESSIONAL EXPERIENCE REQUIREMENTS

## INTRODUCTION

As a requirement for the Bachelor of Engineering (Honours) suite of degrees, students are required to obtain at least **twelve (12) weeks full time (35 hours per week x 12 weeks or 420 equivalent hours) of approved professional experience in a relevant industry** during their course and submit a report to a satisfactory standard.

Engineers Australia Accreditation Requirement

*“It is considered that there is no real substitute for first-hand experience in an engineering-practice environment, outside the educational institution.”*

*“Engineers Australia strongly advocates that all engineering schools include a minimum of 12 weeks of such experience (or a satisfactory alternative) as a requirement for the granting of qualifications...”*

## OBJECTIVES

The objectives of undertaking this experience is to:-

- Expose the student to an industrial/technical environment in order to appreciate the various activities associated with engineering in industry;
- Allow the student to observe and undertake tasks in practical aspects of investigation, design and construction of engineering works as a complement to theoretical studies;
- Instil confidence in the student to take up positions that require responsibility, motivation, decision making and communication with other people in the market place; and
- Facilitate recognition of the degree by professional bodies such as the Institution of Engineers, Australia.

## ENROLLMENT

**Students should enrol in ENGG454 **before** undertaking 12 weeks full time or 420 equivalent hours of professional experience.** Students can enrol in Autumn, Spring, or Annual session for ENGG454. In EIS PEXs there is 1 placement group each year. Students are assigned to a placement group based on their major engineering discipline.

Students can enrol in ENGG454 at any time during the session. If the cut-off date for self-enrolment has expired, complete this [subject addition form](#)

Students need to have nominated a major engineering discipline in SOLS; this will decide your placement group in EIS PEXs. Please check with your discipline coordinator if your professional experience will be multi-discipline, for example, a material student seeking training not only in material but also mechanical, mechatronics, management, or civil. If you are completing a double major with both majors being an engineering discipline, you will be asked to nominate one, simply for approval and grading purposes.

Exemption from the Professional Experience requirement will be given to students who have passed one or more of the Professional Option subjects (refer to the professional experience coordinator for details).

Students do not need to submit their final report in the session that they are enrolled. If students do not complete their placement or submit the report by the end of the enrolled session, a grade of IPC (In Progress Coursework) will be incurred until the subject is completed by the submitting the required report and marked as satisfactory. All "Satisfactory" grades will be enacted on the same day that results are released each session. **IMPORTANT:** Students

will not be required to re-enrol in ENGG454. Access to EIS PEXs and the Moodle site will remain for the duration until you are awarded a Satisfactory or Unsatisfactory grade.

## EMPLOYMENT

It is the student's **own responsibility** to make every possible effort to obtain employment by either:

- contacting various industries and companies
- submitting applications in response to advertisements that appear on Faculty of Engineering and Information Sciences Notice Boards, and any Internship Opportunities on the Moodle site.

Students are highly encouraged to commence planning for their professional experience in their first year. It is preferable that candidates undertake this requirement during the summer recess and should be completed at the latest between the third and fourth years of the BE(Hons) degree. Students are advised to seek employment well in advance to ensure the approval process is completed before employment commences.

Students are advised to plan a program of work experience with the help and consent of a senior engineer of the organisation who should be a corporate member of the Institution of Engineers Australia, or equivalent, and who will act as a mentor. If necessary, this mentor will be contacted by the subject co-ordinator to ascertain the progress of the student.

Students may undertake approved employment in another country, if they have the opportunity to do so. If multiple placements are required to complete the 12 weeks of work experience, than additional approval forms must be submitted and approved. Use the Support Request for EIS PEXs form to request a new approval form. One report covering all organisation's work experience is required.

## ENGG454 MOODLE SITE

Please access the Moodle site for important information

<https://moodle.uowplatform.edu.au/course/view.php?id=34433>

## EIS PEXs (Professional Experience system)

All students enrolled in ENGG454 are automatically added to the EIS PEXs system.

Access the system using this link, and log on using your UOW username and password.

<https://studentplacement.uow.edu.au/SoniaOnline/School.aspx?SchoolId=11>

## ENQUIRIES

All enquiries must be directed to the appropriate professional experience coordinator for your discipline, whose name will be posted on the home page once you log onto EIS PEXs.

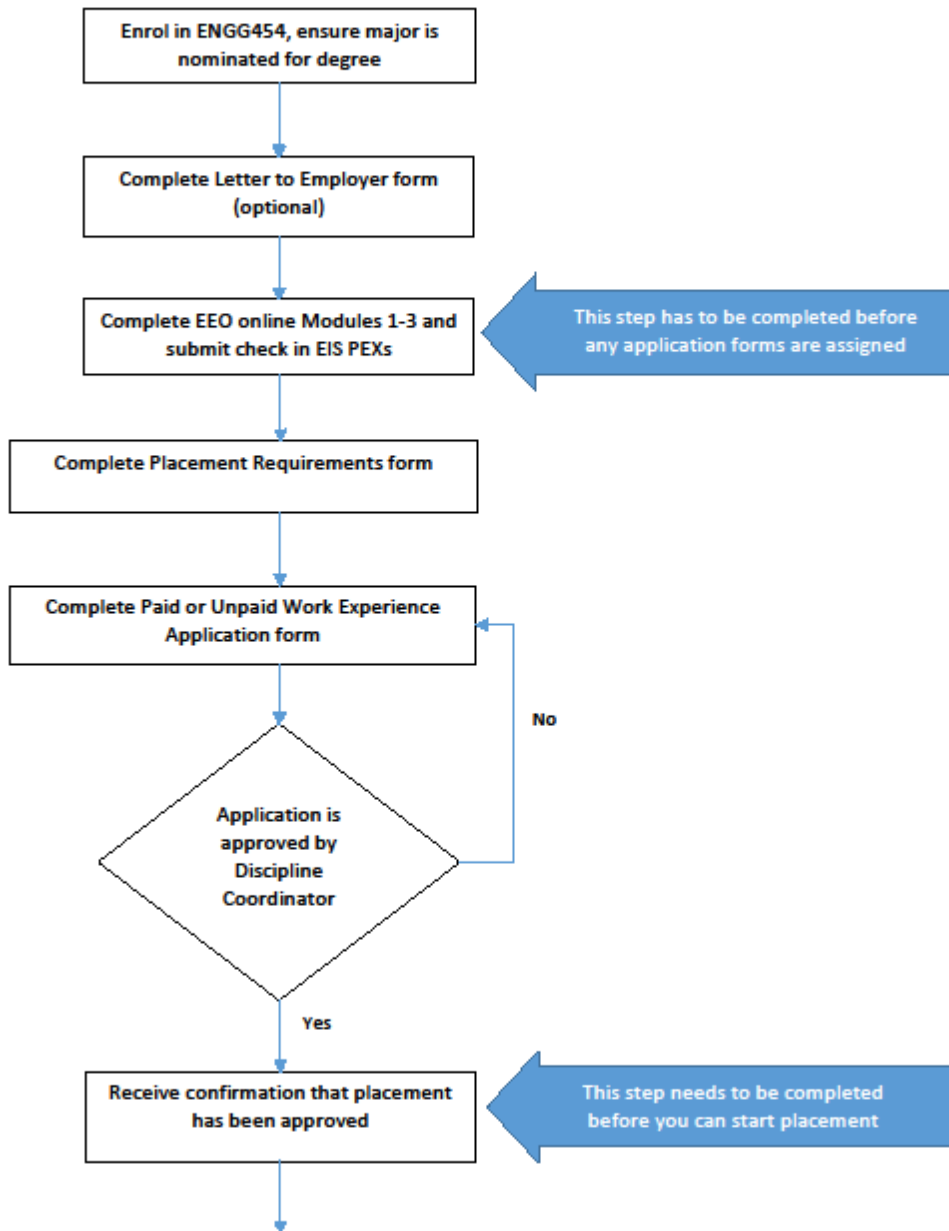
## FAQs

Please refer [to this page](#) for common FAQs

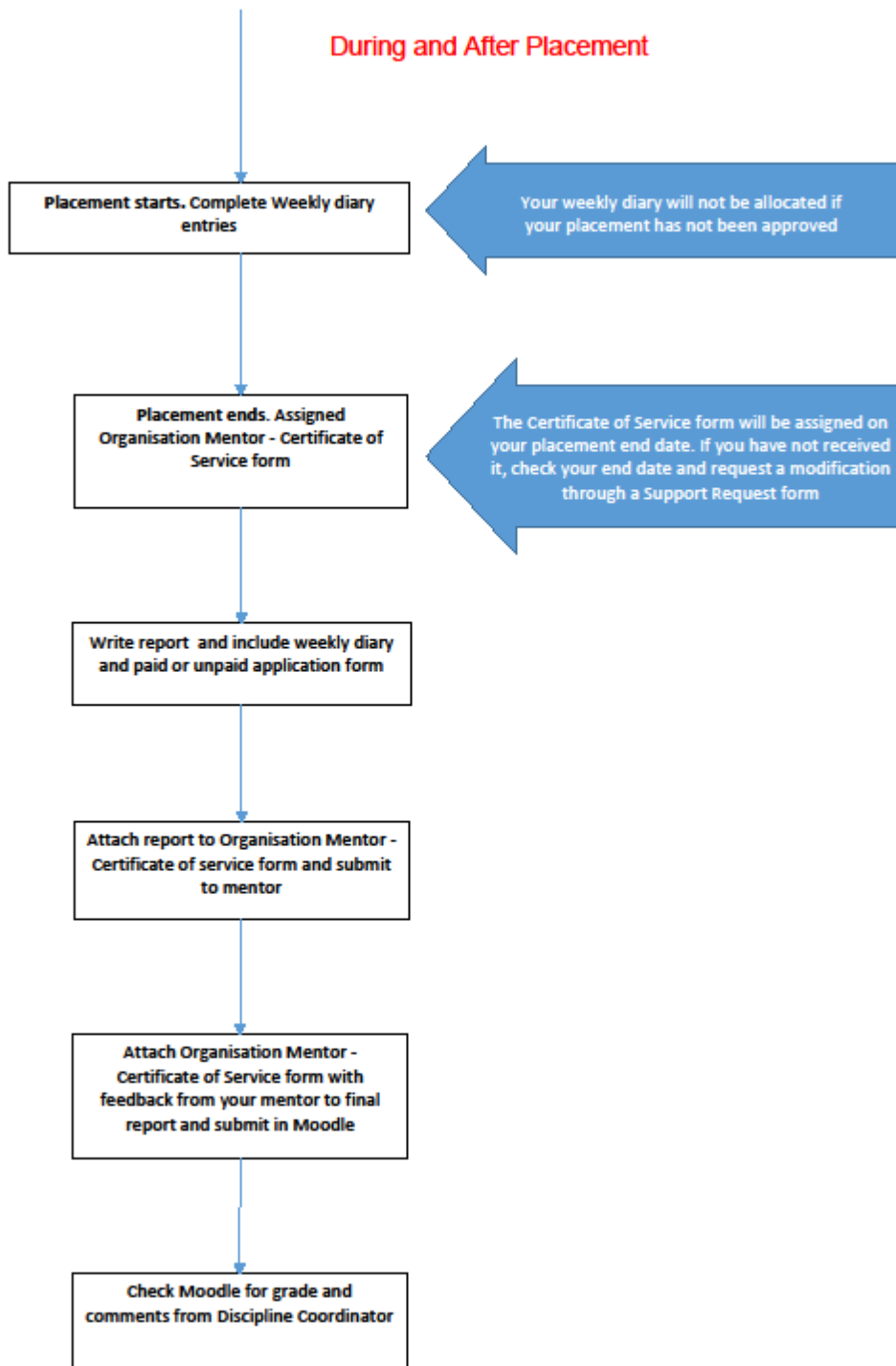
Tasks must be completed as described in the flowchart below, otherwise important forms will not be assigned

# Student Flow Chart

## Preparation and Approval



## During and After Placement



## SUMMARY OF PROCESS

These steps summarise the process, starting with student enrolment and finishing with the discipline coordinator marking the student's final report. The different roles are:

- Student
  - Discipline Coordinator
  - Organisation Mentor
  - UOW Finance
1. Student enrolls in ENGG454 and ensures a major engineering discipline has been nominated for their course.
  2. Student receives Welcome to ENGG454 email after placement group start date and an optional Letter to Employer to distribute to potential organisations if required
  3. Student completes EEO online modules 1-3 and submits EEO Check in EIS PEXs.
  4. Student receives email with a link to an online form asking to nominate placement requirements
  5. Student receives email with the nominated Paid Work Experience Application or Unpaid Work Experience Application form, or asking for more details if Option 3 selected.
  6. Student completes and submits Paid Work Experience Application or Unpaid Work Experience Application Form.
  7. Discipline Coordinator receives email with a link to the application form and either:
    - a. Accepts professional experience application
    - b. Requires more information before approving or rejects professional experience application – Student must submit a new form
  8. If Unpaid, UOW Finance approvals insurance
  9. Organisation Mentor receives email with link to form and approves student's placement request by submitting form.
  10. Student receives email 2 weeks before placement is due to start, asking to check that mentor has approved placement and if not, then follow up with mentor.
  11. Student receives email with confirmation that placement is approved
  12. Organisation mentor receives email with confirmation of placement and Certificate of Insurance attached if Unpaid.
  13. Student starts placement and receives email with link to weekly diary
  14. Student receives email when placement ends, with a link to a form titled 'Organisation Mentor – Certificate of Service'.
  15. Student writes final report, including weekly diary, and any documents or images attached to the diary.
  16. Student attaches final report to the form titled 'Organisation Mentor – Certificate of Service' and submits the form.
  17. Organisation mentor receives email with a link to 'Organisation Mentor – Certificate of Service' form and provides feedback.
  18. Student includes the feedback form in the final report and submits their report on Moodle, using either the Autumn or Spring submission portal, depending on the current session.
  19. Discipline Coordinator marks report and assigns Grade

## APPLICATION FOR APPROVAL

It is a requirement that employment be **approved** by the professional experience discipline coordinator using the online form assigned to students in EIS PEXs. Approval **MUST** occur well in advance of taking up the employment. Students may undertake approved employment in another country, if they have the opportunity to do so. If multiple placements are required to complete the 12 weeks of work experience, than additional approval forms must be submitted and approved. Use the Support Request for EIS PEXs form to request a new approval form.

## WEEKLY DIARY

Students must keep a weekly diary of various activities of the work experience done over 12 weeks or equivalent. This weekly diary will be assigned as a form once your placement starts and can be accessed via EIS PEXs from the Forms tab. Images and documents can be uploaded to support the weekly tasks. This diary **MUST** be included in the final report, and can be saved as a pdf from EIS PEXs.

## REPORT

At the completion of the professional experience, the student is required to produce and submit an engineering report. This report must be processed on A4 size sheets, around 4,000 words in length (word count on title page). You must produce a title page which includes your name, organisation name, mentor name and project title, length of time you spent on the project. Illustrations and relevant photographs, computer programs and drawings may be added as an appendix to the main report. It is stressed that the report should be technical in nature and any relevant technical information must conform to SI Units.

The following information **must** be included in the report.

- **Title Page** – providing student's name, student ID number, project name, word count and Professional Experience Coordinator's name;
- Organisation Activities – describing the major activities undertaken by the organisation
- Description and duration of work on the project(s), significant aspects of the student's activity on the project(s) assigned by the work mentor and the contribution of the student (provide evidence where possible);
- Student's personal evaluation of the organisation and the work force;
- Critical evaluation and comments by the student on the usefulness of the training and its relevance to university education;
- Safety and environmental procedures adhered to within the industry.
- Forms as an Appendix (not included in word count)
  - **Paid Work Experience Application form** or **Unpaid Work Experience Application form** (depending on which form is applicable) - detailing the organisation where the student worked, the position held, name and position of mentor and period of employment;
  - **Organisation Mentors– Certificate of Service form** with feedback from your mentor
  - **Weekly diary** of activities prepared in the duration of professional experience.

## APPROVAL OF REPORT BY ORGANISATION MENTOR

It is a requirement that the organisation mentor completes the "Organisation Mentor -Certificate of Service" (see step 17 in the Summary of Process above). In the form, the mentor verifies the period of employment of the student and acknowledges that the report prepared by the student is a true representation of the activities undertaken. The mentor will rate the student's performance during the professional experience according to key attributes such as technical ability, cooperation, initiative, standard of work and conduct.

Once the "Organisation Mentor - Certificate of Service" is returned to the student with the mentor's comments and feedback, it is to be included in the final report.

If a student spends six weeks with one organisation in one year and a further six weeks with another the next year, an "Organisation Mentor - Certificate of Service" form covering each period will be sent to the organisation mentors, and both need to be included in the final report.

## **SUBMISSION AND DUE DATES FOR SUBMISSION**

All final reports MUST be submitted through the Moodle submission link for either marking Autumn or marking Spring, depending on the current session.

Reports are due on the Friday of Week 5 of the session, check the Moodle submission link for the exact date.

Reports will be examined critically to evaluate the student's input and the results of the experience. Assessment will be made on the basis of the content, presentation and mentor's feedback. The following grades can be awarded, and students must check on the Moodle submission link for grades and feedback:

- Satisfactory
- Unsatisfactory – Resubmit.  
The student is asked to amend the report and resubmit, or add an additional report
- Unsatisfactory – Repeat  
The student is asked to repeat the professional experience for 12 weeks or less

## **PROFESSIONAL EXPERIENCE LIABILITY COVER**

Please refer to this [document](#) for details of coverage in the Product Disclosure Statement for Personal Accident Insurance. If your professional experience is UNPAID, UOW Finance needs to approve the placement and a Certificate of Insurance will be issued to your organisation mentor upon approval. Please refer to the Summary of Process step 8 above.



## DISTRIBUTION OF FORMS

### WHAT STUDENTS NEED TO DO

You need to ENROL in ENGG454 Professional Experience and choose the appropriate instance i.e. autumn, spring or annual. You need to ensure you have nominated a major engineering discipline for your course.

#### “Letter to Employer”

This form (optional), when required by the employer, to be completed, saved as a pdf and ***presented to potential organisations when seeking employment.***

#### “Placement Requirements”

This form, to be completed, is to nominate the type of work you will seek approval for, either paid or unpaid. Once submitted, the correct approval form is assigned to you depending if the placement can be fast-tracked using automatic workflows, or manual intervention is required to set up multiple placements/dates/mentors, or organisations outside of Australia may need assistance with communication.

#### “Paid Work Experience Application”

This form, to be completed if nominated, is **forwarded to your *Discipline Coordinator*** for approval. If approved, the School Admin will receive it and create the placement request in EIS PEXs. If the Discipline Coordinator requires more information, or declines your application, you will need to complete and submit a new form.

#### “Unpaid Work Experience Application”

This form, to be completed if nominated, is **forwarded to your *Discipline Coordinator*** for approval. If approved, the School Admin will receive it and create the placement request in EIS PEXs. If the Discipline Coordinator requires more information, or declines your application, you will need to complete and submit a new form. The form will be forward to UOW Finance on your behalf for Insurance approval.

#### “Weekly Diary”

This form is to be **completed each week during your placement, detailing work activities and uploading supporting evidence such as images or documents.** At the completion of your professional experience, save as a pdf and include in your final report.

#### “Organisation Mentor – Certificate of Service”

This form is to be completed by **attaching your report and submitting.** The form is forwarded to your Organisation Mentor to provide feedback and review your report. The form is returned to you to be included in the final report submitted on Moodle.

## REPORT MARKING GUIDE



### PROFESSIONAL EXPERIENCE

#### Marking guide for report content.

Marks are not awarded for each category, instead each category must be deemed as satisfactory

Category	Description
Title Page	Include the following: <ul style="list-style-type: none"><li>• Your name</li><li>• Your project title</li><li>• Organisation name</li><li>• Organisation mentor name</li><li>• Organisation mentor position</li><li>• Organisation mentor contact phone</li><li>• Employment period</li><li>• Word count</li></ul>
Organisation Activities	Describe the major activities of the organisation
Professional Experience Activities	For each project/activity undertaken provide comments as follows: <ul style="list-style-type: none"><li>• What was undertaken?</li><li>• What did you learn from this?</li><li>• How does it correlate with your University work?</li></ul>
Student Evaluation	Include a personal evaluation of the organisation and workforce
Procedures within Organisation	Include safety and environmental procedures adhered to within the industry
Length (4000 words)	Report is 4000 words, not including weekly diary
EIS PEXs forms	Include the following as Appendix (not counted in word count): <ul style="list-style-type: none"><li>• Paid Work Experience Application or Unpaid Work Experience Application form (whichever is applicable)</li><li>• Organisation Mentor – Certificate of Service</li><li>• Weekly Diary</li></ul>