Professional Experience Student Guideline for Unpaid Placement

2025

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

PROFESSIONAL EXPERIENCE STUDENT GUIDELINE FOR UNPAID PLACEMENT 2025

A GUIDE FOR IN-SCHOOL COORDINATORS, SUPERVISING TEACHERS, PRESERVICE TEACHERS, STUDENTS AND UNIVERSITY ADVISORS

Disclaimer: Details in this document are correct as of 24th March 2025 but may be subject to change.

Contents

As a requirement for the Bachelor of Engineering (Honours) suite of degrees, students are required to obtain a minimum of 12 weeks (60 days) of full-time or equivalent professional experience in a relevant industry during their course and submit a report to a satisfactory standard.

For further details, please refer to the Subject Outline and the ENGG454/ECTE399 Professional Experience Guideline.

Step 1 - Enrolment Of ENGG454/ECTE399

Students must enrol in ENGG454/ECTE399 for the session and obtain approval for their work experience before undertaking a minimum of 12 weeks (60 days) of full-time or equivalent professional experience.

Please see the article link below for enrolment.

How do I enrol/add subjects at UOW?

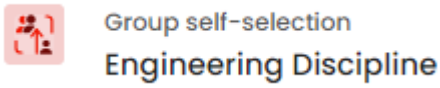
Students who are not able to see the subject in the list should click the "LIST SUBJECTS IN ALL CAMPUSES" to display the Distance options as it is essential for ENGG454/ECTE399.

Students who enrol in the subject after the end of Week 2 are required to complete the late enrolment form.

Subject Management - Late Enrolment Form

Multidisciplinary students (e.g., Materials and Mechanical) enrolled in ENGG454 must nominate their major engineering discipline in SOLS, which determines their placement group in EIS PEXs (Sonia Online). Prior to the commencement of the placement, students must have their placement approved by their discipline coordinator.

Dashboard | UOW Learning Platform



All students enrolled in ENGG454/ECTE399 are automatically added to the EIS PEXs system within 24 to 48 business hours. Access the system using this link, and log on using your UOW username and password.

Dashboard | Professional Experience System

Welcome to ENGG454/ECTE399

Upon enrolment in the Faculty of Engineering and Information Sciences (EIS) Professional Experience System (EIS PEXs / Sonia Online), students will receive a confirmation email.

Welcome to ENGG454

N noreply@uow.edu.au
To

Hi Test,

As you have enrolled in ENGG454, you have been added to the EIS - ENGG454 Professional Experience Moodle site. Please access this site for important information regarding the professional experience required to complete your degree including;

- ENGG454 subject outline and subject guidelines. Please READ BOTH
- What is the process for applying for professional experience
- What is the EIS Professional Experience System (EIS PEXs) and how to log on

Ensure you have read the information provided on the Moodle site.
Once you have done so, complete the following steps to get started.

1. Log onto the **EIS PEXs.**
2. Navigate to the **Checks** tab. **Click the link to the EEO Online modules,** which will open in a new browser window.
3. Complete Module 1-3 and print each Certificate of Attainment as a pdf.
4. In EIS PEXs under Checks, change the value to Yes, add the date all three modules were completed, upload the three certificates and save.
5. You will receive further instructions after completing these steps.

Letter to Employer
When you are seeking potential organisations, some employers request confirmation that you are an engineering student from the University of Wollongong. If required, please click on the link in the table below to open the form. Complete the data entry and save. Print the form as a pdf by using the print icon in the top RHS of the form. This form is optional.

Form	Placement group	Date created	Completed (Mine)	Completed (All)
Letter to Employer(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	18/12/2024 2:42 PM (AEDT)	0 of 1	0 of 1

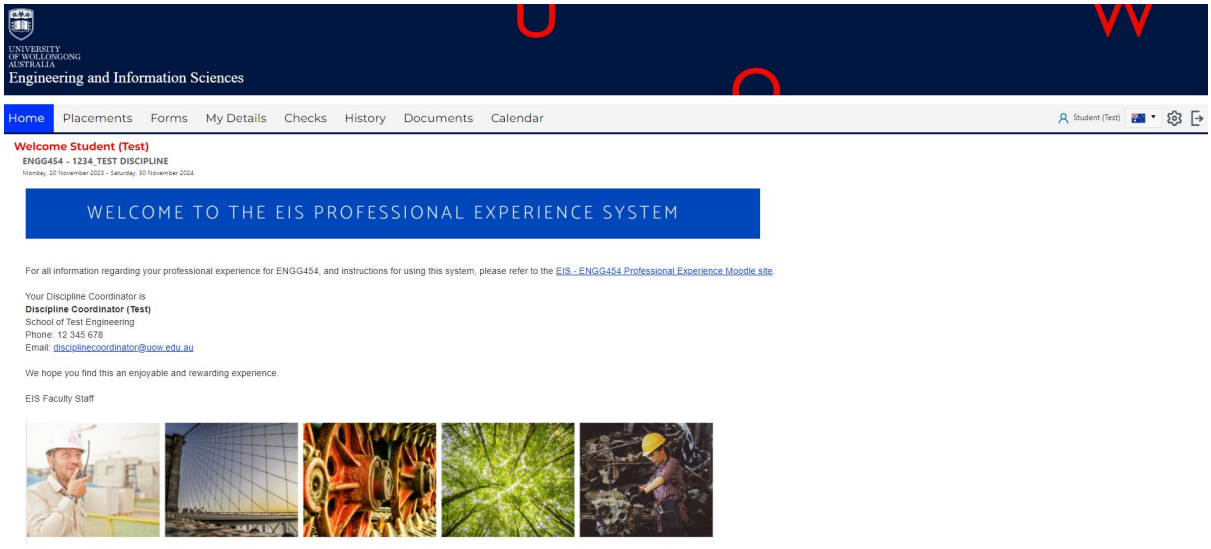
We wish you all the best with this subject and your professional experience.

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

Step 2 - Accessing EIS PEXs / Sonia Online Portal

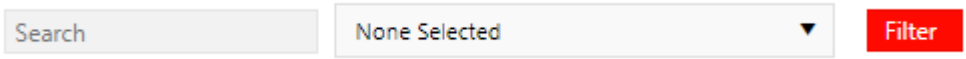
Students gain access to EIS PEXs (Sonia Online) within 24-48 business hours after their discipline allocation. Access the system via the Dashboard | Professional Experience System, using your UOW username and password..



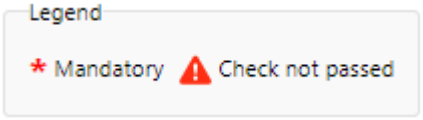
Step 3 - Checks in EIS PEXs / Sonia Online

Checks section contains all mandatory modules that students must finalize before starting their professional experience approval process. This section might differ depending on the student's discipline.

Student can use the search box to filter Checks to locate a specific Check they look for.

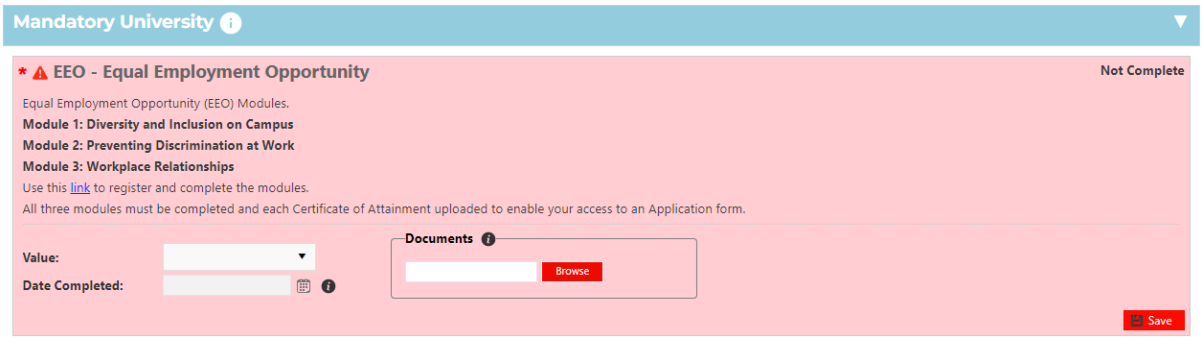


* sign indicates that the Check with * is a mandatory check and it has to be finalize before starting the professional experience approval process.



EEO – Equal Employment Opportunity Check

Every student enrolled ENGG454/ECTE399 has at least EEO – Equal Employment Opportunity Check in their portal as a mandatory check.

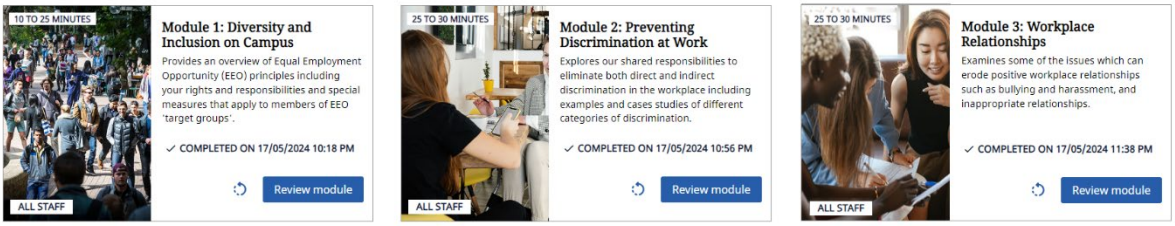


Students must complete the following mandatory EEO training modules:

Module 1: Diversity and Inclusion on Campus

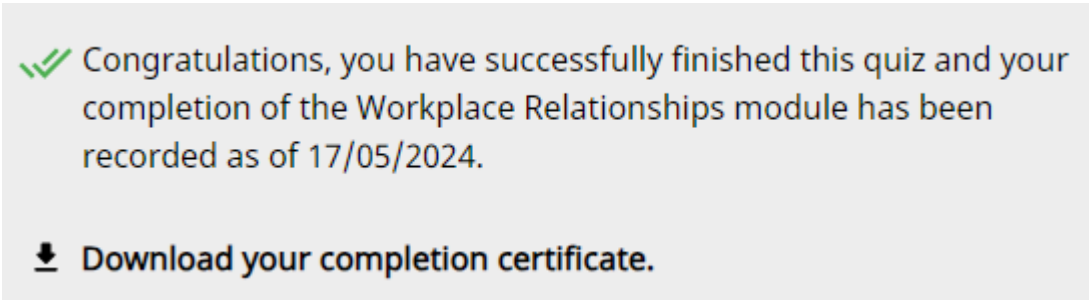
Module 2: Preventing Discrimination at Work

Module 3: Workplace Relationships



Once completed, students must download and upload their completion certificates to EIS PEXs (Sonia Online).

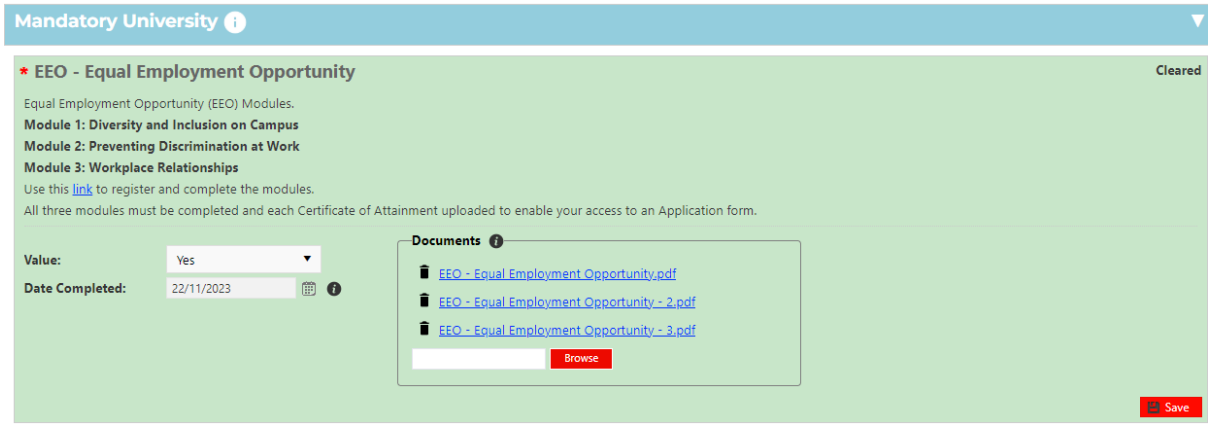
Certificate of Completion



The student should download certification of completion for three (3) modules and submit them into EIS PEXs / Sonia Online Portal via Checks section

Once you upload your certificates, the student can click and save the documents in the portal.

If the student submits the mandatory certificates successfully, section will turn green and indicates that it was uploaded to the system successfully and cleared. Once the student completes their mandatory EEO – Equal Employment Opportunity modules, the student will receive a notification email as a follow up of their completion.



Step 4 - Forms

Forms are web-based submission forms created to store and follow information related to student's work experience placement. As a requirement for the Bachelor of Engineering (Honours) suite of degrees, students are required to obtain at least twelve (12) weeks of approved professional experience in a relevant industry during their course and submit a report to a satisfactory standard.

Students can access forms via email if applicable, or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal.

Forms track student placement progress. Students can access forms via:

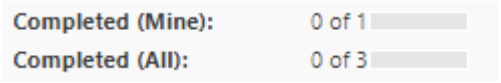
- Email notifications
- Sonia Online > Forms section

Completion indicator

Each form has their own completion indicator. Completed (Mine) indicates how many action/submissions the student must complete in this form. Completed (All) indicates how many parties need to action before this form completed. This could be a student, a mentor, a discipline coordinator, a EIS PEXs Admin, or someone else depending on which form needs what approval and action.

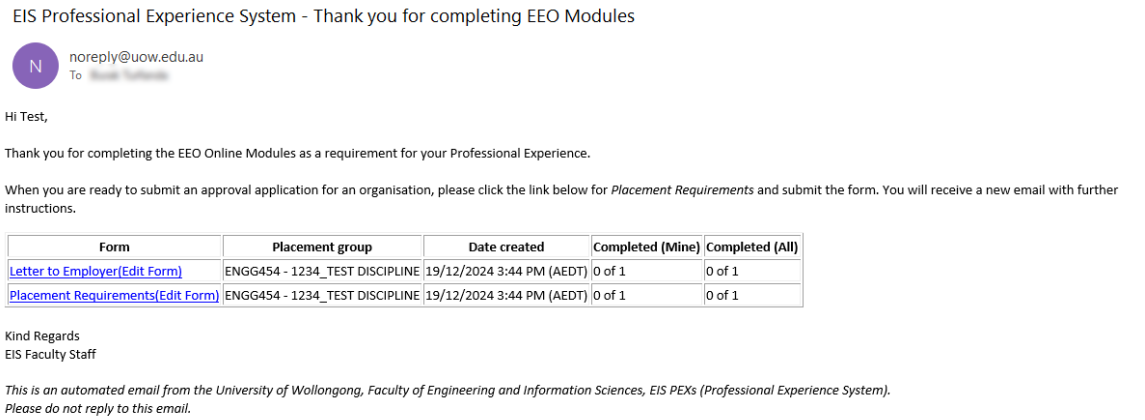
Each form has a completion indicator:

- Completed (Mine): Student submissions required
- Completed (All): Required approvals from mentor, discipline coordinator, or EIS PEXs Admin



Step 5 - Thank you for completing EEO Modules

Once the student completes their mandatory EEO – Equal Employment Opportunity modules, the student will receive an email as a follow up of their completion. New forms will be assigned to student's profile in EIS PEXs / Sonia Online profile.



EIS Professional Experience System - Thank you for completing EEO Modules

N noreply@uow.edu.au
To [redacted]

Hi Test,

Thank you for completing the EEO Online Modules as a requirement for your Professional Experience.

When you are ready to submit an approval application for an organisation, please click the link below for *Placement Requirements* and submit the form. You will receive a new email with further instructions.

Form	Placement group	Date created	Completed (Mine)	Completed (All)
Letter to Employer(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	19/12/2024 3:44 PM (AEDT)	0 of 1	0 of 1
Placement Requirements(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	19/12/2024 3:44 PM (AEDT)	0 of 1	0 of 1

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS PEXs (Professional Experience System).
Please do not reply to this email.

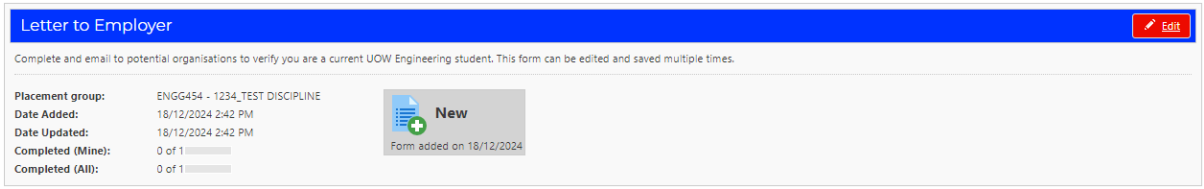
Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 6 - Letter to Employer Form

Letter to Employer is a form which the student can use it to create a letter for the employer to express their intention for their placement. This form provides employers with confirmation that the student is enrolled in the UOW Bachelor of Engineering (Honours) program and is eligible to undertake professional experience. The student can edit the form multiple times by using the Edit button on the right side.

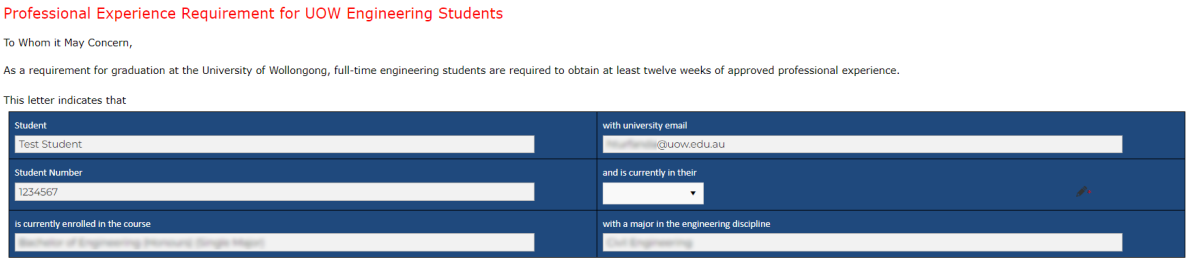
This form allows students to **generate a formal letter** to potential employers, confirming their enrolment at **UOW Engineering**. Students must:

- Specify their year of study
- Outline engineering disciplines of interest
- Save and print the form as **PDF** for employer verification



Student Details

This section is partially auto-generated by the system except the current year of their study at UOW. The student needs to indicate which year student they are currently by using the drop down menu indicated as "and is currently in their" section.



Students Areas of Interested Include

In this section, students are required to detail their specific areas of interest within the field of engineering. This information is crucial for matching students with suitable work experience placement opportunities in companies. Students should highlight the engineering disciplines they are passionate about and wish to explore further, such as mechanical engineering, electrical engineering, civil engineering, or any specialized fields. This will help ensure that their placement aligns with their career aspirations and academic goals.

Coordinator for Professional Work Experience

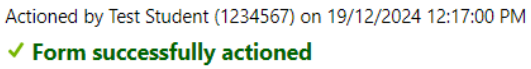
This section should be filled automatically by the system. If it is empty, you can ignore or inform your school/PEX admin by using the support request form which you can see in the Creating a Support Request for EIS PEXs section.

Save Draft/Save

Letter to Employer is a multi-editable form which student can edit multiple times. The student can use the Save Draft button to save their draft letter or use Save button to save the final Letter of Employer. Saving the document will not lock the document and you will still be able to edit the file as you wish in the future. If you do not save your letter, the student will keep receiving a reminder from system because the system will recognize the from as pending action.

Submission

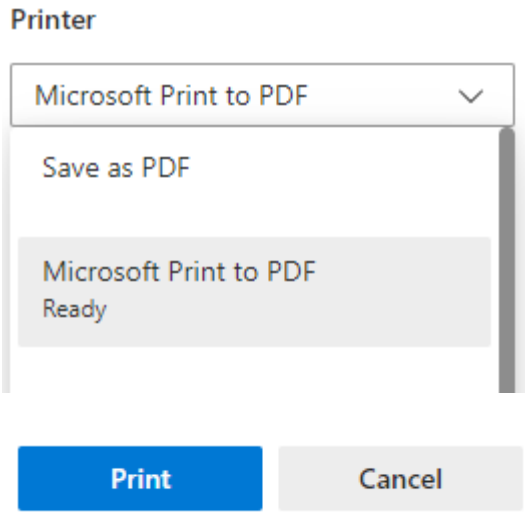
Once the student finalizes the Letter of Employer form and saved it, the form will be actioned.



Print/Save

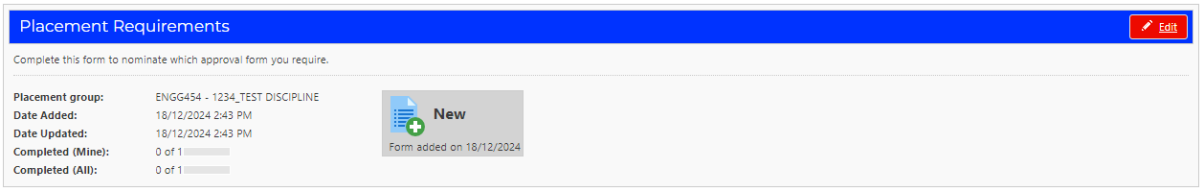
This form, when required by the employer, to be completed, saved as a PDF, and presented to potential organisations when seeking employment. Student can print and use this document by using the print icon on the right side of the Letter to Employer form to send a copy to organisation for looking an opportunity.

If the student needs a digital copy of the Letter to Employer form, the student can use this print option and select print as Microsoft Print to PDF or Save as PDF option on Microsoft device or similarly for Mac devices depending on which browser the student uses.



Step 7 - Placement Requirements Form

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.



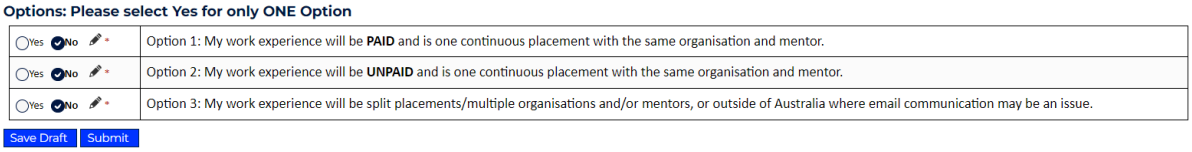
Options: Please Select Yes for only ONE Option

Student needs to complete this form based on your discussions with your organisation. By selecting Option 1 or Option 2, approval forms are automatically assigned to you. Selecting Option 3 will require manual intervention and may take up to 24 to 48 business hours to action.

Students must select **one** of the following options:

- Option 1: Paid Work Experience
- Option 2: Unpaid Work Experience
- Option 3: Other (Requires manual approval)

Approval forms will be automatically assigned based on selection.

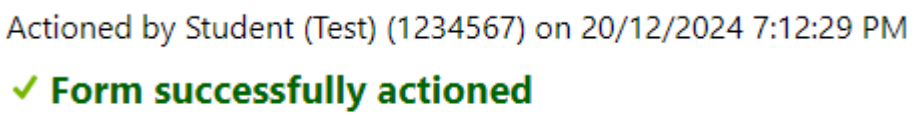


Save Draft / Submit

By clicking the Submit button, this form will be actioned. Alternatively, by clicking Save Draft, this form will be saved as a draft to modify later for final submission.

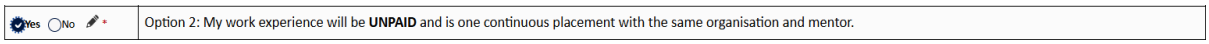
Submission

Once the student submits the form, a confirmation message will indicate that the form has been successfully processed.



Step 8 - OPTION 2: Unpaid Work Experience Application

By selecting Yes for Option 2 will automatically assign the Unpaid Work Experience Application v1 approval forms to the student's profile.



The student will receive an automated email about the new form assigned their profile on Sonia Online

EIS Professional Experience - Unpaid Application Form

N noreply@uow.edu.au
To [redacted]

Hi Student,

You have nominated that your work experience will be unpaid by your organisation.
Please click the link below to complete and submit the application which will be automatically sent to your Discipline Coordinator. If approved, the form will then be automatically sent to UOW Finance for insurance approval.

IMPORTANT: Ensure you provide as much information as possible in your application regarding the type of organisation and expected work activities. If your discipline coordinator requires more information, you will be required to complete a new form.

Please advise your organisation mentor that they will receive an email from the EIS PEXs System after your Discipline Coordinator has approved your professional experience. The email will have a link to a form which they must submit before your placement is confirmed.

Form	Placement group	Date created	Completed (Mine)	Completed (All)
Letter to Employer(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	7/02/2025 9:36 AM (AEDT)	0 of 1	0 of 1
Unpaid Work Experience Application v1(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	7/02/2025 9:46 AM (AEDT)	0 of 1	0 of 4

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

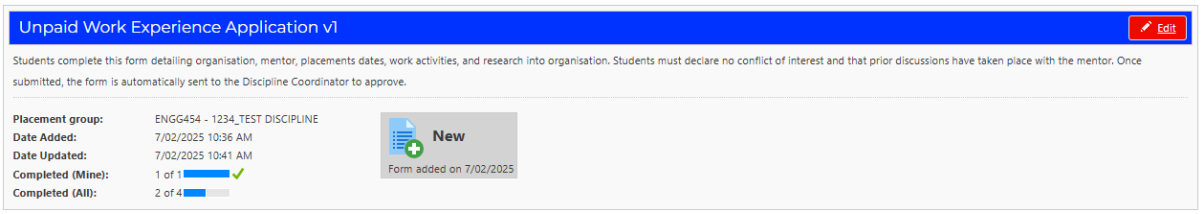
Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 9 - Unpaid Work Experience Application v1 Form

The student can locate the Paid Work Experience Application v1 form in the Forms section. This form design to understand the details of the placement such as student details, Period of Employment, Organisation Details, Organisation Student Mentor Details, Student's Research into Organisation and more. Student's discipline coordinator will consider this information before approving the placement.

This form collects essential details:

- Student Details (Auto-filled from profile)
- Period of Employment (Start & End dates, weekly schedule)
- Organisation Details (Company name, location, industry role)
- Organisation Mentor Details (Name, email, position, qualifications)
- Work Experience Expectations (Engineering tasks, problem-solving activities)
- Student Declarations (Conflict of Interest, Paid/Unpaid status)



Student Details

This section is partially filled automatically from the student's profile. Students need to review and complete all necessary information sections accordingly. This includes providing their personal details, ensuring that all information is accurate and up to date.

Student Details

Name	Test Student
ID Number	1234567
Degree Course	
Discipline	
Year of your degree	
Email	@uow.edu.au
Session Intending to Graduate	
Year Intending to Graduate	
Any Pre-Existing Medical Conditions or Information Relevant to the Placement	

Period of Employment

This section should contain the details of the professional experience placement period. Students need to provide the following information:

- **Start Date**: The date the student intends to start their placement.
- **End Date**: The date the student intends to finish their placement.
- **Full-Time or Part-Time Employment**: The student must complete a minimum of 12 weeks (60 days) of full-time or equivalent professional experience. The placement period can be longer than 12 weeks depending on the employment type. Please specify the format as (x days/wk * y wks = x*y days), e.g., (3 days/wk * 20 wks = 60 days).
- **Schedule of Employment**: Indicate how many weeks the placement will be held or the division between the weeks the student will attend, showing whether it is continuous or not.
- **Comments for Period of Employment**: Any additional comments related to the period of employment that might help with the approval process if needed.

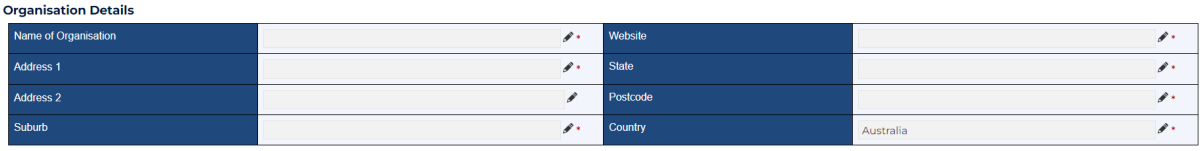
Period of Employment

Start Date	
End Date	
Full time or part time employment	Please specify in format (x days/wk * y wks = x*y days) eg. (3 days/wk * 20wks = 60 days) x days/wk * y wks = x*y days
Schedule of employment	eg. 12 weeks or 6 + 6 weeks
Comments for period of employment	

Organisation Details

This section will contain the details of the organisation where the student will undertake their placement. The required information includes:

- **Name of the Organisation**: Full name of the organisation.
- **Address 1**: Primary address/location of the organisation where the student will physically attend their placement.
- **Address 2**: Additional address/location of the organisation where the student will physically attend their placement, if applicable.
- **Suburb**: Name of the area where the organisation is located.
- **Website**: Official website of the organisation.
- **State**: Territory name for the organisation's address.
- **Post Code**: Special number representing the suburb where the organisation is located.
- **Country**: Name of the country where the organisation is located.



Organisation Student Mentor Details

This section requires the details of the person who will mentor the student during their placement in the organisation. The mentor will receive emails and forms related to the placement and will need to attend to these documents to ensure the student receives the necessary approvals. The required information includes:

- **First Name**: The first name of the student's mentor in the organisation.
- **Last Name**: The family name of the student's mentor in the organisation.
- **Email Address**: The company email address of the student's mentor in the organisation.
- **Professional Qualification**: The educational background of the student's mentor in the organisation that relates to a specific industry or career path.
- **Position and Department at Organisation**: The title of the student's mentor in the organisation and the name of the department.
- **Contact Phone**: The direct phone number of the student's mentor in the organisation.

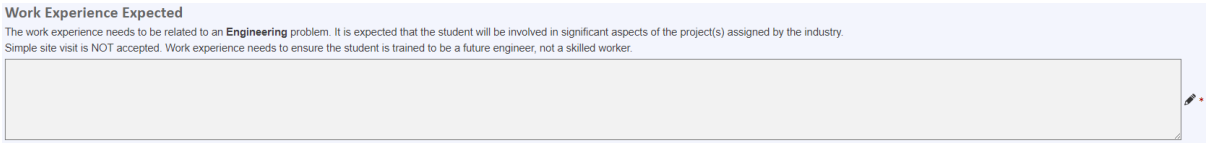
Organisation Profile

In this section, students must provide a comprehensive profile of the organisation where they seek to undertake their work experience placement. The profile should

include detailed information about the organisation's products or activities, the number of engineers employed, and the company's history. Additionally, students should describe the organisation's role and contributions within the industry. This information is essential for evaluating whether the organisation and the proposed placement meet the necessary criteria and requirements for a valuable and relevant work experience. Students should ensure that their selected organisation provides a safe and supportive learning environment, adhering to UOW's Work Integrated Learning (WIL) policies.

Work Experience Expected

In this section, students must detail the specific tasks and responsibilities they will undertake during their placement. This includes outlining the training and practical experience the company will provide, ensuring that the work is directly related to solving an engineering problem. Students are expected to be actively involved in significant aspects of the projects assigned by the industry, gaining hands-on experience that prepares them for a future career as an engineer. Work experience must involve active participation in engineering projects. Simple site visits, observation-only tasks, or general office work do not meet the UOW professional experience requirements. - should clarify what tasks are acceptable vs unacceptable.



Student Declarations

In this section, students must make the following declarations by selecting 'Yes' or 'No':

1. **Previous Discussions with Contact Person** Declaration
2. **Conflict of Interest** Declaration
3. **Unpaid Placement** Declaration

These declarations are essential to ensure the integrity and appropriateness of the work experience placement.

Student Declarations

◯Yes ◯No *	**As the student, I declare I have had initial discussions with this organisation.** I declare I have had previous discussions with the contact person at this organisation regarding a professional experience placement, and this contact person will be aware of this communication via an email link to complete the form.
◯Yes ◯No *	**As the student, I declare there is no conflict of interest for this work placement** For example, the student can NOT be supervised by his/her relatives. Note: Self-employed company does not account for work experience.
◯Yes ◯No *	**As the student, I declare this work placement is UNPAID** • I am not employed by the Placement Organisation and will not be receiving payment in respect of the Placement. • I agree that I will only perform activities that fall within the scope of the Brief Description of Placement Activities described above. If I am asked to do other activities I will first notify the University to obtain approval to do so. • I will attend my Placement only during the Placement Dates above. If these dates change I will notify the University. I confirm that I have read the latest Product Disclosure Statement for Personal Accident Insurance located at http://www.uow.edu.au/content/groups/public/@web/@fin/documents/doc/uow055111.pdf and I have disclosed all information relevant to my ability to participate in my Placement including any pre-existing medical conditions. I indemnify and hold harmless the University from any loss, expense or damage suffered or incurred by it as a consequence of my failure to make a true and full disclosure of any relevant information, including information relating to any pre-existing medical conditions I have.

Additional Student Comments

In this section, students are encouraged to add any general comments regarding their application. This is an opportunity to provide additional information or context that may not have been covered in other sections of the form. Students can use this space to highlight any unique aspects of their application, clarify any details, or share any relevant thoughts or concerns they may have about their work experience placement.

Additional Student Comments

Add any general comments regarding this application

Save Draft / Submit

By clicking the Submit button, this form will be actioned. Alternatively, by clicking Save Draft, this form will be saved as a draft to modify later for final submission.

Save Draft Submit

Submission

Once the student submits the form, a confirmation message will indicate that the form has been successfully processed.

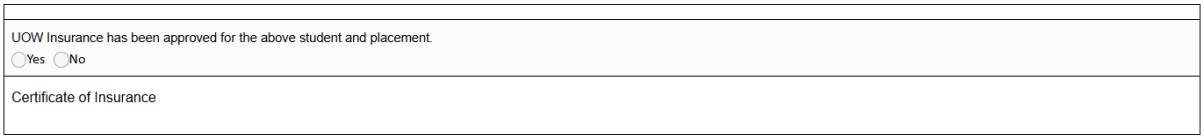
Actioned by Student (Test) (1234567) on 20/12/2024 7:12:29 PM

✓ **Form successfully actioned**

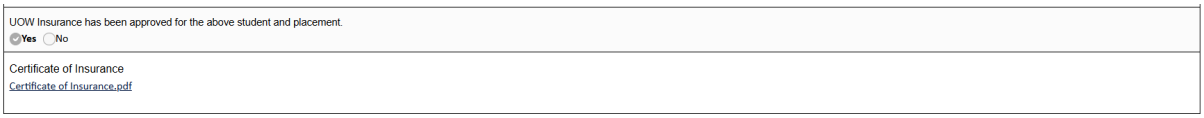
Certificate of Insurance

In this section, students cannot make any changes. Every student intending to undertake an unpaid work experience placement must have approved General & Products Liability Protection insurance provided by UOW Finance before starting their placement with the mentor organization. This insurance covers liabilities

arising from personal injury (including death) and property damage in connection with the member's business or from products manufactured, sold, or supplied by the member. Please note that this protection is subject to certain terms, exclusions, conditions, and limitations.

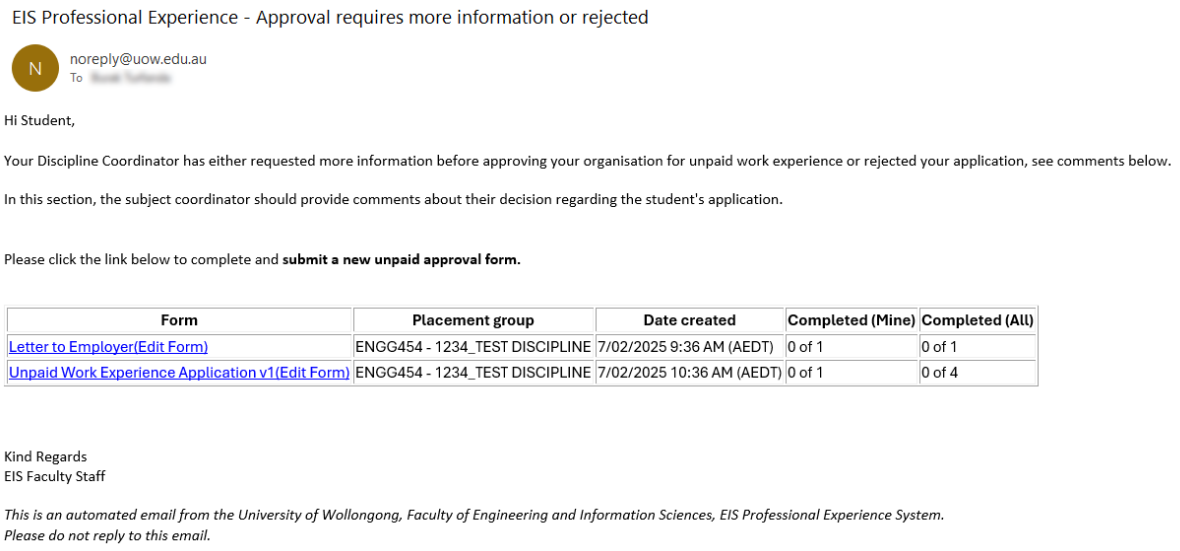


Once a student's work experience placement is approved, they can return to this section to download their certificate if needed.



Step 10 - Approval Requires More Information or Rejected (if required)

If approval requires more information or rejected a new Paid Work Experience Application v1 form will be assign to student's profile for a new application submission, and the email will be sent to the student. The email will contain the reason of the rejection or required information.


EIS Professional Experience - Approval requires more information or rejected

N noreply@uow.edu.au
To [redacted]

Hi Student,

Your Discipline Coordinator has either requested more information before approving your organisation for unpaid work experience or rejected your application, see comments below.

In this section, the subject coordinator should provide comments about their decision regarding the student's application.

Please click the link below to complete and **submit a new unpaid approval form.**

Form	Placement group	Date created	Completed (Mine)	Completed (All)
Letter to Employer(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	7/02/2025 9:36 AM (AEDT)	0 of 1	0 of 1
Unpaid Work Experience Application v1(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	7/02/2025 10:36 AM (AEDT)	0 of 1	0 of 4

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

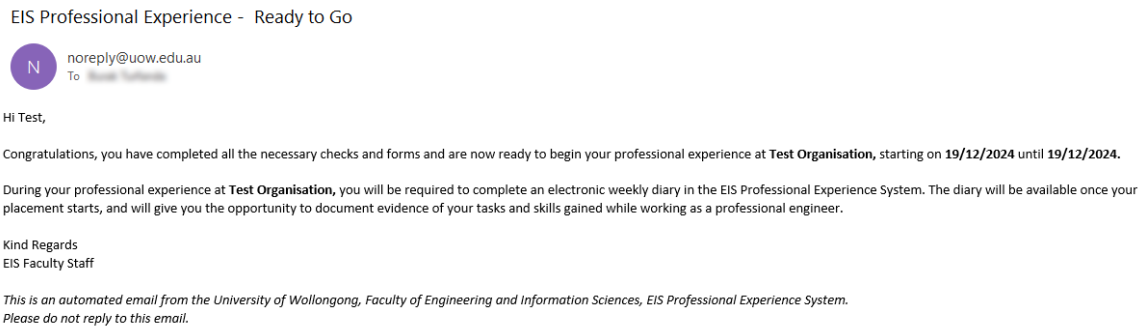
Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 11 - UOW Student Work Experience Form for Unpaid Placement

Once the Unpaid Work Experience Application form is approved by the discipline coordinator and UOW Finance, it will be forwarded to the organisation mentor for approval. The UOW Student Work Experience Form for Unpaid Placement will then be assigned to the student's profile. Students can view this form to track if the organisation mentor has approved the placement. Student does not need to do any action for this form. If your placement with the organization is cancelled for any reason, the student needs to create a support request via Dashboard | Professional Experience System to inform the EIS PEXs Admin. Please refer to Step 20 for detailed instructions about Creating a Support Request for EIS PEXs.

Step 12 - Ready to Go

Once the placement is approved by all parties, students will receive the following emails.


EIS Professional Experience - Ready to Go

N noreply@uow.edu.au
To [redacted]

Hi Test,

Congratulations, you have completed all the necessary checks and forms and are now ready to begin your professional experience at **Test Organisation,** starting on **19/12/2024** until **19/12/2024.**

During your professional experience at **Test Organisation,** you will be required to complete an electronic weekly diary in the EIS Professional Experience System. The diary will be available once your placement starts, and will give you the opportunity to document evidence of your tasks and skills gained while working as a professional engineer.

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

Step 13 - Student Weekly Diary Available

A weekly diary will be assigned to the student's profile once the placement starts, and the student will be notified via email.

EIS Professional Experience - Student Weekly Diary Available

noreply@uow.edu.au
To [redacted]

Hi Test,

Now that you have commenced your professional experience at **Test Organisation,** the Weekly Diary is available in the EIS Professional Experience System.

Please log on and access the Weekly Diary on the **Forms** tab. You need to record daily tasks with one row for each week of your professional experience, uploading supporting images or documents. The contents of this diary will be used in your final report on completion of your professional experience.

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 14 - ENGG454/ECTE399 - Student Weekly Diary Form

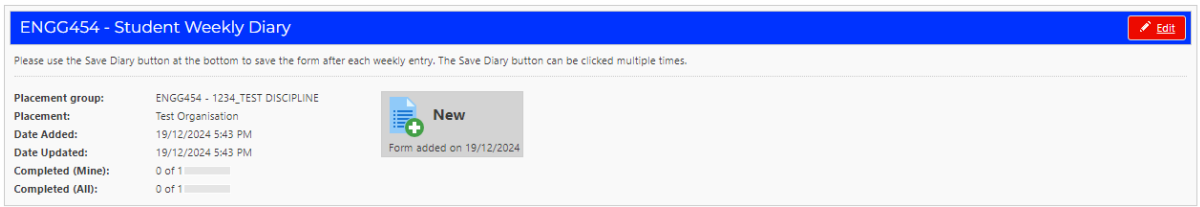
Students need to fill out this diary weekly with information representing the activities they were involved in during their placement. This diary must be completed at least once a week throughout the professional experience. Students should enter details of the activities they have completed and upload any supporting documents or images.

A minimum of twelve (12) entries is required. Each entry can be saved and edited multiple times. If completing multiple placements, ensure the combined number of entries from each diary totals twelve (12).

Once placement begins, students must complete a weekly diary detailing their activities. A minimum of 12 entries is required.

Diary Format

- Week Number & Date
- List of Activities
- Supporting Documents / Images (if applicable)
- Submission & Reminders
- Diaries must be submitted weekly
- The system will send reminders for pending diary entries



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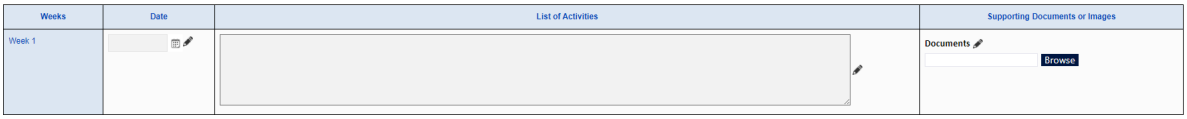
Student & Placement summary

This section is automatically generated by the system based on the student's details and their placement information. It provides a summary of the student's profile and their professional experience placement.

List of Activities

This section contains twelve (12) subsections, each requiring information about the activities the student was involved in during that week. The required details include:

- **Weeks**: The week's number.
- **Date**: The date representing the end of the week for which the student is filling out the information.
- **List of Activities**: Details of the activities the student was involved in during the week.
- **Supporting Documents or Images**: An upload section for supporting documents or images related to the activities the student was involved in.



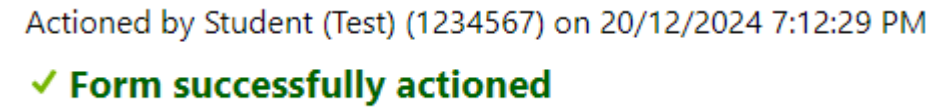
Save Draft/Save Diary

Click the "Save Draft" button to save the draft version of the current diary entry. Use the "Save Diary" button to save the form once it is finalized and ready for submission. You can continue editing and saving the form multiple times.

Students can re-open the diary in the Forms section of Sonia Online at any time after saving. This functionality ensures that students can update their entries as needed and keep a comprehensive record of their activities throughout their placement.

Submission

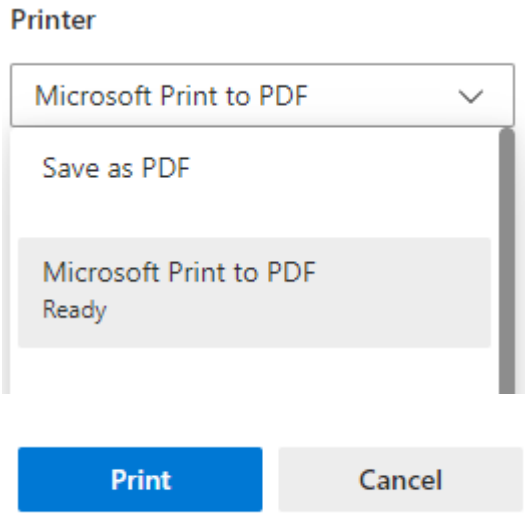
Once the student submits the dairy, a confirmation message will indicate that the form has been successfully processed.



Save/Print Weekly Diary

Upon completion, students can use the print icon in the top right-hand corner to save the diary as a PDF. When writing the final report, students should attach the supporting documents or images they submitted in the weekly diary separately, along with the Weekly Diary itself. Please note that the print option does not include the supporting documents or images.

When the student needs a digital copy of the Weekly Diary form, the student can use this print option and select print as Microsoft Print to PDF or Save as PDF option on Microsoft device or similarly for Mac devices depending on which browser the student uses.



Reminder to Complete Diary

The system will frequently remind students to finalize their weekly diary and save it by using the "Save Diary" button in the Student Weekly Diary form. These reminders ensure that students keep their diary up-to-date and submit it on time, maintaining a comprehensive record of their activities throughout their placement.

EIS Professional Experience - Reminder to complete diary while on Professional Experience

N noreply@uow.edu.au
To [redacted]

Hi Student,

Your Professional Experience at **Test Organisation** commenced on **19/12/2024.**
Please ensure you are completing your diary entries as this is an important record of your professional experience. The diary is on the **Forms** tab in EIS Professional Experience System.

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.

Step 15 - Placement Completed

The student will receive an email once their placement reaches the end date defined in the Paid Work Experience Application v1 or v2 and approved before the student commenced their placement. A form titled "Organisation Mentor's Report - Certificate of Service" will be assigned to the student's profile. The email may also contain information about any pending forms, depending on the student's profile.

EIS Professional Experience System - Placement completed

N noreply@uow.edu.au
To [redacted]

Hi Student,

Congratulations, your professional experience at **Test Organisation** has been completed.

Ensure you finalise the entries in your Weekly Diary, submit and print as a pdf to include in your final report.

A form titled **Organisation Mentor's Report - Certificate of Service** has been assigned to you. When you have completed your final report, click the link in the table below to open the form, attach your report and submit.
Your Organisation Mentor will receive an email with a link to review your report and provide feedback regarding your professional experience.

Form	Placement group	Organisation	Date from	Date to	Date created	Completed (Mine)	Completed (All)
Organisation Mentors Report - Certificate of Service(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	Test Organisation	19/12/2024	19/12/2024	23/12/2024 3:42 PM (AEDT)	0 of 1	0 of 2
ENGG454 - Student Weekly Diary(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE	Test Organisation	19/12/2024	19/12/2024	23/12/2024 3:42 PM (AEDT)	0 of 1	0 of 1
Letter to Employer(Edit Form)	ENGG454 - 1234_TEST DISCIPLINE				19/12/2024 5:11 PM (AEDT)	0 of 1	0 of 1

Once your Organisation Mentor has completed the form, you will receive an email notifying you that the form is ready to download. Print the Organisation Mentor's Report - Certificate of Service form as a pdf and include in the final version of your report to be submitted on the Moodle site for marking.

Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences.
Please do not reply to this email.

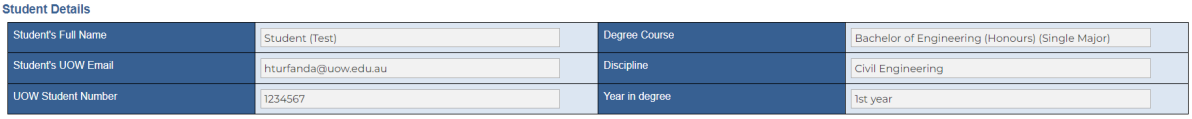
Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 16 - Organisation Mentor's Report - Certificate of Service Form

The student must complete this form by uploading their final report based on their professional experience with the organisation. Upon submission, the form will be sent to the Organisation Mentor, who will provide feedback and optional comments on five attributes, along with any general comments. The completed form will then be emailed back to the student, who should save it as a PDF and include it in their final report submission on the Moodle site before the due date. Final reports must be submitted via Moodle by the deadline specified in the subject outline. Late submissions may require special consideration.

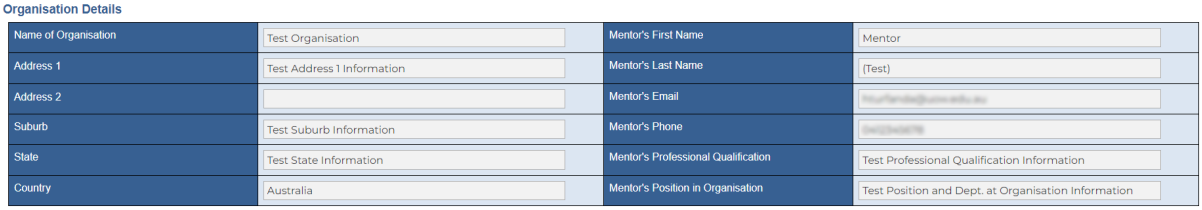
Student details

This section is automatically generated by the system based on the student's details. It provides a summary of the student's profile.



Organisation Details

This section is automatically generated by the system based on the student's placement information. It provides a summary of the organisation details related to their professional experience placement.



Completed Final Report

The student must upload their final report to seek their mentor's feedback. The report can be uploaded using either the "Upload document file" option or the "URL to access document online" option.

Step 17 - Organisation Mentor has Completed Feedback

The student will receive an email notification once the mentor has provided feedback on their report.

EIS Professional Experience System - Organisation Mentor has completed feedback

N noreply@uow.edu.au
To [redacted]

Hi Student,

Your Organisation Mentor at TestOrg has completed the Certificate of Service Form with their feedback on your professional experience.

Please log onto EIS PEXs and locate the form titled Organisation Mentor's Report - Certificate of Service. Click the Edit button to open the form. Print as a pdf by clicking the print icon in the top right hand corner of the page. Include the pdf in your final report submission in Moodle.

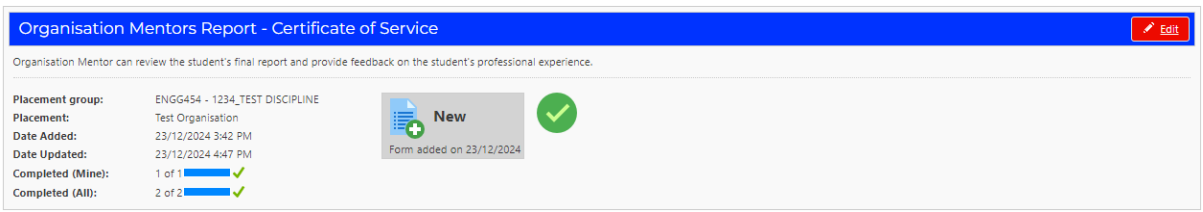
Kind Regards
EIS Faculty Staff

This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences.
Please do not reply to this email.

Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

Step 18 - Organisation Mentor's Report - Certificate of Service Form

Once the Organisation Mentor will provide feedback and optional comments on five attributes, along with any general comments. The completed form will then be emailed back to the student, who should save it as a PDF and include it in their final report submission on the Moodle site before the due date.



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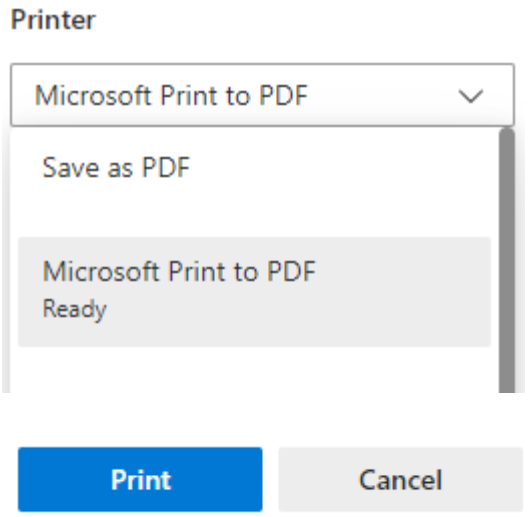
Save/Print Organisation Mentor's Report - Certificate of Service

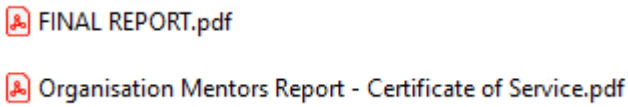
Upon completion, students can use the print icon in the top right-hand corner to save the feedback as a PDF.

The student needs a digital copy of the Organisation Mentor's Report - Certificate of Service form, the student can use this print option and select print as Microsoft Print to PDF or Save as PDF option on Microsoft device or similarly for Mac devices depending on which browser the student uses.



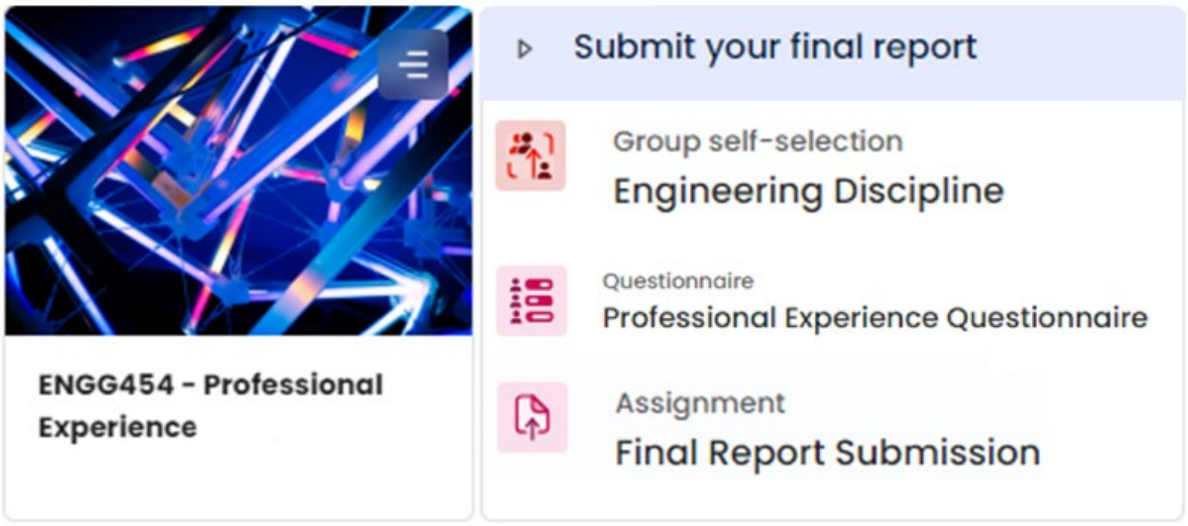
Merging Files

Before submitting the final report to the Moodle site, students should merge the feedback report printed/saved from the Organisation Mentor's Report - Certificate of Service form and the previous final report submitted to the mentor for feedback.



Step 19 - Final report submission

The student must navigate to the subject Moodle site and locate the "Submit your final report" section. Please note that the student should complete subsequent steps if the final report submission is locked out. The student must submit the "Engineering Discipline" and "Professional Experience Questionnaire" to be able to submit their final report.


ENGG454 - Professional Experience
Submit your final report
Group self-selection
Engineering Discipline
Questionnaire
Professional Experience Questionnaire
Assignment
Final Report Submission

Step 20 - Creating a Support Request for EIS PEXs

Student needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

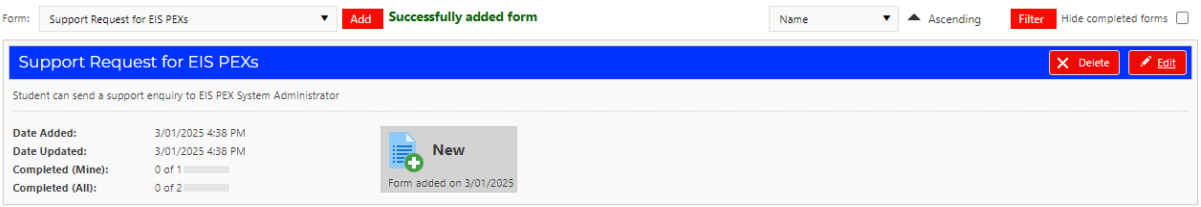
Step 21 - Support Request for EIS PEXs Form

Some forms are available for self-assignment. Students can self-assign a support request form by using the drop-down menu to choose the form and clicking the add button. Once the chosen form is successfully added, students can use this form as required. Every student can add and edit a Support Request for EIS PEXs form to their profile and use this form to request or ask additional questions about their upcoming, ongoing, or past work placement experience to their allocated school admin.

Students can submit Support Requests via Sonia Online for:

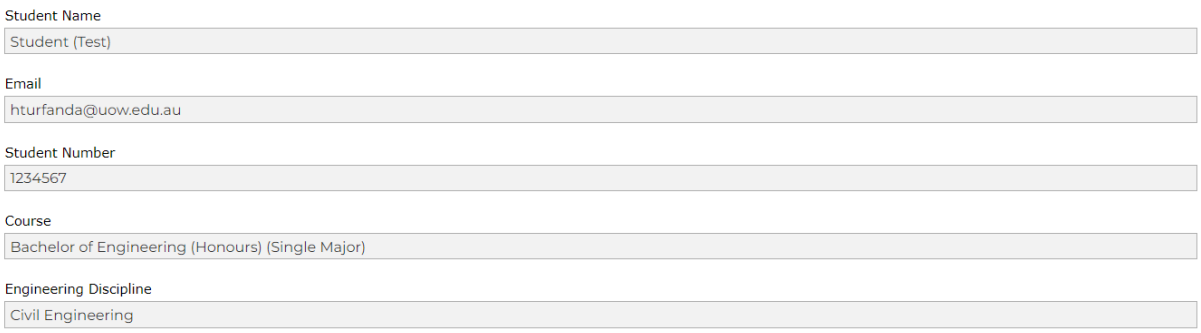
- Modifying existing forms
- General inquiries about placements
- Technical issues with Sonia Online

Once submitted, students will receive email notifications when the request is processed.



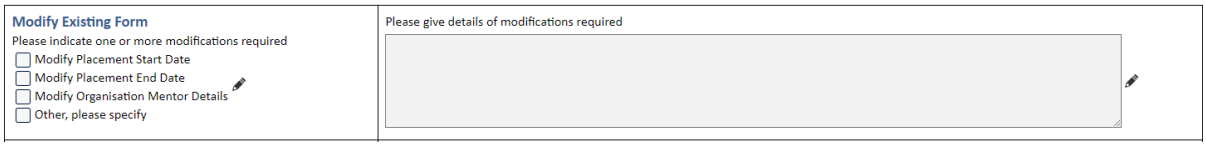
Student Details

This section is automatically generated by the system based on the student's details. It provides a summary of the student's profile.



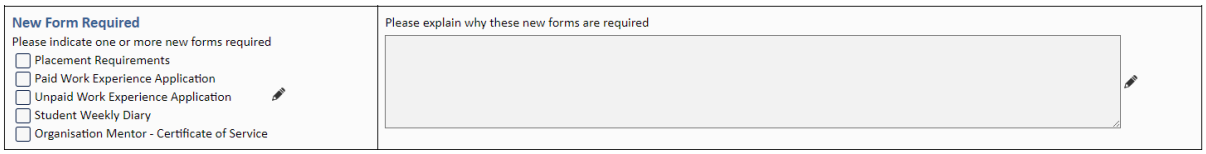
Modify Existing Form

If the student has an existing form, they can provide detailed information about the issue or question for which they are seeking help.



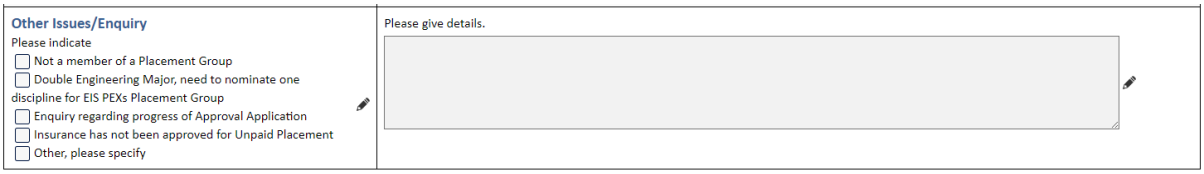
New Form Required

If a student needs a new form, they can explain the issue or question and why they need this extra form for their work experience placement.



Other Issues/Enquiry

If there is common issue or enquiry that is not related to the form, the student can provide more details about the issue or question in this section.



General Enquiry

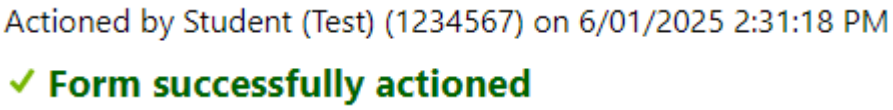
Students can use this section for any related enquiry that is not specified in other categories.

Save/ Submit Support Request

By clicking the Submit Support Request button, this form will be automatically forwarded to the EIS PEXs System Administrator for actioning. Please ensure you have provided sufficient details. Alternatively, by clicking Save Draft, this form will be saved as a draft to modify later for final submission.

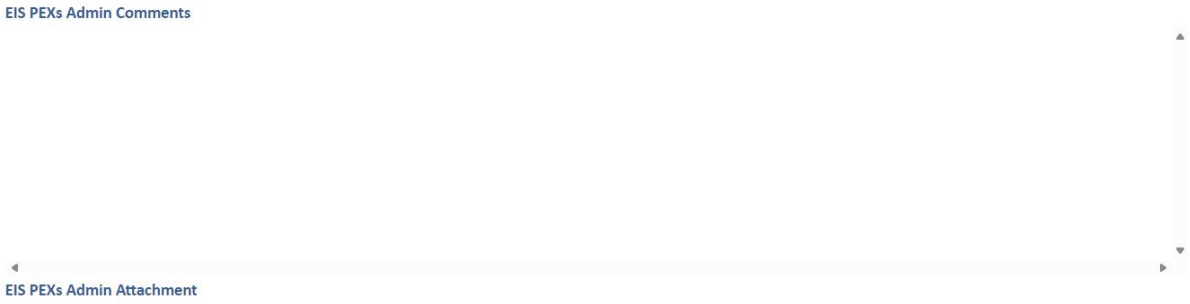
Submission

Once the student submits the support request form, a confirmation message will indicate that the form has been successfully processed. Once this message is displayed, students can close the form.



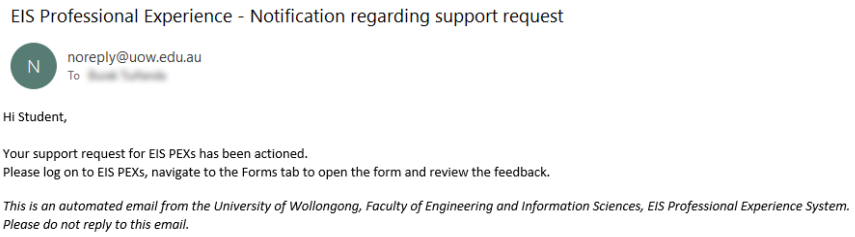
EIS PEXs Admin Comments

Initially, this section will be empty until the student submits their question, and the EIS PEXs admin finalizes the student's request.



Step 22 - Notification regarding support request

The student will receive a notification email regarding their support request once the support request for EIS PEXs has been actioned by the EIS PEXs admin.

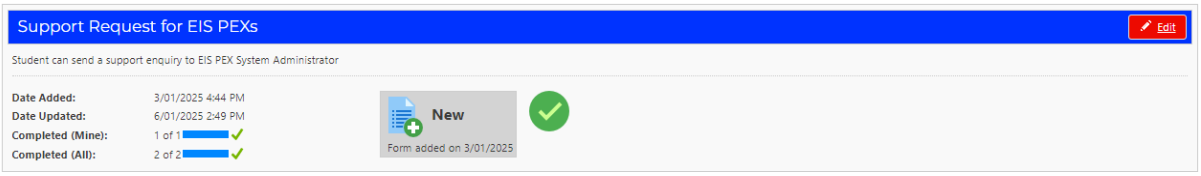


Step 23 - Checking the Support Request for EIS PEXs

Student needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

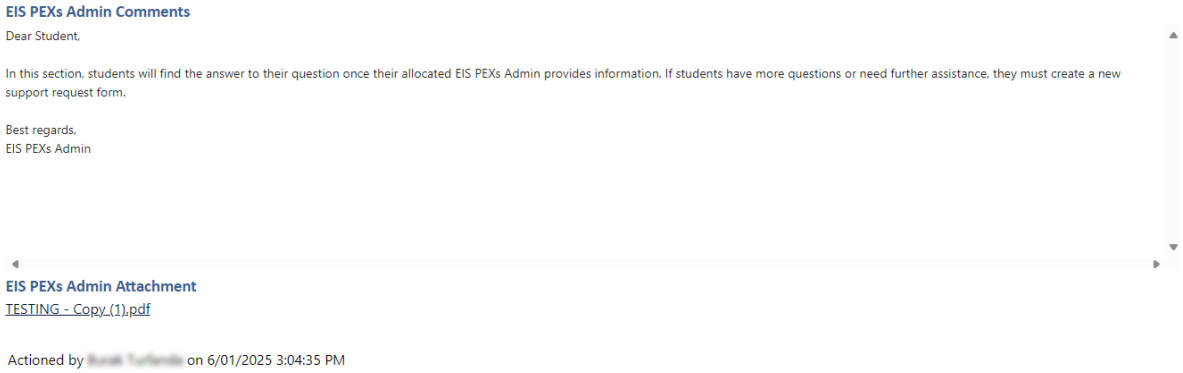
Step 24 - Completed Support Request for EIS PEXs

Students can navigate to the Support Request for EIS PEXs to see the outcome of their request by clicking the edit button on the left side of the form.



Completed EIS PEXs Admin Comments

Once the EIS PEXs admin finalizes the request from the student, the EIS PEXs Admin Comments section will contain the information provided by the EIS PEXs admin. To see the outcomes, students simply scroll down to the end of the page when they are in the completed Support Request for EIS PEXs.



Once the support request is finalized by EIS PEXs Admin, students need to create a new Support Request for EIS PEXs for further assistance or new requests.