Professional Experience Student Guideline for Multiple or Overseas Organisation Placement

2025

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

PROFESSIONAL EXPERIENCE STUDENT GUIDELINE FOR MULTIPLE OR OVERSEAS ORGANISATION 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.

UNIVERSITY OF WOLLONGONG AUSTRALIA

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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?

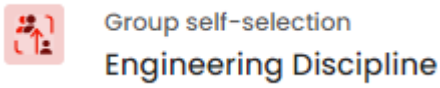
Students who are not able to see the subject in the list should click the "LIST SUBJECTS IN ALL CAMPUSES" to display the Distance options as it is essential for ENGG454/ECTE399.

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

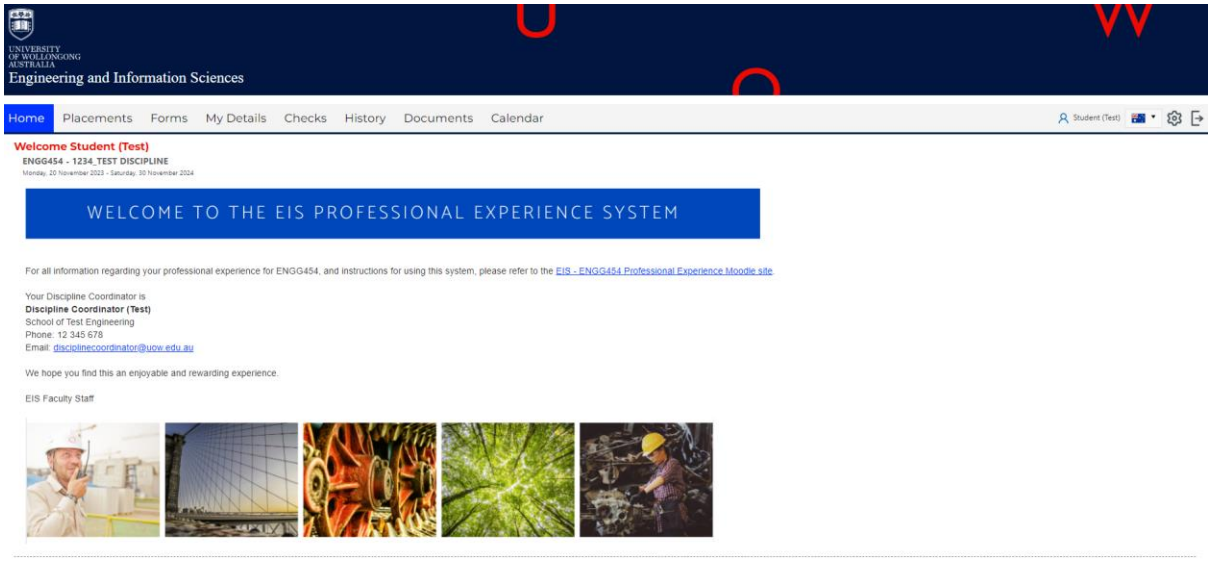
We wish you all the best with this subject and your professional experience.

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

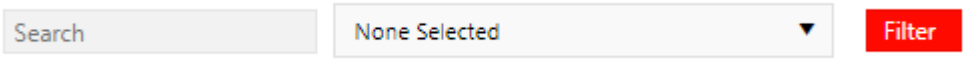
Students gain access to EIS PEXs (Sonia Online) within 24-48 business hours after their discipline allocation. Access the system via the Dashboard | Professional Experience System, using your UOW username and password..



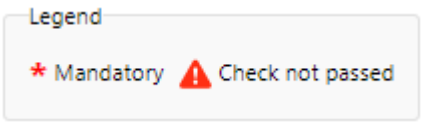
Step 3 - Checks in EIS PEXs / Sonia Online

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.

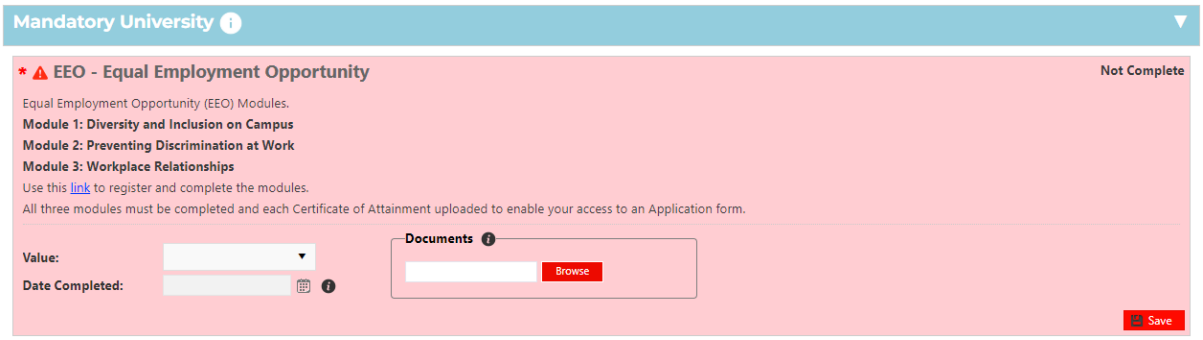


* sign indicates that the Check with * is a mandatory check and it has to be finalize before starting the professional experience approval process.



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.

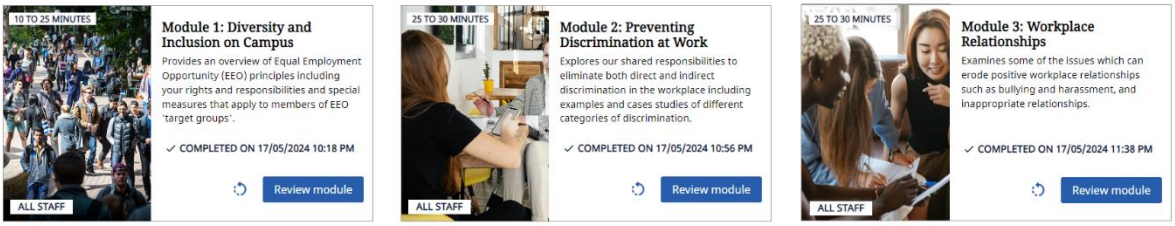


Students must complete the following mandatory EEO training modules:

Module 1: Diversity and Inclusion on Campus

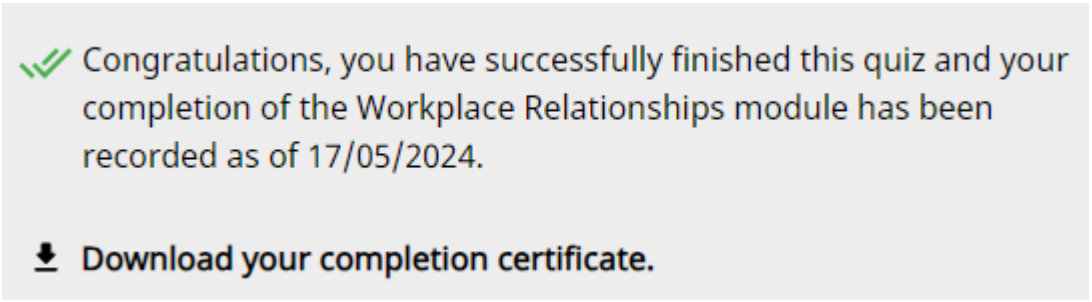
Module 2: Preventing Discrimination at Work

Module 3: Workplace Relationships



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

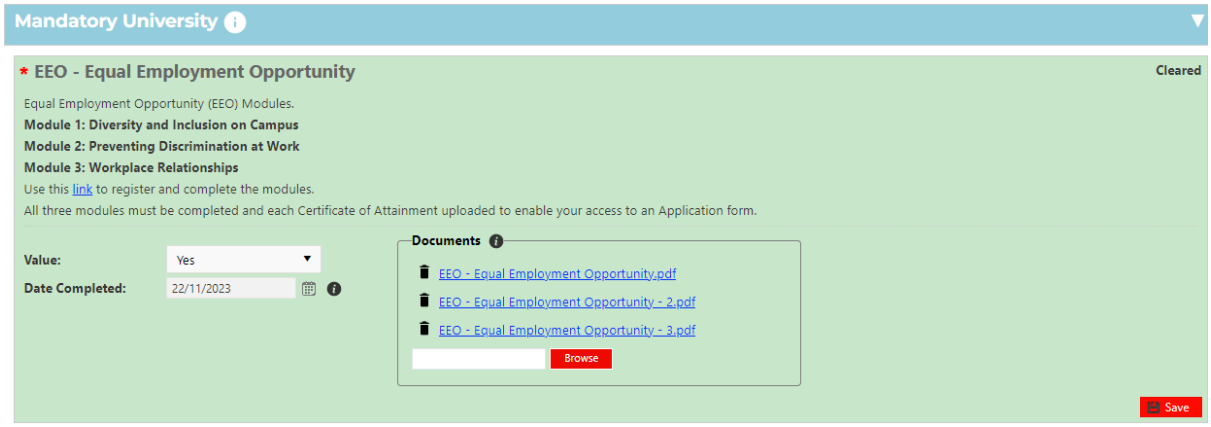
Certificate of Completion



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:

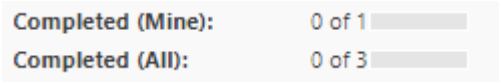
- Email notifications
- Sonia Online > Forms section

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.

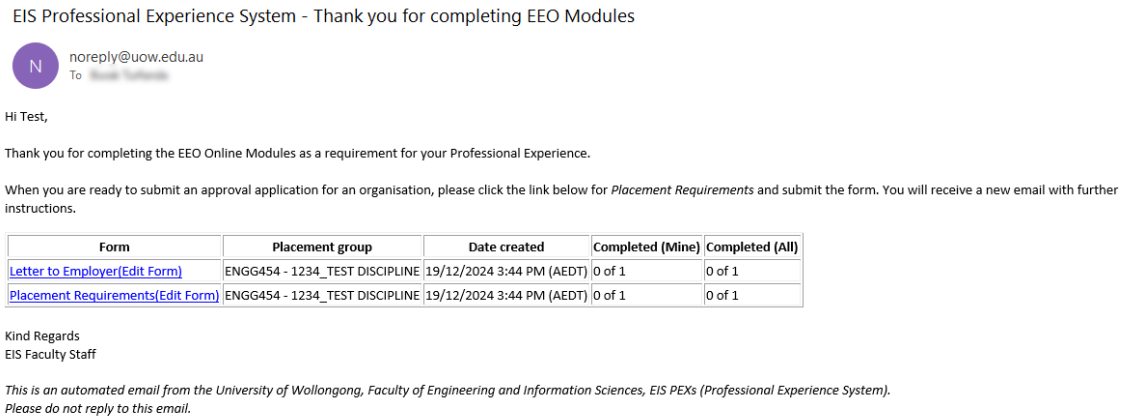
Each form has a completion indicator:

- 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.

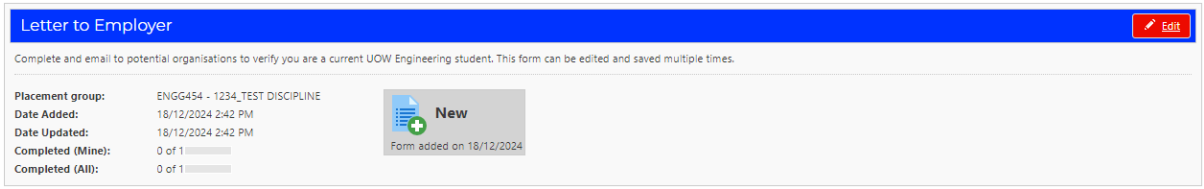
Students can access the form via email if applicable or needs to navigate to the Forms section in the navigation menu via Sonia Online Student Portal .

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.

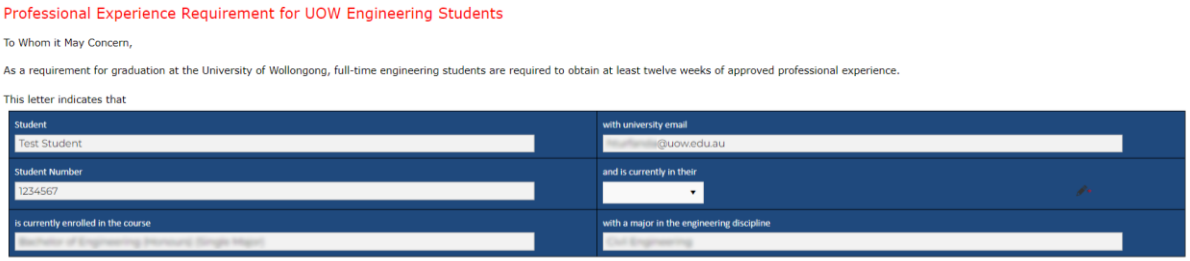
This form allows students to **generate a formal letter** to potential employers, confirming their enrolment at **UOW Engineering**. Students must:

- 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

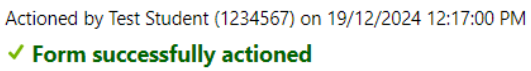
This section should be filled automatically by the system. If it is empty, you can ignore or inform your school/PEX admin by using the support request form which you can see in the Creating a Support Request for EIS PEXs section.

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

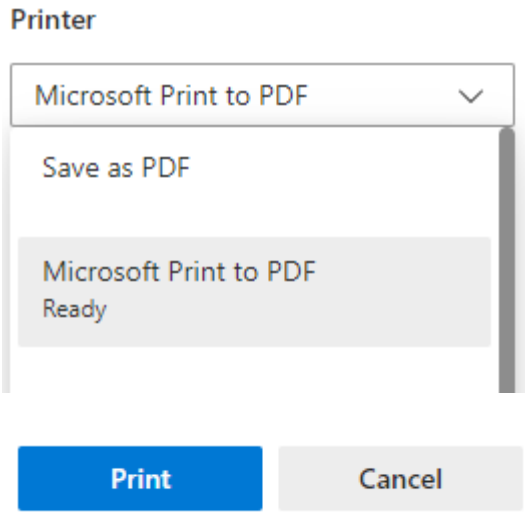
Once the student finalizes the Letter of Employer form and saved it, the form will be actioned.



Print/Save

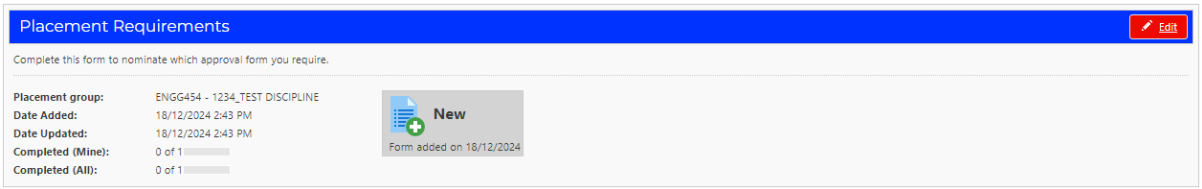
This form, when required by the employer, to be completed, saved as a PDF, and presented to potential organisations when seeking employment. Student can print and use this document by using the print icon on the right side of the Letter to Employer form to send a copy to organisation for looking an opportunity.

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.



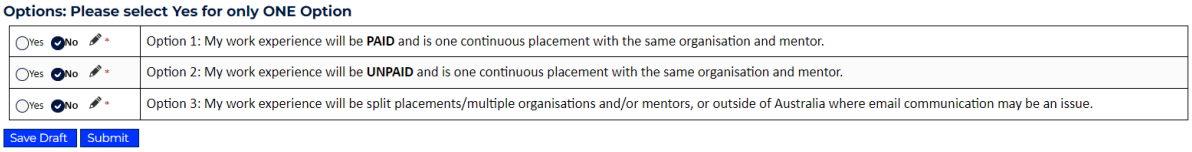
Options: Please Select Yes for only ONE Option

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.

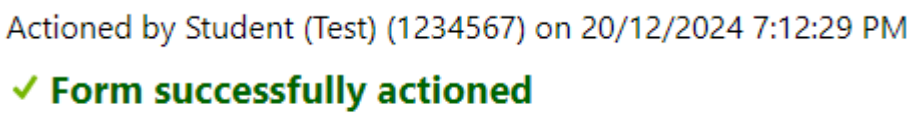


Save Draft / Submit

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.

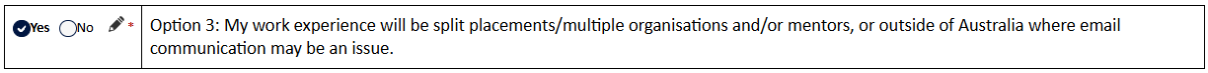
Submission

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



Step 8 - OPTION 3: Multiple or Overseas Work Experience Application

If upcoming work experience placement will be split placements/multiple organisations and/or mentors, or outside of Australia where email communication may be an issue, the student should select Yes for Option 3.



By selecting Yes for Option 3, email will be sent to the student. The student must reply to this email by describing the intended work experience scenario(s), if paid or unpaid, and an EIS staff member will be in contact with the necessary forms and instructions.

EIS PEXs - Describe your Placement(s) in more detail

E EIS_PEXs@uow.edu.au
To [redacted]

Hi Student,

You have nominated that your intended work experience will either be:

- a split placement
- with multiple organisations and/or mentors
- outside of Australia where email communication may be an issue.

Please reply to this email by describing the intended work experience scenario(s), if paid or unpaid, and an EIS staff member will be in contact with the necessary forms and instructions.

Kind regards
EIS Faculty Staff

As Option 3 refers to a special case and consideration, students will receive an instruction email about their next steps for their upcoming placement from the PEXs admin. Students must reply and get a confirmation/instruction email from their PEXs admin before the application can be processed further. If students do not complete this step, their work placement application will not proceed. Therefore, it is important not to ignore this requirement.

In most cases, based on the information provided by the student, the Paid or Unpaid Work Experience Application Form to seek approval for their upcoming placement, and the New Placement Requirement Form (if the student needs multiple organizations or mentors for a split work experience placement), will be assigned to the student's profile in Sonia Online.

For further information and a step-by-step guideline for Paid or Unpaid Work Experience Placement processes, please refer to the **Professional Experience Student Guideline for Paid Placement** or the **Professional Experience Student Guideline for Unpaid Placement**.

Step 9 - Creating a Support Request for EIS PEXs (if needed)

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

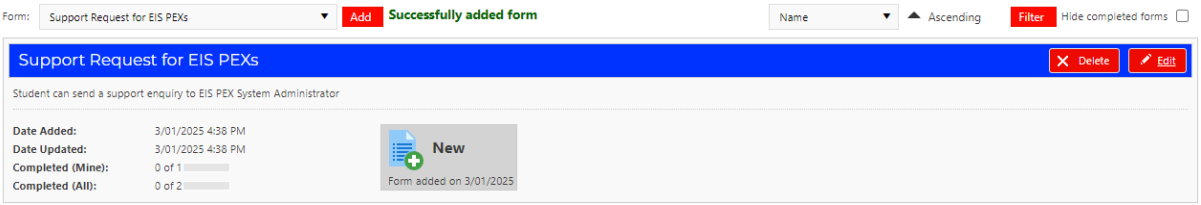
Step 10 - Support Request for EIS PEXs Form

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.

Student Name

Student (Test)

Email

hturfanda@uow.edu.au

Student Number

1234567

Course

Bachelor of Engineering (Honours) (Single Major)

Engineering Discipline

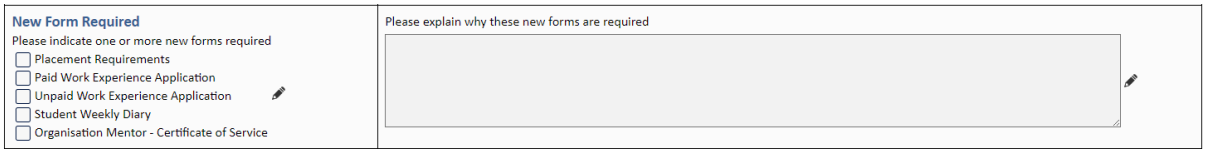
Civil Engineering

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.

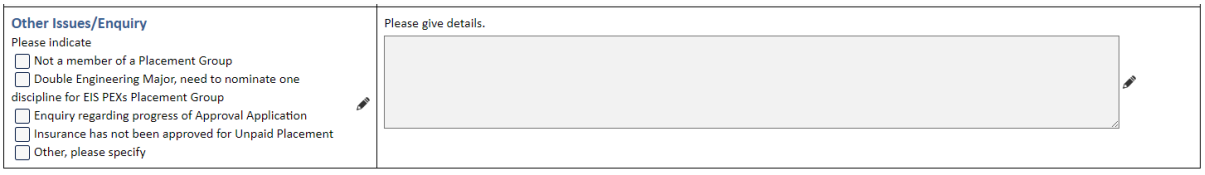
New Form Required

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

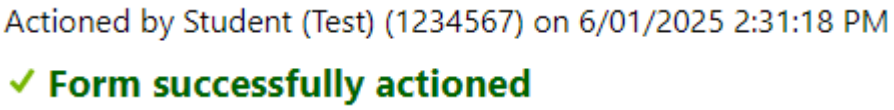
Students can use this section for any related enquiry that is not specified in other categories.

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.

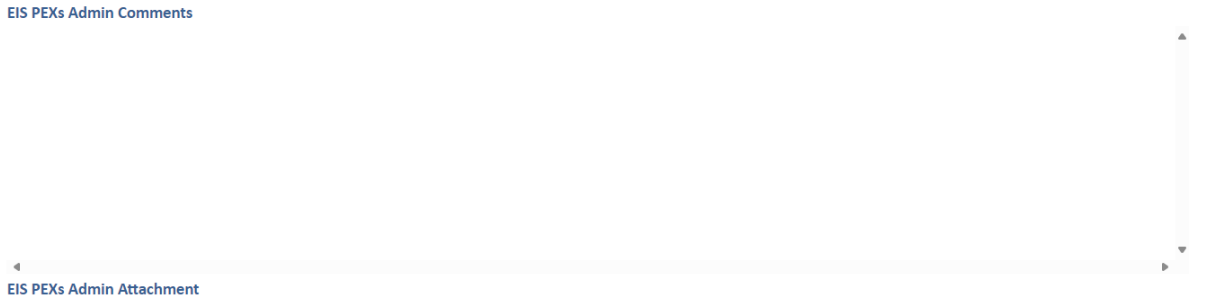
Submission

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 11 - 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.

EIS Professional Experience - Notification regarding support request

noreply@uow.edu.au
To [redacted]

Hi Student,

Your support request for EIS PEXs has been actioned.
Please log on to EIS PEXs, navigate to the Forms tab to open the form and review the feedback.

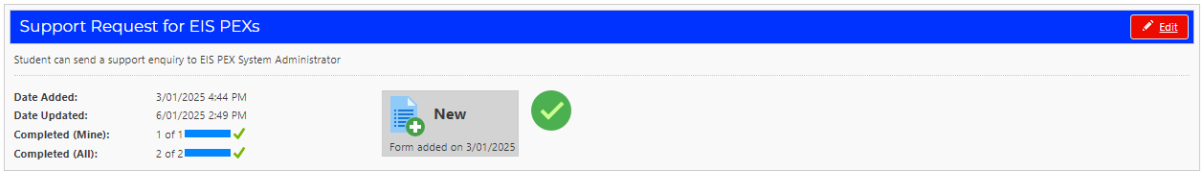
This is an automated email from the University of Wollongong, Faculty of Engineering and Information Sciences, EIS Professional Experience System.
Please do not reply to this email.

Step 12 - 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 13 - 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.

EIS PEXs Admin Comments

Dear Student,

In this section, students will find the answer to their question once their allocated EIS PEXs Admin provides information. If students have more questions or need further assistance, they must create a new support request form.

Best regards,
EIS PEXs Admin

EIS PEXs Admin Attachment

TESTING - Copy (1).pdf

Actioned by [redacted] on 6/01/2025 3:04:35 PM

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.