



Australian  
National  
University

# Report on Practical Experience ENGN3100

By

Name (Student ID)

Day Month Year

This report is submitted in partial fulfilment of the requirements for practical experience for the Bachelor of Engineering (Honours) degree, the Bachelor of Engineering (Research and Development) (Honours) and the Bachelor of Engineering (Honours) in Software Engineering in the ANU College of Engineering, Computing and Cybernetics.

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## Important information for students

- The letter of declaration from your employer/work experience host in Appendix 2 should be signed by your employer/work experience host and returned to the course convener before you start employment. This will ensure that your chosen practical experience will meet the requirements of ENGN3100. The letter of Appendix 2 is not mandatory, but if not submitted, you may have a placement that is not suitable for this course and will therefore not be able to be counted to satisfy your Work Experience requirement.
- The employer/work experience host must provide a letter of offer/confirmation of your placement, to be included in your report. Please see Section 2 for a template of the information to cover in this letter.
- A completed Stage 1 competency matrix of Appendix 1 **must** be included in your report (see Section 5). The competencies claimed in the report should be referred to by their numberings in Appendix 1. **Please be aware that claims 3.1, 3.2, 3.4, 3.5, and 3.6 are mandatory.**
  - **Check your insurance situation before you start your work experience.** If you are not paid for the duration of your Work Experience placement, then are therefore not insured under employment protection legislation (including Workers' Compensation, Public Liability, Personal Accident and/or Professional Indemnity). **If your placement is unpaid, you may be eligible to be covered by the University's insurance for the Personal Accident cover for the duration of your placement. Your Host or yourself may need to arrange other insurance policies such as Public Liability or Professional Indemnity, if required.** The University insurance form in Appendix 4 **must** be completed by you and your Host and signed by the ANU course convener ***prior to the commencement of your placement***. This cover may also be available for overseas placements, subject to approval from the University. For questions, please get in contact with the CECC Student Services team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au).
- Declaration from the student about any non-disclosure/ confidentiality agreement in Appendix 3 is compulsory for all engineering placements. If you have accumulated your engineering placement hours via multiple placements, you must fill out the declaration for each of the placements. This declaration must be attached to your Report as a compulsory supporting document.
- The feedback form in Appendix 5 should be completed by each employer/ work experience host and returned by email to the convener or attached to the final report.
- Students doing overseas work need to put their prospective employers/ work experience hosts in contact with the course convener by either email or telephone before travelling.
- Students should make sure that prospective employers/ work experience hosts are in possession of the Work Experience information letter for employers/ work experience hosts (included on next page for your reference).



Dear Sir or Madam,

I would like to thank you for offering engineering work experience in your organisation to one of our students. Engineering work experience is offered in the context of The Australian National University course ENGN3100. It is the purpose of this letter to provide you with some important information about the course.

Exposure to industry practice is an important aspect of engineering training. Students are expected to work under the supervision of a qualified engineer. The roles that students undertake can be quite diverse but generally range from an engineering technologist role to a professional engineer / project manager. Engineering work experience is assessed against the following professional and personal attributes of the IEAUST stage 1 competencies<sup>1</sup>.

3.1	Ethical conduct and professional accountability.	
3.2	Effective oral and written communication in professional and lay domains.	
3.3	Creative, innovative and pro-active demeanour.	
3.4	Professional use and management of information.	
3.5	Orderly management of self, and professional conduct.	
3.6	Effective team membership and team leadership.	

A typical work experience stint lasts 8-12 weeks full-time and students are required to produce a 10-15 page report. Satisfactory completion of this report is a course requirement and is a necessary requirement for fulfillment of the degree.

There are five administrative duties that we kindly ask you to perform.

1. A declaration that the work to be offered meets the above IEAUST requirements.
2. A signed letter of offer to the student on your company letterhead as evidence of employment OR a letter from your Organisation confirming the student's unpaid/voluntary placement with the organisation that includes the start and end date of your placement, the hours/week to be completed and the duties the student will be engaged with.
3. A declaration that the student's final report is a true and accurate account of the work done.
4. A feedback form addressing the student's work performance.

Yours sincerely,  
Dr Danlu Guo

<sup>1</sup> [cecc.anu.edu.au/professional\\_skills\\_mapping/ENGN3100](http://cecc.anu.edu.au/professional_skills_mapping/ENGN3100)

<sup>2</sup> <https://cecc.anu.edu.au/current-students/engn3100-work-experience-requirements-process-and-information>

ANU College of Engineering, Computing and Cybernetics

The following document is intended as a template and contains prompts on the information that ANU students need to provide in your ENGN3100 Practical Experience report.

## **WARNING**

**REPORTS DISPLAYING OBVIOUS AND/OR SIGNIFICANT MISCONDUCT, (INCLUDING BUT NOT LIMITED TO) FRAUD, COLLUSION OR PLAGIARISM, WILL BE FORMALLY INVESTIGATED AND PENALISED UNDER ANU ACADEMIC MISCONDUCT RULES**

# 1. Summary of practical experience

## **Period 1**

Name of employer/ Work Experience Host:

Starting date of employment/ Placement:

Ending date of employment/ Placement:

Position/job:

## **Period 2**

Name of employer/ Work Experience Host:

Starting date of employment/ Placement:

Ending date of employment/ Placement:

Position/job:

Total number of weeks of experience claimed:  
(do not claim more than 12 weeks)

## 2. Copy of signed Letter of Offer of Employment/ Placement

We require one offer letter for each position you held. Please include the original/s plus Certified English translations if required.

### 3. Signed letter from employer/s (Work Experience Host/s) confirming claims made within report

Please ask your Work Experience employer/ Host to write and sign a letter, on their company letterhead, that includes the following information.

The letter must be signed by the supervisor at the place of employment. Note that more than one letter may be necessary.

Please include the original letter/s in your report plus Certified English translations if required (for all letters in a language other than English).

#### COMPANY LETTERHEAD

Date

Director – School of Engineering  
ANU College of Engineering, Computing and Cybernetics  
The Australian National University  
Canberra, ACT 2600

This is to certify that [full name of student] worked at [name of company]  
from [date] to [date] in a full-time/part-time capacity and  
from [date] to [date] at an average of..... (e.g. 2.5  
days) per week.

During the employment/ placement his/her job involved...  
[please provide a detailed job description – approximately half a page]

This report is a true and accurate account of work actually performed by [full name of student].

Yours sincerely,

[signature]  
[full name of supervisor at the place of employment/ Placement]  
[position]



## 4. Technical report

### The structure and operation of the company

(3-4 pages)

- Company's full name, associates, parent or autonomous?
- Company head-quarters full address, telephone, Internet, etc.
- Managerial and administrative structure of the company.
- Company's business/ products, production output, trading partners, markets.
- Company's divisions (if there are any). Division's business/products, etc.
- Name and address of the Head of the Division.
- Company's financial base, is it private or public, is it listed on Stock Exchange?
- Total operation budget, division into business areas.
- Attitude of the company to its work-force, prevailing ethics in the company.

### My position in the company

(1-2 pages)

- Title of my job/ jobs (placement/ placements).
- My immediate supervisor, and my position within the structure.
- Responsibility and requirements in my job(s)/ placement/s.
- Interaction with other employees.
- Why was the job/ placement offered to me?

### Technical description of the job

(5-6 pages)

- What I did (attach summary results as appendix, if relevant).
- What I achieved (attach any drawings, photographs, sketches as appendix, if relevant).
- How did my work/ experience relate to Company's business?

## 5. Development of Stage 1 Competency Standards for Professional Engineer

(2-3 pages)

- How my experiences helped me work towards the standards of a professional engineer.
- The standards identified by Engineers Australia are listed on the ENGN3100 WebCT report site.
- Which areas of competency were developed, and how.

PLEASE NUMBER EACH COMPETENCY CLAIMED ACCORDING TO THE NUMBERING SYSTEM OF APPENDIX 1.

## 6. Conclusion

(1 page)

Signed,

[signature of student submitting report]  
[ANUID number]  
[date]

## 7. Reflection on my Work Experience

(2 pages)

Reflections on your Work Experience placement.

Include any relevant acknowledgments.

## Appendix 1. Stage 1 Competency Matrix (mandatory)

### Australian Engineering Competency Standards, Engineers Australia Competencies for Stage 1 Engineering Practitioners

Unit	UNIT Descriptor	Competency Claimed? [Y/N]	Section or Line or Paragraph numbers where covered in Report	Line-number(s) where covered in Journal
<b>1</b>	<b>KNOWLEDGE AND SKILL BASE</b>			
1.1	Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.			
1.2	Conceptual understanding of the, mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline.			
1.3	In-depth understanding of specialist bodies of knowledge within the engineering discipline.			
1.4	Discernment of knowledge development and research directions within the engineering discipline.			
1.5	Knowledge of contextual factors impacting the engineering discipline.			
1.6	Understanding of the scope, principles, norms, accountabilities and bounds of contemporary engineering practice in the specific discipline.			
<b>2</b>	<b>ENGINEERING APPLICATION ABILITY</b>			
2.1	Application of established engineering methods to complex engineering problem solving.			
2.2	Fluent application of engineering techniques, tools and resources.			
2.3	Application of systematic engineering synthesis and design processes			
2.4	Application of systematic approaches to the conduct and management of engineering projects.			
<b>3</b>	<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>			
3.1	Ethical conduct and professional accountability			
3.2	Effective oral and written communication in professional and lay domains			
3.3	Creative, innovative and pro-active demeanour.			
3.4	Professional use and management of information.			
3.5	Orderly management of self, and professional conduct.			
3.6	Effective team membership and team leadership.			

## Appendix 2. Letter of Declaration from Employer/ Work Experience Host (optional)

COMPANY LETTERHEAD

[date]

Director – School of Engineering  
ANU College of Engineering, Computing & Cybernetics  
The Australian National University  
Canberra, ACT 0200

The aim of engineering work experience is

- to expose the student to the workplace and workplace issues (such as human and industrial relations, job organisation, maintenance, safety and environmental issues),
- to provide direct insight into professional engineering practice.

This is to certify that while working at [company name] under the supervision of qualified engineer [full name of supervising engineer], the following minimum set of Stage 1 competencies will be manifested in the work performed and in a manner that can be documented by student [student's full name].

3.1	Ethical conduct and professional accountability.	<input checked="" type="checkbox"/>
3.2	Effective oral and written communication in professional and lay domains.	<input checked="" type="checkbox"/>
3.3	Creative, innovative and pro-active demeanour. <b>(NOT ASSESSED)</b>	
3.4	Professional use and management of information.	<input checked="" type="checkbox"/>
3.5	Orderly management of self, and professional conduct.	<input checked="" type="checkbox"/>
3.6	Effective team membership and team leadership.	<input checked="" type="checkbox"/>

Yours sincerely,

[signature]

[full name of supervisor at the place of employment/ placement]

[position]

### Appendix 3. Declaration from the student about any non-disclosure/ confidentiality agreement (compulsory for all engineering placement (mandatory for all engineering placements))

If you have accumulated your Engineering work hours via multiple placements, you must fill out the declaration for each of your placements.

You are supposed to declare whether or not there is a non-disclosure/ confidentiality agreement associated with your Engineering placement.

This is to certify that the engineering placement completed at [*name of the Host Organisation*] has:

- a non-disclosure/ confidentiality agreement. [YES]
- no non-disclosure/ confidentiality agreement. [NO]

Student Signature \_\_\_\_\_

Student Full Name \_\_\_\_\_

## Appendix 4: Signed letter from employer/s (Work Experience Host/s) confirming claims made within report

Please ask your Work Experience employer/ Host to write and sign a letter, on their company letterhead, that includes the following information.

The letter must be signed by the supervisor at the place of employment. Note that more than one letter may be necessary.

Please include the original letter/s in your report plus Certified English translations if required (for all letters in a language other than English).

### COMPANY LETTERHEAD

Date

Director – School of Engineering  
ANU College of Engineering, Computing and Cybernetics  
The Australian National University  
Canberra, ACT 2600

This is to certify that [full name of student] worked at [name of company] from [date] to [date] in a full-time/part-time capacity and from [date] to [date] at an average of..... (e.g. 2.5 days) per week.

During the employment/ placement his/her job involved...  
[please provide a detailed job description – approximately half a page]

This report is a true and accurate account of work actually performed by [full name of student].

Yours sincerely,

[signature]  
[full name of supervisor at the place of employment/ Placement]  
[position]



## Appendix 5. Photocopy of passport entry and leaving (overseas work experience only) (mandatory if applicable)

Please clearly indicate by circling and explaining all relevant dates.

ENSURE THAT YOU OBTAIN EVIDENCE OF YOUR ENTRIES AND EXITS EVEN IF YOU USE ELECTRONIC PASSPORT CONTROL.

We recommend a scan of the boarding pass as one of the best ways of proving this.

## Appendix 4. Insurance cover form (only required for the pre-March 2024 ENGN3100 process)

If you are not covered by your employer/ host, the ANU may provide insurance cover for your Work Experience placement, provided a proper risk assessment is conducted.

If your placement is unpaid and you need ANU Insurance Cover, please complete:

- [the ANU Approval of Activities for Insurance Form](#) and
- [CECC Student Placement Risk Assessment Form](#).

Submit your completed forms to the CECC Student Employability team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au).

## Appendix 5. Feedback form (mandatory for all engineering placements. Not compulsory for non-engineering placement)

THE STUDENT'S OVERALL PERFORMANCE  
(please mark the relevant box with a cross X)

Unsatisfactory	Below Average	Average	Good	Exceptional/ Beyond Expectations

MAJOR STRENGTHS:

RECOMMENDATIONS TO MAKE THE STUDENT BETTER PREPARED  
FOR THE WORKPLACE

## Appendix 6. Mapping of learning outcomes to Engineers Australia professional competencies (for reference no need to include in your report)

More information on the mapping of ANU learning outcomes to assessment and professional competencies (the Engineers Australia National Generic Stage 1 Competency Standards) can be found at:

[cecc.anu.edu.au/professional\\_skills\\_mapping/](https://cecc.anu.edu.au/professional_skills_mapping/)