

# ENGN3100 Practical Experience work placement flowchart

Before

Step 1

## Understand the process

- Engineering students are required to undertake **12 weeks (420 hours)** practical work experience. **A minimum of 8 weeks should be in an engineering environment**, under the supervision of an accredited engineer. The remaining 4 weeks can be in any sort of employment.
- Read the information about ENGN3100 at [cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience](http://cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience) to ensure that you understand the process and the types of suitable employment.
- Plan during which semester you will finish the 12 weeks work experience, so that you enrol to this semester being able to hand in the report at the end of the semester for the full 12 weeks of work experience.

Step 2

## Arrange a placement

- Identify the type of experience you wish to undertake. Apply for advertised opportunities or make a direct approach to companies of interest to you. For advice on finding work experience opportunities, get in touch with CECC Student Employability Team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au). Refer to resources and services provided by [ANU Careers Centre](#) to assist with job search, networking, preparing a resume and cover letter, and interview preparation.
- Discuss with your potential employer how your placement could meet Engineers Australia Stage 1 competencies (see [cecc.anu.edu.au/professional\\_skills\\_mapping/ENGN3100](http://cecc.anu.edu.au/professional_skills_mapping/ENGN3100)). **Competencies 3.1, 3.2, 3.4, 3.5, and 3.6 are mandatory to be met.** The Information Letter to Work Experience Employers in the **ENGN3100 report template** can be provided to potential employers to explain the requirements for Practical Work Experience. See [cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience](http://cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience).

Step 3

## Apply for Work Experience pre-approval

If you intend to undertake a work experience placement to be counted towards a minimum of 8 weeks in an engineering environment of ENGN3100, please complete the [ENGN3100 Practical Experience Placement Pre-approval Form](#) **BEFORE** you commence employment:

- name of workplace supervisor (required to be an accredited Engineer) and contact phone and email
- description of the type of work to be performed
- dates of the intended placement
- company name, address and website

**You will be notified by email if your placement is approved.**

Step 4

## Insurance coverage (unpaid placements only)

- The ANU College of Engineering, Computing and Cybernetics does not recommend unpaid Practical Experience however recognises that in some circumstances students may not be able to obtain paid Practical Experience.
- If your placement is to be unpaid you will not be covered by the organisation's insurance. ANU Insurance coverage can be arranged for pre-approved unpaid placements.
- To apply for ANU Insurance coverage, as well as submitting details of your intended placement for pre-approval (see Step 3 above), please complete [the ANU Student activity approval form](#) and [CECS Student Placement Risk Assessment Form](#) and submit the completed forms to the CECC Student Employability team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au).
- You must also provide the following supporting documents as part of your insurance approval process: 1) Host Organisation's Workplace Health & Safety and Critical Incident Policy and Procedure, 2) WHS and Safety Induction Training the Host will provide for the placement, 3) Position Description (a brief summary of the main tasks) and type of placement such as on-site/ Remote/ Hybrid (some on-site and some remote) and 4) If the placement is a remote placement, Host Organisation's Remote work WHS Policy.

**You must wait until you receive the Insurance Confirmation before you commence your placement.**

Step 5

## If the work experience is overseas

- Keep track of your travelling. Proof is required in form of passport entry and leaving or actual flight tickets (booking confirmation is not sufficient)
- Please double check with CECC Student Employability Office ([studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au)) if Insurance or ANU Travel Approval is required.

Step 6

## Undertake your placement

- Make sure that you and your employer record the hours you work. This can be done manually (for instance, recorded in a diary) or electronically through spreadsheets or by using an app such as the Record My Hours app.

Step 7

## Finishing/after your placement

- Obtain a formal letter of employment from your employer detailing the duration of the placement (including total hours), the nature of work undertaken and your supervisors name and position details. This is required for each placement you are counting towards the 12 week (420 hour) total.
- Get the Feedback form filled by your employer.
- Inform your employer that a "Signed Letter confirming claims made within Report" will be needed from them, once the report is written.

Step 8

## Enrol and submit your report

- Once you have completed 12 weeks of work experience, enrol in ENGN3100 in the semester in which you intend to complete and submit your work experience report (usually in the semester immediately following your work placement).
- Write your report including all the mandatory documentation for your work experience and get it confirmed by the employer with the "Signed Letter confirming claims made within Report" form provided in the ENGN3100 report template (see [cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience](http://cecc.anu.edu.au/current-students/career-and-development-opportunities/work-experience)).
- Submit your work experience report via Wattle, including a copy of your letter of employment (for each placement). The due date for submission will be posted on the Wattle site and is usually in the final week of semester.

During

After

