

# ENGN3100 INFORMATION SESSION

13 MARCH 2024



Australian  
National  
University

# ACKNOWLEDGMENT OF COUNTRY



Australian  
National  
University



# Program

1	Acknowledgment of the country	Myo Nguyen, CECC Student Employability
2	House keeping	Myo Nguyen , CECC Student Employability
3	Support & resources available on how to find engineering placement	Lucy Pullen, ANU Careers & Employability
4	Amended ENGN3100 process steps	Myo Nguyen , CECC Student Employability
5	ENGN3100 Report Requirements and Engineers Australia Competencies	Dr Danlu Guo, ENGN3100 Convener
6	Q&A	



Introduction  
to ANU  
Careers &  
Employability

**ANU**

**CAREERS &  
EMPLOYABILITY**



# Agenda



Who we are we?



What do ANU Careers do?



Meet the Team



Our Careers Literacy Framework?



Assistance we can offer you



Resources & tools



Upcoming Workshops & Drop ins



How you connect with ANU Careers



# ANU Careers and Employability

## Who are we?



What does the Careers team do?



What do we help students with?



How do we help?



What sort of resources do we have?



Where might you find ANU Careers?



# Introducing Our Team

## CAREERS EDUCATION TEAM



Elizabeth Bailey

Associate Director,  
ANU Careers and Employability



Bella Davaajav

Administrative Assistant



Tempe Archer

Manager,  
Careers Education



Skye Luton

Careers Consultant



Jenny Tan

Careers Consultant



Dipika Nand

Careers Consultant



Lucy Pullen

Careers Consultant

## W.I.L & OPERATIONS TEAM



Sok Ho Chong

Work Integrated Learning  
(WIL) Consultant



Roma Salomon

Systems Coordinator

## EMPLOYER ENGAGEMENT TEAM



Rachel Howard

Manager,  
Employer Engagement



Jason Yip

Employer Engagement  
Officer



Jade Toscan

Employer Engagement  
Officer



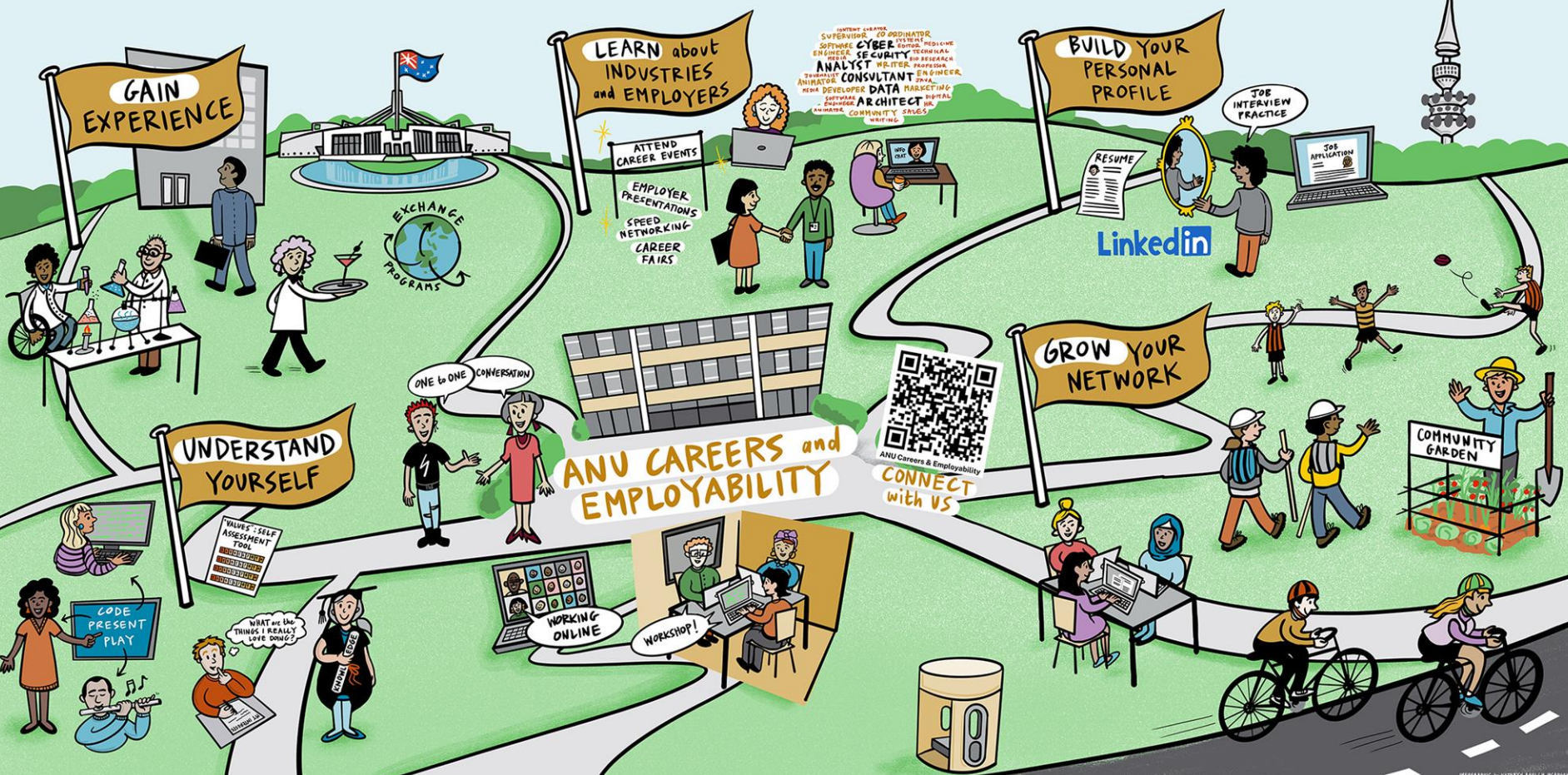
Meggen Pigram

Employer Engagement  
Officer





# YOUR JOURNEY to CAREER READINESS





# Four steps to career success



# How can we assist you?



Appointments – 1:1 Assistance (30mins)



Self directed tools – online through Careers Toolkit



Open Workshops – weekly (check CareersHub!)



Employer Engagement through career fairs and employer visits – Careers Week, Tertiary to work, etc



[www.anu.edu.au/students/careers-opportunities/careers](http://www.anu.edu.au/students/careers-opportunities/careers)



or simply search ‘anu careers and employability’

# Resources to help you

## **ANU Careers Guide**

- Foundational knowledge related to careers
- What do ANU graduates do?

## **ANU Careers Toolkit**

- Aptitude Assessments
- AI Tools
- Career E-learning

## **ANU CareerHub**

- Book in for a careers workshop
- Book in a career appointment
- Register for an employer event

<https://www.anu.edu.au/students/careers-opportunities/careers>



# ANU CareerHub

- <https://careerhub.anu.edu.au> (check it regularly!)
- Register using your university ID & password
- Available to current ANU students and recent graduates
- Access appointments - 1 year post graduation
- Access to events, resources and workshops
- Apply for jobs directly to the employer
  - ANU Careers is not an employment agency and does not match you with an employer or provide you with insurance.

The screenshot displays the ANU CareerHub interface. At the top, there is a navigation bar with links for CareerHub, Jobs, Organisations, Events, Appointments, Resources, Ask a Question, and ANU+ Workflow. A user profile for 'Susanne' is visible in the top right corner. The main section is titled 'Search Jobs' and includes a search bar with 'casual' entered, a 'Job Type' dropdown set to 'Any', and a 'Location' field with 'e.g. Acton, ACT, Australia'. Below the search bar, there are options for 'Graduate Program', 'Immediate Start Job (General Jobs)', and 'Final Year Recruiting', along with a 'More Search Options' dropdown. A green 'Search' button is positioned below these options.

The search results are displayed in a table with a 'Relevance' dropdown. The results include:

- Casual Teacher** (Northshore Education and Training (Northshore)) - Closes - 1 Aug 2021
- Educators - Casual and Part Time** (Busy Bees Australia) - Closes - 31 Jul 2021
- Casual Out of Hours Care Educators** (Woden Community Service (WCS)) - Closes - 10 Dec 2021
- Synergy Group - casual Grant Assessor roles** (Synergy Group Australia) - Closes - 30 Jul 2021
- ARABIC / MULTI-LINGUAL CASUAL MARKET RESEARCH INTERVIEWER POSITIONS** (McNair yellowSquares Pty Ltd) - Closes - 9 Aug 2021

On the right side of the page, there is a 'Search Employers' section with a 'Quick Search' bar and a list of employers including 'Universities Admissions Centre(NSW&ACT)PL', 'E&P Financial Group', and 'International Organization for Migration (IOM)'. Below this is an 'Opliver' section with a brief description of the company's history and mission.



# Careers Toolkit

- <https://anu.careercentre.me/>
- For current ANU students and recent graduates
- Register using your university ID and password
- Huge variety of short e-learning programs
- CV review tool, interview practice, resume and cover letter builder and much more!

## Finding a job

Discover new opportunities and take a broad and flexible look at the labour market, both locally and internationally.

[» read more](#)

## Applications & interviews

Get to next stage of the selection process with your application; and articulate your skills in an interview.

[» read more](#)



## Careers Toolkit

Find helpful online tools and resources to help you plan and manage your employability and career.

[» read more](#)



## Planning your career

Understand what's important to you in life and work, or book an appointment with a Careers Consultant.

[» read more](#)

# ANU Careers Toolkit

**KNOW YOURSELF AND BUILD YOUR CAREER**

Understanding Yourself program is about understanding Yourself program is about understanding your values and preferences which help you set career choices about the types of organisations to apply to.

**Welcome Skye**

**Understanding Yourself**  
Know your values, skills, interests & choices to make informed career decisions.

**Understand the Labour Market**  
Know the labour markets in your fields of interest.

**Find and Secure Work**  
Master job applications to maximise your chances of landing a great graduate job

**Create and Maintain Work**  
Create opportunities for you that play to your strengths.

**Events & Workshops**    **Prepare for your appointment**    **ANU EmployAbility Hub**    **E-Learning Library**

- CV360
- Resume builder
- Cover letter builder
- Interview360
- Aptitude Tests
- Weekly newsletter

Register NOW!

<https://anu.careercentre.me/Members.aspx>



# Upcoming info sessions & workshops for students

## SEMESTER 1 | 2024 WORKSHOPS & INFO SESSIONS

ANU

CAREERS &  
EMPLOYABILITY

February

- **How to find a part-time job while studying (in-person)**  
Tuesday 13 February 11:30am - 12:30pm
- **How international students can search for jobs (in-person)**  
Wednesday 14 February 11:30am - 12:30pm
- **Where can my degree take me? (in-person)**  
Thursday 15 February 11:30am - 12:30pm
- **What to expect in graduate recruitment (in-person)**  
Thursday 15 February 01:30pm - 02:30pm
- **What to expect in graduate recruitment (virtual)**  
Monday 19 February 11:30am - 12:30pm
- **How to prepare for Careers Week & Tertiary to Work (virtual)**  
Wednesday 28 February 12:00pm - 12:30pm

March

- **Career Skills workshop with Evolucionated**  
Tuesday 5 March 10:00am - 12:00pm
- **Graduate Resume Review - (in person)**  
Monday 4 March 10:00am - 11:00pm
- **Job search strategies (in-person)**  
Thursday 14 March 02:00pm - 03:00pm
- **Webinar: How to utilise LinkedIn effectively (virtual)**  
Monday 18 March 02:00pm - 03:00pm
- **How to prepare for interview (in-person)**  
Thursday 28 March 12:30pm - 01:30pm



Register via CareerHub



## SEMESTER 1 | 2024 RESUME REVIEW WORKSHOPS

ANU

CAREERS &  
EMPLOYABILITY

Thursday 22 February  
12pm - 1pm

Thursday 29 February  
2pm - 3pm

Thursday 14 March  
11am - 12pm

Monday 18 March  
11am - 12pm

Thursday 28 March  
11am - 12pm



Room 1214  
22 Haydon-Allen Building



Register via CareerHub



# CECC drop-in dates

Tuesdays 2-4pm

Week 7 & 11 will be 12-2pm - TechLauncher

Building 108, Room S125, Student Services

Lucy Pullen – ANU Careers Consultant

[careers@anu.edu.au](mailto:careers@anu.edu.au)

## Semester 1

### April

- **Week 7** - April 16<sup>th</sup> – 12-2pm
- Week 8 – April 23<sup>rd</sup> – 2-4pm
- Week 9 – April 30<sup>th</sup> – 2-4pm

### May

- Week 10 – May 7<sup>th</sup> – 2-4pm
- **Week 11** – May 14<sup>th</sup> – 12-2pm
- Week 12 – May 21<sup>st</sup> – 2-4pm





# Connect with Us

Facebook - [www.facebook.com/ANUCareers](https://www.facebook.com/ANUCareers)

LinkedIn - [www.linkedin.com/company/anu-careers](https://www.linkedin.com/company/anu-careers)

Career Hub - <https://careerhub.anu.edu.au>

Toolkit - <https://anu.careercentre.me/welcome/anu>

Email - [careers@anu.edu.au](mailto:careers@anu.edu.au)

Website - [www.careers.anu.edu.au](http://www.careers.anu.edu.au)



# ENGN3100 Information Page

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



# Step 1: Understand the process

## Requirement:

- Engineering students are required to undertake 12 weeks (420 hours) practical work experience.
- \*A minimum of 8 weeks (280 hours) should be in an engineering environment, under the supervision of **a qualified engineer**.
- The remaining 4 weeks can be in any sort of employment (e.g retail).

## The process:

- We are going over the 10 steps process that you need to understand.

\* Any work undertaken within the ANU or any other university cannot be counted towards 'a minimum 8 weeks (280 hours) of work in an engineering environment'.



# Step 2: Arrange a placement

- Identify the type of experience or the field of Engineering you wish to undertake in Engineering space (e.g. renewable energy or Nuclear Systems) (software engineering for those enrolled in the Bachelor of Engineering (Honours) in Software Engineering).
- Apply for advertised opportunities or make a direct approach to companies of interest to you.
- Refer to resources and services provided by ANU Careers & Employability to polish your CV and to enhance your application skills
- Get in touch with CECC Student Employability Team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au) for guidance.
- Discuss with your potential employer how your placement could meet [Engineers Australia Stage 1 competencies](#) (Check the Report template for further information).



# Step 3: Apply for a placement approval and arrange a placement agreement

- Before commencing in any work counting towards 'a minimum of 8 weeks in an engineering environment for ENGN3100', you and your Host Organisation must complete and sign the [ENGN3100 Practical Experience Placement Agreement](#).
- Review the placement agreement template and [ANUSA](#) has a Legal Officer who can provide confidential free advice and review the agreement with you.
- Share the placement agreement template with your Host Organisation and ask them to complete and sign the Agreement.
- Submit your agreement, via the [Practical Experience Placement Pre-approval and Agreement Submission Form](#).
- Apply as early as possible.

**Important: it can take up to 20 business days for domestic placement and 30 business day for overseas placements from the day of your submission to resolve this step and receive the final outcome.**



# Step 4: Insurance (if the placement is unpaid)

- Complete the [ANU Student activity approval form](#)
- Submit the completed form to the ENGN3100 Convener at [ENGN3100@anu.edu.au](mailto:ENGN3100@anu.edu.au)
- Wait for an email from the CECC Student Employability team, confirming that you are covered by ANU's **Personal Accident Insurance Cover**.

The process may take up to 5 business day.



# Step 5: Travel approval (if the work experience is overseas or interstate)

- Submit the [Travel e Form](#) if your placement is outside ACT
- Submit this form **before** you submit your ENGN3100 Practical Experience Placement Agreement (mentioned in Step 3)
- Select the name of the ENGN3100 Course Convener as your Supervisor on this form.
- Inform ANU that you have submitted your Travel e Form (email: [ENGN3100@anu.edu.au](mailto:ENGN3100@anu.edu.au)) and CECC Student Employability (email: [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au))
- All your travel expense must be **self-funded**, but ANU can offer Travel Insurance cover. **This insurance cover has many exemptions on what won't be covered, so you may still need to arrange additional private insurance cover.**



# Step 6: Enrol in ENGN 3100

- Enrol in ENGN3100 during any placements counting towards a **minimum of 8 weeks in an engineering environment, once placement is approved (engineering work)**.
- Your Host Organisation Name will be annotated on your transcript against each ENGN3100 enrolment counting as Engineering work.
- Self-enrol in ENGN3100 via your ISIS in Semester 1 and Semester 2.
- CECC Student Employability team will manually enrol you in, if your placement is during Summer Session and Winter Session as self-enrolment option is not available for non-primary teaching periods.
- No need to enrol if your placement is non-engineering work.





# Step 7: Undertake your placement

- Make sure that you and your Employer/ Host record the hours you work.
- Obtain a formal letter from your Host confirming your actual completed hours at the end of your placement.



# Step 8: Check-in during your placement

Book your check-in appointments during your placement via the booking page: <https://book.ms/b/ENGN3100CheckinAppointment@ANU365.onmicrosoft.com>.

Recommendation for the check-in appointments are as below:

- One check-in, if the placement is up to 4 weeks
- Two check-ins, if the placement is up to 8 weeks
- Three check-ins, if the placement is up to 12 weeks.

**For any placement that are up to 12 weeks one check-in is compulsory.**

# Step 9: 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 supervisor's 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 (not compulsory for non-engineering work).
- Inform your employer that a “Signed Letter confirming claims made within Report” will be needed from them, once the report is written.



# Step 10: Enrol and submit your report

- Once you have completed 12 weeks (420 hours) of work experience, enrol in ENGN3100 in the semester in which you intend to write and submit your work experience report.
- ENGN3100 Course Convener, if your Host Organisation has arranged any Confidentiality Agreement around the work you had undertaken with them.
- ANU preference will be not to have any Confidentiality Agreement signed. Instead, for you and your Host Supervisor to ensure no confidential information is included in your report.



# Paid or Unpaid Placement

- ANU's preference is the Hosts to offer paid placement (employment contract ) to our students.
- Unpaid work should only be undertaken where the experience is required for credit through a university-approved internship or work experience program, or with a volunteer or not-for-profit organisation.
- See Fair Work Australia's guideline on unpaid work here: [Unpaid work - Fair Work Ombudsman](#)
- You should not complete more than the required hours of the course, if the placement is unpaid.



# Supervision requirement

*You should be supervised by a **qualified engineer**. Please contact the course convenor if you have any question on the supervision requirement.*

## **A 'qualified engineer' can be either:**

- Registered engineer
  - Placement within Australia: your supervisor needs to be registered for practicing engineering in specific fields. The registration requirements differ by States, as detailed by Engineers Australia:  
<https://www.engineersaustralia.org.au/credentials/registration/state-registration#accordion-1481>.
  - Placement is undertaken overseas: please check the local engineering registration requirement.
- Accredited engineer

People who have obtained a tertiary degree in an engineering discipline.

- Professional engineer, who has either:

a) obtained a tertiary degree in engineering or related discipline (e.g., science, IT, physics) and is currently working in an engineering role

b) substantial (>10 years) of work experience as an engineer

*\*Note: students enrolled in Bachelor of Engineering (Honours) in Software Engineering and doing ENGN3100 have to do their work experience in the field of software engineering, under the supervision of a qualified software engineer.*



# Q&A



# THANK YOU

Contact Us:

CECC Student Employability [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au)

ENGN3100 Course Convener [ENGN3100@anu.edu.au](mailto:ENGN3100@anu.edu.au)



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