



## Engineering

### ENGN3100 Practical Experience Placement Agreement

ANU Undergraduate Engineering students are required to undertake **12 weeks (420 hours)** of practical work experience. **A minimum of 8 weeks** experience must be within an engineering environment, under the supervision of a qualified engineer.

1 Placement details	
Student full name	
Student ID number	
Engineering Degree Program	
Student phone number	
Student email	
<b>Details</b> <i>(Students to select all that apply before sharing the template with their Host)</i>	<input type="checkbox"/> The student will be employed. <input type="checkbox"/> The student will not be employed. <input type="checkbox"/> The student will be covered by ANU personal injury insurance cover, and must complete <a href="#">the ANU Student activity approval form</a> . <input type="checkbox"/> The Host has confirmed that it has insurance to cover this Placement or the student will cover its own risks. <input type="checkbox"/> The placement is outside of Canberra therefore the student must complete <a href="#">the ANU Travel eForm</a> . <input type="checkbox"/> The Placement is outside Australia therefore the student must obtain insurance to satisfy any visa requirements.
2 Host Organisation details	
Name of Host Organisation:	
Host Organisation Address:	
ABN or equivalent business registration number:	
Host Organisation website:	
Location of placement (if different from above):	
Host Organisation:	<input type="checkbox"/> Australian Organisation <input type="checkbox"/> Overseas Organisation
Placement type:	<input type="checkbox"/> On-site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (combination of on-site and remote)
Host supervisor full name	
Host supervisor email	
Host supervisor phone number	

<b>Host supervisor position title:</b>	
<b>Host supervisor academic qualification:</b> <b>NOTE:</b> For work experience to be eligible for the ANU Engineering program, the workplace supervisor <b>MUST</b> be a <b>qualified engineer</b> . This is an engineer with a <b>BEng/MEng degree</b> or a <b>BSc/MSc degree</b> with engineering work experience. The Host supervisor does not need to provide the certificates.	

### 3 Proposed placement details

<b>Project name (if applicable):</b>	
<b>A brief position description:</b> <b>NOTE:</b> attached documents welcome	
<b>Tasks to be completed:</b> <b>NOTE:</b> Host to provide the student with a variety of opportunities for work and professional experience consistent with the student's program and the educational objectives	
<b>Period of placement (dates):</b>	From: <input type="text"/> To: <input type="text"/>
<b>Total anticipated placement hours:</b>	
<b>Additional placement suitability requirements:</b>	<input type="checkbox"/> Police Check <input type="checkbox"/> Working with Vulnerable People WWVP <input type="checkbox"/> Security Clearance <input type="checkbox"/> Health Check <input type="checkbox"/> Immunisation <input type="checkbox"/> Other (please specify) <input type="text"/>
<b>During this placement the student will be:</b>	<input checked="" type="checkbox"/> Employed <input type="checkbox"/> Unpaid

### 4 ENGN3100 Practical Placement Requirements

Exposure to industry practice is an important aspect of engineering training. 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 will be assessed against **the following professional and personal attributes of the IEAUST stage 1 competencies.**

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

### 5 Host's Responsibilities

1. The Host acknowledges and agrees it will:
  - a. satisfy itself that the student is suitable for this Placement;
  - b. provide the student with working conditions and meal breaks consistent with those offered to its employees and in compliance with the relevant industry agreements or awards, whether or not the student is an employee;

- c. provide the student with the resources and equipment reasonably required to perform their duties;
  - d. be liable for any acts or omissions of the student whilst the student is acting under its direction and supervision;
  - e. as soon as practicable, notify the University if the Host considers the conduct of the Student warrants disciplinary action, and provide details about the conduct and the grounds upon which it considers that action should be taken;
  - f. ensure proper insurance cover for the student during the Placement;
  - g. provide the student with clear explanations about tasks and expectations;
  - h. provide the student with an induction and instruction about the Host Organisation's relevant policies and procedures;
  - i. ensure that the student has all the necessary checks and clearances to undertake the Placement;
  - j. be solely responsible for ensuring that the student is aware of any requirements relating to use of the Host's confidential information;
  - k. not do any act, or engage in a practice that would constitute a breach of all relevant privacy laws; and
  - l. comply with all applicable legislation, regulations and standards, including (if applicable) the Fair Work Act 2009 (Cth).
2. The Host acknowledges and agrees it will:
    - a. comply with all applicable laws, regulations and codes relating to the placement and the student's health and safety;
    - b. comply with anti-discrimination legislation, including but not limited to holding policies with respect to bullying and harassment;
    - c. have a system for risk management that includes the identification of hazards, the provision of safety equipment. control of risks. and a system for reporting, recording and investigation of accidents/incidents, including for reporting bullying and harassment.
  3. The Host must ensure the Host Supervisor completes the student's timesheet and that this is included in a formal letter for the student, confirming the total hours completed and the nature of the work undertaken.
  4. The Student will assign all right and title to and interest in Intellectual Property (IP) in any material or works created by the Student during the Placement (Placement IP) to the Host. Students will own their assessable work (Assessable Work). The Host consents to the Student's use of Placement IP in their Assessable Work solely for Program assessment and for no other purpose.

**For and on behalf of the Host Organisation to be signed by an authorised officer:**

Print name	Signature	Date
Position Title	Host Organisation Name	ABN number or equivalent (insert corporate registration)

**Student's Responsibilities**

5. The student acknowledges and agrees they will:
  - a. not disclose or use any personal information obtained during the Placement without the Host's prior written consent;
  - b. not disclose the Host's confidential information or its intellectual property without the Host's prior written consent;
  - c. take all reasonable measures to ensure that any information accessed or held in relation to the Placement is protected against loss or unauthorised access, use, modification, disclosure or other misuse;
  - d. immediately notify the Host supervisor and University supervisor, if there is an alleged breach of privacy or confidentiality;
  - e. notify the Host supervisor and University supervisor of any interest the student or their family holds that creates, or could create, a conflict of interest with the Host, and advise the Host supervisor and University supervisor immediately if a conflict of interest arises during the Placement;
  - f. immediately report any incidents arising during the Placement to the Host supervisor and University supervisor;
  - g. take all necessary steps to comply with any reasonable instructions of the Host to assist it in responding to any claim, action or demand arising from the Placement;
  - h. conduct themselves in a professional, ethical and responsible manner while on Placement.
6. I, the undersigned, assign all my right and title to and interest in Placement IP to the Host. I will retain ownership of the copyright in my assessable work.

Student name	Signature	Date
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**University's Responsibilities**

7. The University acknowledges and agrees that it will:
- a. approve the student's participation in the Placement;
  - b. provide a supervisor (University supervisor) who will liaise with the Host supervisor regarding the student's placement, including the educational objectives and other requirements;
  - c. manage disciplinary matters with respect to the student.

<b>University Staff Use Only</b>
<b>Course Convener</b>
On the basis of the representations of the student and the Host contained in this agreement, the University confirms that the above Placement meets the requirements of ENGN3100 Practical Experience Program and the University agrees to provide guidance to the student, as required, during the Placement.

Approved

Not approved

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Course Convener Name	Signature	Date
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<b>For and on behalf of the Australian National University ABN 52 234 063 906 by an authorised officer:</b>
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Authorised Officer Name	Signature	Date
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