# WORK EXPERIENCE AND ENGINEERING INTERNSHIP

## CSS STUDENT EMPLOYABILITY

Australian National University

# Agenda

# 1 ACKNOWLEDGEMENT OF THE COUNTRY

# Meet the People

**Dr Marco Ernst**

ENGN3200/6200
Course Convenor

**Dr Danlu Guo**

ENGN3100
Course Convenor

**Myo Nguyen**

Deputy Manager,
Student Employability

**Christy Chen**

Senior Student
Employability Officer

**Emily Shing**

Senior Student
Employability Officer

# 2

# SUPPORT & RESOURCES AVAILABLE ON HOW TO FIND ENGINEERING PLACEMENT
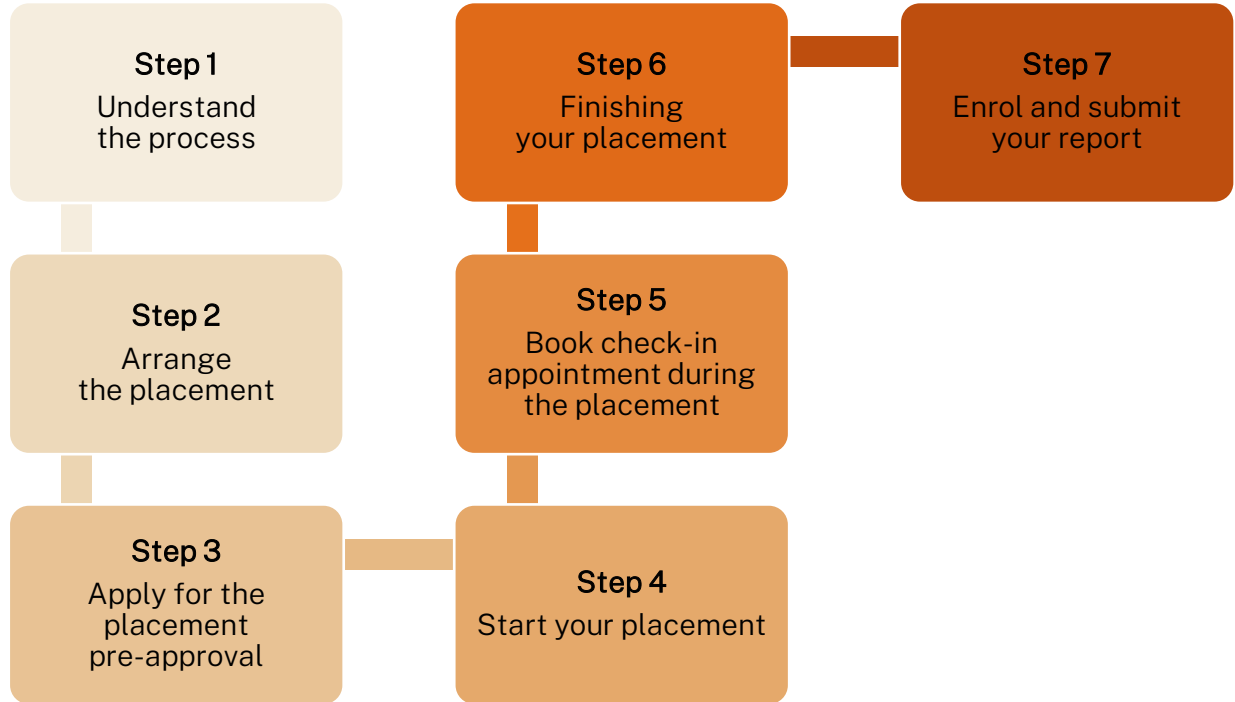
ANU Careers & Employability

# 3 WORK EXPERIENCE (ENGN3100)

# ENGN3100 Process Overview

**Step 1**
Understand the process

**Step 2**
Arrange the placement

**Step 3**
Apply for the placement pre-approval

**Step 4**
Start your placement

**Step 5**
Book check-in appointment during the placement

**Step 6**
Finishing your placement

**Step 7**
Enrol and submit your report

# Step 1 – Understand the process

12 Weeks = 8 Weeks + 4 Weeks

(420 Hours = 280 Hours + 140 Hours)

For AENSE students:

A minimum of 8 weeks (280 hours) must be in a **software engineering environment**, under the supervision of a **software engineer**.

For AENGI and AENRD students:

A minimum of 8 weeks (280 hours) must be in an **engineering environment**, under the supervision of a **qualified engineer**.[1]

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

[1] This is an engineer either:
1. registered for practicing engineering in specific fields in Australia or overseas; or
2. obtained a tertiary degree in an engineering discipline; or
3. a professional engineer with either a tertiary degree in a related discipline (e.g., IT, physics, science) and is currently working in an engineering role, or have substantial (>10 years) experience working as an engineer.

# 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.

- Refer to resources and services provided by ANU Careers Centre or get in touch with the team directly at careers@anu.edu.au to guide you 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. **Competencies 3.1, 3.2, 3.4, 3.5, and 3.6 are mandatory to be met.**

- Student is not allowed to complete more than the required hours of the course, if the placement is unpaid. See Fair Work Australia's guideline on unpaid work here: Unpaid work - Fair Work Ombudsman

# Step 3 – Apply for the placement pre-approval

| Step 3.1 Submit the ENGN3100 Practical Experience Placement Agreement | Step 3.2 Apply for ANU Insurance (if applicable) | Step 3.3 Submit Travel eForm (if applicable) |

- 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 the ENGN3100 Practical Experience Placement Agreement.

- Review the placement agreement template and seek independent legal advice. ANUSA has a Legal Officer who can provide confidential free advice and review the agreement with you.

- After both you and your Host Orgnisation have signed the agreement, submit it via Practical Experience Placement Pre-approval and Agreement Submission Form.

It can take up to 20 business days for domestic placement and 30 business day for overseas placements form the day of your submission to resolve this step and receive the final outcome.

| Step 3.1 Submit the ENGN3100 Practical Experience Placement Agreement | Step 3.2 Apply for ANU Insurance (if applicable) | Step 3.3 Submit Travel eForm (if applicable) |

- IF your placement is unpaid and not covered by the host orgnaisation's insurance, you can apply for ANU Insurance Coverage.

- To apply, complete the ANU Student activity approval form and send it to the ENGN3100 Convenor at ENGN3100@anu.edu.au concurrently with step 3.1.

- You will receive an email notification from the CSS Student Employability team once the insurance is confirmed.

Do not commence your placement until you have received the insurance confirmation. For overseas placements, ANU insurance has limitations, and you may need to arrange private insurance to meet placement or visa requirements.

- If your placement requires travel outside the ACT, excluding your home city/country, you must submit the Travel eForm concurrently with step 3.1

- Find a SAMPLE Travel eForm here and select the name of the ENGN3100 Course Convenor (Dr Danlu Guo) as your Supervisor on this form.

- Once you receive the travel approval summary via your ANU email, forward the PDF to studentemployability.css@anu.edu.au to activate travel insurance.

- 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 4 – Start 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.

ANU College of Systems and Society

# Step 5 – Check-in during your placement

- If your placement is 12 weeks (420 hours), you **must** arrange a check-in appointment with the Course Convenor and the CSS Senior Student Employability Officer. Here is the booking link [ENGN3100 placement check-in booking page](.).

- If your placement is under 12 weeks or 420 hours, check-ins are not mandatory but are still recommended. Recommendation 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.

# Step 6 – Finishing 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 weeks (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 7 – 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 complete and submit your work experience report.

- When submitting your ENGN3100, please make sure you inform ENGN3100 Course Convenor, if your Host Organisation has arranged any Confidentiality Agreement around the work you had undertaken with them. It is your responsibility to discuss this with the Convenor, if there is any Confidentiality Agreement.

- ANU's preference will be not to go into a Confidentiality Agreement. Instead, we wish your Host Supervisor to work with you to ensure that no confidential information is included in your report and assessment.

- If you have undertaken ENGN3200 Engineering Internship and wish to claim the same work experience completed towards ENGN3100, see the guide on How to claim work experience completed in ENGN3200 towards ENGN3100

# Useful Resources

- [ENGN3100 Information Page](#)

- [ENGN3100 Placement Agreement](#)

- [ENGN3100 Report Template](#)

- [How to claim work experience completed in ENGN3200 towards ENGN3100](#)

- [ENGN3100 Programs and Courses Page](#)

- [Sample Travel eForm](#)

# ENGN3100 Report

Australian
National
University

**Report on Practical Experience ENGN3100**
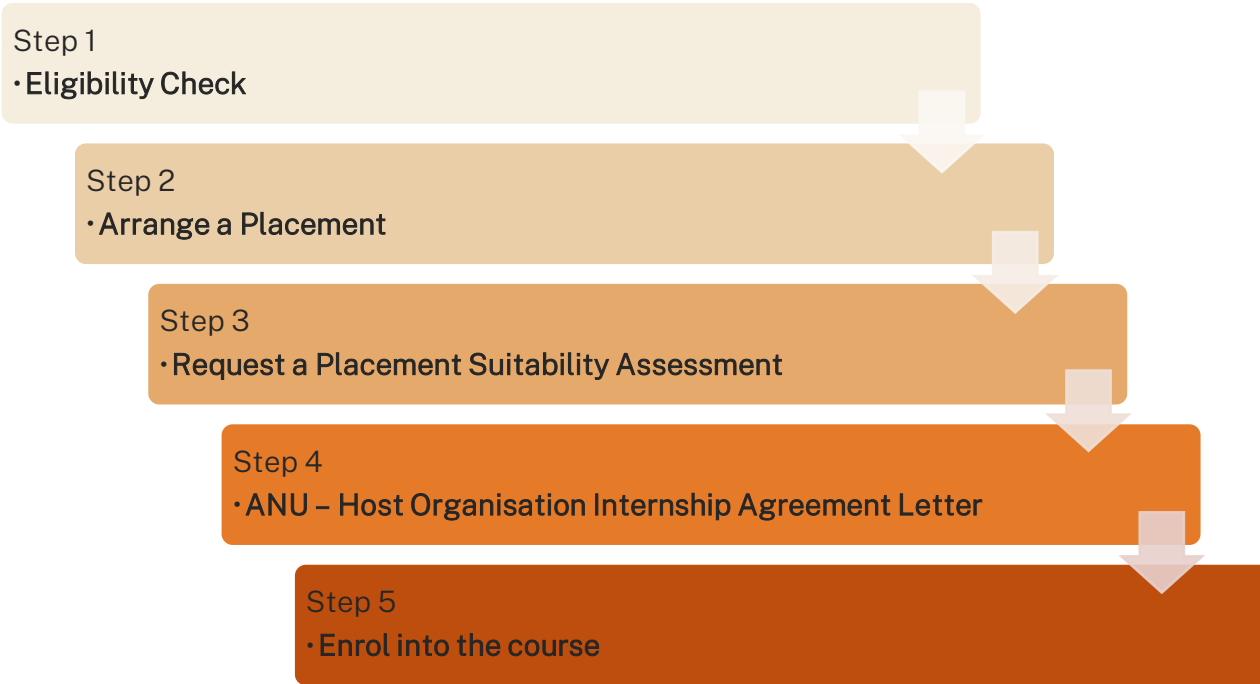
By
Name (Student ID)
Day Month Year

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

# 4 ENGINEERING INTERNSHIP (ENGN3200/6200)

# ENGN3200/6200 Process Overview

**Step 1**
- Eligibility Check

**Step 2**
- Arrange a Placement

**Step 3**
- Request a Placement Suitability Assessment

**Step 4**
- ANU – Host Organisation Internship Agreement Letter

**Step 5**
- Enrol into the course

ANU College of Systems and Society

# Step 1 – Eligibility Check

Step 1
• **Eligibility Check**

Step 2
• Arrange a Placement

Step 3
• Request a Placement Suitability Assessment

Step 4
• ANU – Host Organisation Internship Agreement Letter
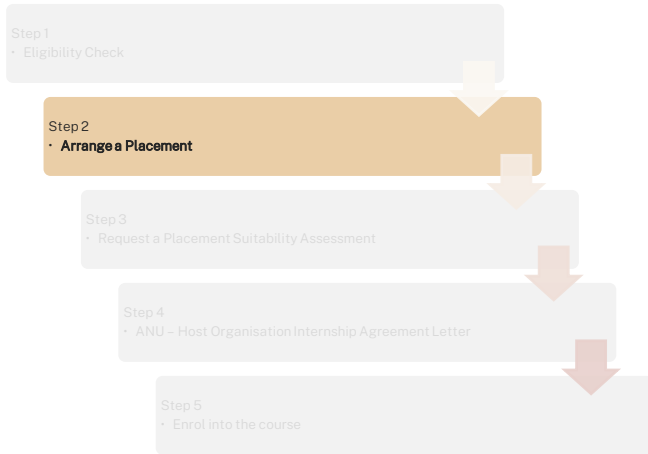
Step 5
• Enrol into the course

1. a minimum GPA of 5.0/7.0;

2. Units completion requirement:

   » For Undergraduates: completed a minimum of 96 units of Engineering program courses

   » For Postgraduates: completed a minimum of 48 units of postgraduate coursework, including ENGN6250 or ENGN8260

3. Space in your program to accommodate an Engineering Internship course (6 to 24 units)

Submit your eligibility check request via this link. Ideally, this should be done during the teaching period **before** the one in which you intend to enroll in the course.
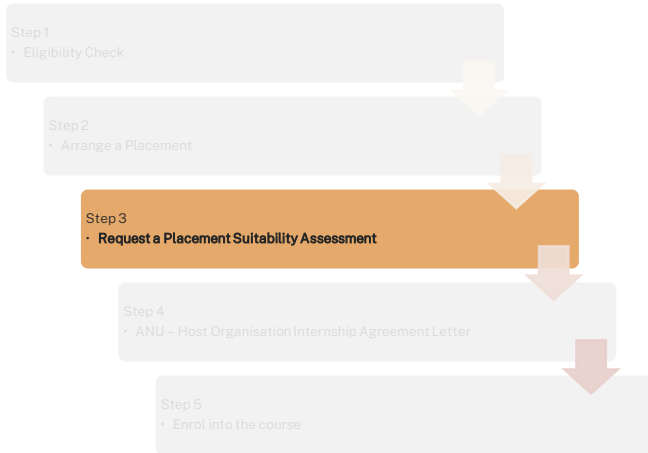
# Step 2 – Arrange a Placement



Step 1
· Eligibility Check

Step 2
· Arrange a Placement

Step 3
· Request a Placement Suitability Assessment

Step 4
· ANU – Host Organisation Internship Agreement Letter

Step 5
· Enrol into the course

- Placements can be either student sourced placements or CSS sourced placements

- Identify the type of internship you wish to undertake. Apply for advertised opportunities or make a direct approach to companies of interest to you. Refer to resources and services provided by ANU Careers Centre or get in touch with the team directly at careers@anu.edu.au to guide you with job search, networking, preparing a resume and cover letter, and interview preparation.

- Make sure your internship is a **paid employed** position. Interns must be covered as employees of the host organisation for the duration of the placement.

- Discuss with your potential employer about how the placement could meet Engineers Australia Stage 2 Competencies.

# Step 3 – Request a Placement Suitability Assessment

Step 1
• Eligibility Check

Step 2
• Arrange a Placement

Step 3
• Request a Placement Suitability Assessment

Step 4
• ANU – Host Organisation Internship Agreement Letter

Step 5
• Enrol into the course

- Email the Course Convenor Dr Marco Ernst marco.ernst@anu.edu.au with the following information before you commence internship (unless you are already employed at the Organisation) :

  » *Company name, address and website*

  » *Name of workplace supervisor (required to be an accredited Engineer with at least 5 years' experience in their discipline) and contact phone & email*

  » *Description of the type of work to be performed*

  » *Dates of the intended placement and intended total hours of the placement*

  » *Confirmation that it is a paid position*

- The Course Convenor will first meet with you and then discuss your placement with your Host Supervisor.

- You will be advised whether or not the internship is suitable for ENGN3200/6200 by the Course Convenor
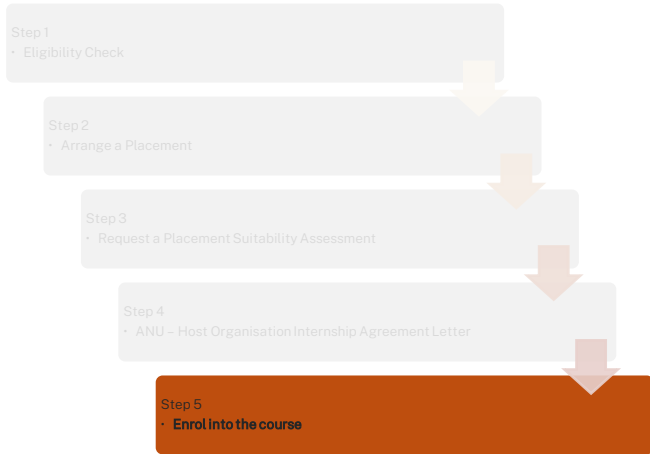
# Step 4 – ANU – Host Internship Agreement Letter

| Step 1 |
| :--- |
| • Eligibility Check |

| Step 2 |
| :--- |
| • Arrange a Placement |

| Step 3 |
| :--- |
| • Request a Placement Suitability Assessment |

| Step 4 |
| :--- |
| • **ANU – Host Organisation Internship Agreement Letter** |

| Step 5 |
| :--- |
| • Enrol into the course |

- To formalise the Internship for course requirements an Internship Agreement Letter must be signed between the organisation and the ANU.

- This step is not for students (you) to action.

- Students are not permitted to enrol in ENGN3200/6200 without a current ANU – Host Organisation Internship Agreement Letter.

# Step 5 – Enrol into the course

Step 1
· Eligibility Check

Step 2
· Arrange a Placement

Step 3
· Request a Placement Suitability Assessment

Step 4
· ANU – Host Organisation Internship Agreement Letter

Step 5
· Enrol into the course

- The Student Employability team will email you once Step 1 to 4 have been resolved. At that point, please reply to the email with a completed Enrolment Change Form, clearly outlining the total units load and the teaching period(s) you wish enrol in ENGN3200/6200.

- CSS Student Employability Team will manually enrol you into ENGN3200/6200.

**Pro-rata of hours of internship with units load of ENGN3200/6200**

» 6 to 12 units = 240 hours

» 18 units = 360 hours

» 24 units = 480 hours

ANU College of Systems and Society

# Useful Resources

- ENGN3200/6200 Information Page

- ENGN3200/6200 Enrolment Approval Flow Chart

- Engineers Australia Stage 2 Competencies

- Enrolment Change Form

- ENGN3200 Programs and Courses Page

- ENGN6200 Programs and Courses Page

# Q & A

# THANK YOU

## Contact Us

CSS Student Employability – [studentemployability.css@anu.edu.au](mailto:studentemployability.css@anu.edu.au)

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

ENGN3200/6200 Course Convenor – [marco.ernst@anu.edu.au](mailto:marco.ernst@anu.edu.au)

Australian
National
University