



ENGN3100 PLACEMENT PROCESS TIMELINE FOR AENSE STUDENTS

Understand the process

Know the way

Complete 12 weeks of work, including 8 weeks under a **software engineer** — check the [ENGN3100 information page](#) for all the details!

Hint: Work at ANU or any university doesn't count towards the required 8 weeks (280 hours) in an software engineering environment.

Apply for a placement approval

Get the green light!

Submit the [ENGN3100 Practical Experience Placement Agreement](#)

We recommend to submit the signed agreement from you and your host at least 4 weeks and 6 weeks, respectively, before the start date for domestic and overseas placements.

*Hint: Submit the agreement [here](#)! Please ensure you tick **ALL** the boxes that apply to you. We will notify you of the placement approval outcome via email.*

Start your Placement!

Let it roll!

Make sure that you and your Employer/ Host record the hours you work.

Hint: Record 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.

Finishing your placement

Wrap up the details!

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.

*For details of each step, please refer to the [ENGN3100 Information page](#).

1

2

Arrange a placement

Make it happen!

Choose your experience and apply to companies. Discuss meeting Engineers Australia Stage 1 Competencies with your employer.

Hint: Competencies 3.1, 3.2, 3.4, 3.5, and 3.6 are mandatory to be met.

3.1

3.2

Apply for ANU Insurance Coverage

*Hint: You only need to complete this step (3.2) if your placement is **unpaid***

3.3

Submit Travel eForm

*Hint: You only need to complete this step (3.3) if your placement is **interstate or overseas***

4

Travel insurance doesn't activate automatically! Please ensure you forward us the approved summary PDF once you receive it in your ANU email inbox.

5

Book check-in appointment during the placement

Time to book your check-ins

You are recommended to book check-in appointments to meet with the Course Convenor and the CSS Senior Student Employability Officer.

*Hint: For any placement that are 12 weeks, **one check-in is compulsory***

7

Submit your report

You are almost there!

Enrol in ENGN3100 in the semester in which you intend to complete and submit your report.

Hint: You can find the [ENGN3100 report template here](#).



ENGN3100 PLACEMENT PROCESS TIMELINE FOR AENGI AND AENRD STUDENTS

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