



ENGN3100 Practical Experience Placement Agreement

ANU Undergraduate Engineering students are required to undertake **420 hours** of practical work experience. **A minimum of 280 hours** experience must be within an engineering environment, under the supervision of a qualified engineer. For **Bachelor of Engineering in Software Engineering** students, the minimum of 280 hours experience must be Software Engineering related.

1 Student Information	
Full name	
ANU ID	
ANU Program	
Contact number	
Email	
2 Host Organisation & Supervisor Information	
Host organisation name	
Address	
ABN or equivalent	
Website	
Host supervisor full name	
Host supervisor position title	
Host supervisor email	
Host supervisor contact number	
Host supervisor academic qualification	
<p>NOTE: For work experience to be eligible for the ANU Engineering program, the workplace supervisor MUST be a qualified engineer. 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 (including Software Engineering); 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. For Bachelor of Engineering in Software Engineering students, the Supervisor MUST be working as 'a Software Engineer'.</p>	
3 Proposed Placement Details	
<p>Details</p> <p>NOTE: The student MUST tick one option from each of 3.1, 3.2 and 3.3</p>	<p>3.1 Placement employment status - Tick EITHER Option A or B</p> <p><input type="checkbox"/> A. The student will be employed (i.e. paid placement)</p> <p><input type="checkbox"/> B. The student will not be employed (i.e. unpaid placement)</p>
	<p>3.2 Personal injury insurance cover – Tick EITHER Option C or D</p> <p><input type="checkbox"/> C. The Host has confirmed that it has insurance to cover this placement, or the student will cover its own risks.</p> <p><input type="checkbox"/> D. The student will be covered by ANU personal injury insurance cover, and must apply for it through the agreement Submission Form.</p>
	<p>3.3 Placement Travel Status - Tick EITHER Option E, F, G or H.</p> <p><input type="checkbox"/> E. The placement is in Canberra, ACT.</p> <p><input type="checkbox"/> F. The student is traveling interstate for the placement, must submit a Travel Approval.</p> <p><input type="checkbox"/> G. The student is traveling overseas for the placement, must submit a Travel Approval. The student is also required to obtain private insurance to satisfy any visa requirements.</p> <p><input type="checkbox"/> H. The student is traveling to their home city/country (outside of ACT) to complete the placement and does not want ANU Travel Insurance. NO Travel Approval is needed.</p>

Placement location		
Project name (if applicable)		
A brief position description NOTE: For Bachelor of Engineering in Software Engineering students, the minimum of 8 weeks experience must be Software Engineering related		
Tasks to be completed NOTE: 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		
Total anticipated placement hours NOTE: Please nominate a maximum of 420 hours		
Periods of placement (Dates) NOTE: Please provide the start and end dates for completing the hours listed under 'total anticipated placement hours.'	From:	To:
Additional placement suitability requirements	<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 <input type="text"/>	

4 ENGN3100 Practical Placement Requirement

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's 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.**

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

5 Host's Responsibilities

5.1 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).

5.2 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.

5.3 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.

TICK CLAUSE 5.4 IF THE STUDENT IS ASSIGNING PLACEMENT IP TO THE HOST: (please ensure you discuss the IP arrangements with the Student before signing)

- 5.4 The Host consents to the student's use of Placement IP in their Assessable Work (as defined below) 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 or Equivalent

6 Student's Responsibilities

6.1 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 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.

6.2 The student agrees to

- a. placement progress, conduct and other information necessary for the monitoring of performance may be provided by and between the ANU and the Host; and
- b. the collection, disclosure and use of personal information by and between the ANU and the Host as is relevant and necessary for the administration of in the placement.

Assessable Work means material or works that the student creates in connection with the placement which is required for examination or assessment.

Placement IP means any Intellectual Property (IP) in works that the student creates in connection with their placement that is not required for examination or assessment.

6.3 As specified in the ANU Intellectual Property (IP) Policy, the student will own their Assessable Work.

TICK CLAUSE 6.3A OR 6.3B: (please ensure you and your Host discuss the IP arrangement before signing)
OPTION 6.3A IS THE PREFERRED OPTION.

- a.
- i. All rights in any material or works created by the student during the placement will be owned by the student.
 - ii. The student grants the Host a worldwide, free, perpetual, non-exclusive licence to use the IP rights in works created by the student during the placement for its own purposes.
- b.
- The student assigns all rights and titles to and interest in Placement IP to the Host. The student has the right to include Placement IP in their Assessable Work solely for assessment purpose.

Student Print Name	Signature	Date
--------------------	-----------	------

7 University's Responsibilities

7.1 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.

University Staff Use Only:

Course Convenor

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

Course Convenor Print Name	Signature	Date
----------------------------	-----------	------

For and on behalf of the Australian National University (ABN 52 234 063 906) by an authorised officer:

Authorised Officer Print Name	Signature	Date
-------------------------------	-----------	------