



Australian  
National  
University

# Claiming your engineering internship as Practical Experience

How to claim work experience completed in  
ENGN3200 Engineering Internship towards  
ENGN3100 Practical Experience

## Purpose

The guide provides The Australian National University (ANU) Bachelor of Engineering students with information on what action they need to undertake, if they intend to use the work experience hours accumulated in ENGN3200 Engineering Internship to satisfy their ENGN3100 requirements.

## Background

The Bachelor of Engineering degrees offered at ANU are accredited by Engineers Australia.

A requirement of Engineers Australia, as part of the degree accreditation, is that ALL Bachelor of Engineering students MUST complete the equivalent of 12 weeks of full-time (420 hours) work experience outside the University during their studies. At least 8 weeks (280 hours) must be within an engineering environment, supervised by a qualified engineer. The other 4 weeks (140 hours) may be in any general type of work (e.g. casual employment in retail, hospitality, general office administration etc.). This is implemented in the Bachelor of Engineering degree at the ANU as the ENGN3100 Practical Experience course.

To ensure that the University records how our Bachelor of Engineering students meet their work experience requirements accurately and to reflect the changes in the minimum work hours required for ENGN3100, Bachelor of Engineering students who completed ENGN3200 are required to enrol in and submit a report for ENGN3100 to evidence they have met the requirements as set by Engineers Australia.

## How to use this guide

This Guide is for ANU students who have completed, or will undertake, ENGN3200.

Depending on how many hours of Engineering work you have completed in your ENGN3200 Engineering Internship, what you need to action for ENGN3100 will vary.

Please read through this Guide and select the total hours you completed/will complete for ENGN3200 to understand what action you need to undertake for ENGN3100 Practical Experience.

**Note:** Although ENGN3200 templates will be accepted in lieu of ENGN3100 supporting documents as outlined in the table below, if your total work experience hours counting towards ENGN3200 is less than 420 hours, you are required to account for other work experience that brings total hours of work experience to 420 hours. In this case you must use ENGN3100 supporting documents for the remaining hours of your experience.

To understand the standard requirements of ENGN3100, please see <https://css.anu.edu.au/current-students/engn3100-work-experience-requirements-process-and-information>

## Confidentiality agreement

Your employer may request to have a Confidentiality Agreement signed to protect their confidential information and Intellectual Property. When you discuss this matter with your Host Supervisor, please inform your plan of using your experience there to satisfy the requirements of two separate courses ENGN3200 and ENGN3100 at the ANU. As the report and other materials submitted will be examined by both ENGN3200 Convener and ENGN3100 Convener, you will need to include both Conveners in the Confidentiality Agreement. In the first instance, please discuss this with your ENGN3200 Convener.

It is your responsibility as the student to discuss this with both ENGN3200 Convener and ENGN3100 Convener.

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.

An [ANUSA Legal Service](#) lawyer can offer free and confidential legal advice on a range of legal issues including intellectual property or agreements with employers.

## Action required based on your placement

For an internship totaling 420 hours

	Detail / action required
Total hours counting towards ENGN3200	420 hours
Do I need to self-enrol in ENGN3100 to graduate?	Yes
Do I need to submit ENGN3100 report?	Yes

### Required documents for ENGN3100

You must submit the following items via ENGN3100 Wattle site:

- ENGN3200 Internship Report
- ENGN3200 e-Journal
- ENGN3200 Supervisor's Report

Note: Evidence of the total hours completed for ENGN3200 may be required if your ENGN3200 Supervisor's Report does not include the total hours completed.

For a 280+ hour internship that covers the full engineering component

Detail / action required	
Total hours counting towards ENGN3200	Minimum 280 hours (covering the full engineering component)
Do I need to self-enrol in ENGN3100 to graduate?	Yes
Do I need to submit ENGN3100 report?	Yes

#### Required documents for ENGN3100

You must submit the following items via ENGN3100 Wattle site:

- ENGN3200 Internship Report
- ENGN3200 e-Journal
- ENGN3200 Supervisor's Report

Note: Evidence of the total hours completed for ENGN3200 may be required if your ENGN3200 Supervisor's Report does not include the total hours completed.

In your submission you must also include the documents listed below for your non-engineering work completed elsewhere:

- A formal letter of employment from your employer (detailing the duration of the placement including total hours, the nature of work undertaken and your supervisors name and position details)

Please download required ENGN3100 supporting document templates from:

[css.anu.edu.au/current-students/career-and-development-opportunities/work-experience](http://css.anu.edu.au/current-students/career-and-development-opportunities/work-experience)

For an internship totaling 240 hours

Detail / action required	
Total hours counting towards ENGN3200	240 hours
Do I need to self-enrol in ENGN3100 to graduate?	Yes
Do I need to submit ENGN3100 report?	Yes

#### Required documents for ENGN3100

You must submit the following items via ENGN3100 Wattle site:

- ENGN3200 Internship Report
- ENGN3200 e-Journal
- ENGN3200 Supervisor's Report

Note: Evidence of the total hours completed for ENGN3200 may be required if your ENGN3200 Supervisor's Report does not include the total hours completed.

You are still required to complete the remaining 40 hours of engineering work to meet the minimum 280 hours of the engineering work component.

You do not need to provide a technical report for your remaining 40 hours of engineering work completed elsewhere or completed with the same employer but not counting towards your ENGN3200; however, in your submission you must include the documents listed below for the remaining engineering work hours:

- A formal letter of employment from your employer (detailing the duration of the placement including total hours, the nature of work undertaken and your supervisors name and position details)
- A Feedback form completed by the employer.

In your submission you must also include the documents listed below for your non-engineering work completed elsewhere:

- A formal letter of employment from your employer (detailing the duration of the placement including total hours, the nature of work undertaken and your supervisors name and position details)

Please download required ENGN3100 supporting document templates from:

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