The purpose of this document is to outline draft rules for the administration of Industrial Training (IT) within the Faculty.

1. Industrial Training Placement Rules
In the following, placement refers to any activity that has the potential to count as credit towards the industrial training requirement of the Bachelor of Engineering (Honours). A traditional placement is defined to be that which is taken within a single professional engineering workplace where there is significant technical engineering work undertaken.

1.1. Duration
- Students must complete and have approval for a minimum of 60 days (80 days for Mining Engineering) in total.
- Credit will be given for at most 3 placements.
- At least one placement has to be 30 days or more in duration and in a professional engineering workplace.
- The minimum duration for any traditional professional engineering workplace placement will be 10 days.
- The minimum credit given for any non-traditional placement is 5 days, provided such a placement is a self-contained (e.g. training, workshop) activity. Note the maximum credit given for any non-traditional placement is 30 days (50 days for Mining Engineering) and that the maximum number of 5-day placements is 2.
- Each placement may also be accrued over non-consecutive work days, provided the placement is continuous. This allows for placements for example where the student works part-time or undertakes discrete periods of employment over an extended period.

Some example combinations (examples not valid for Mining Engineering):

<table>
<thead>
<tr>
<th>Number of placements</th>
<th>Days in placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>50+10, 40+20, 30+30</td>
</tr>
<tr>
<td>3</td>
<td>50+5*+5*, 40+10+10, 30+20+30+15+15, 30+25+5*</td>
</tr>
</tbody>
</table>

* Cannot be traditional placements
1.2. Non-traditional placements
Non-traditional placements are all those that fall outside the scope of traditional placements, whereby a student gains relevant experience under the supervision of a discipline professional, typically an engineer or scientist. Such non-traditional placements could include, but are not limited to:

- Research placements (such as Taste of Research)
- Workshops and/or courses with a focus on exposure to engineering professional practice
- International student immersions

1.3. Approval of non-traditional placements
Non-traditional placements will operate similarly to those graduate academic achievements approved for recording on an AHEGS.

- Application for a non-traditional placement can be made to the Faculty via the Associate Dean (Education).
- Applications need to be assessed and approved by the Faculty of Engineering prior to any students engaging in the placement.
- The Faculty of Engineering will maintain a list of approved non-traditional placements with their associated credit durations, available to all staff and students.

1.4. Pre-Registration of placements
All placements will need to be registered with the relevant School prior to the commencement of the placement. Registration of the placement will require the student to submit an appropriate position description from the company and indicative duration. As non-traditional placements will be already approved, such registration will not be required.

Registration will not count as approval of the placement for industrial training credit.

1.5. Time limit for Industrial Training completion
A maximum of 2 years can lapse between completing all coursework requirements of the BE (Hons) degree and completing the requirements for Industrial Training.
Incomplete Industrial Training within this 2-year period will result in the student needing to show cause why they should not be required to apply for re-admission to their degree.

1.6. Industrial Training undertaken overseas
UNSW Engineering encourages the undertaking of Industrial Training placements within Australia, and particularly prior to the completion of a student’s coursework requirements for the program. Under circumstances which make undertaking Industrial Training within Australia difficult, it is possible for students to carry out appropriate Industrial Training placements overseas. All rules outlined here also apply to such international placements.
In addition, for international Industrial Training placements, financial assistance via OS-HELP is available under the following conditions:

i. The placement is deemed to be equivalent to a full-time student load. UNSW Engineering can endorse the Industrial Training placement as full-time load only if it involves full-time work.

ii. The Industrial Training placement must be approved at the School or Faculty level before the start of the IT placement.

iii. The Industrial Training placement must be completed during the program of study – not after the completion of all course-work.

2. Assessment of Industrial Training

In order for the industrial training requirement to be satisfied, the following conditions must be satisfied:

• Students undertaking traditional placements require certification from their employer or supervisor for the number of days of engineering practice.

• Students undertaking non-traditional placements require proof of successful completion of the placement.

• Each student is required to produce a single report, 2000-3000 words long, covering all placements and demonstrating the nature of the exposure to professional practice. Note that for multiple placements, reports covering each placement can be combined into a single final report.

• At least half of the report should be reflective in nature, addressing how the placement(s) assisted the student in addressing EA Stage 1 competencies.

• An evaluation completed by the employer or supervisor is required, confirming the accuracy of the report, and providing feedback on the demonstration of EA Stage 1 competencies.