The Industrial Training guide provides all the information you need to know so that you can start your Industrial Training placement and complete the required assessments.
Industrial Training Student Guide

To graduate and qualify for accreditation by Engineers Australia, all UNSW students must complete a minimum of 60 days approved Industrial Training. This means that you will get some real work experience in an Engineering environment. You will also develop employability skills whilst gaining valuable contacts for your future career. If you are a Co-op scholar, your Industrial Training requirements will be completed in the Co-op program.

Checklist

1. Have I completed the 4 prerequisite modules?
   - Resume Writing
   - Interview Skills
   - Career Development and Networking
   - Workplace Behaviour and Health & Safety

2. Have I generated my Certificate of Prerequisite Completion?
   - Yes – Email this certificate to your School administration to receive your group activity key
   - No – Generate this certificate in order to access placement pre-approval applications and Industrial Training assessments

3. From 2019, if you are an International student, have you completed 17 Courses equal to 102 Units of Credit? The following formula applies: Courses competed >= (Terms studied*3) – 1 with a minimum of 6 terms studied
   - Yes – You may have an opportunity to undertake Industrial Training within one full term of study from 2019
   - No – Contact your School Administrator for further information and instructions

4. Have I enrolled in my School group on Moodle using the group activity key?
   - Yes – You now have access to submitting a placement pre-approval application
   - No – Be sure to enrol, or you will not be able to access any of your assessment requirements

5. Have I received my job offer?
   - Yes – Congratulations
   - No – Refer to TIPS to find IT

6. Have I applied for IT pre-approval with the required documentation?
   - Yes – Await approval confirmation
   - No – Refer to Pre-approval and IT Classifications

7. Have I received approval on my pre-approval application prior to commencement?
   - Yes – You can start your IT. Remember to set work goals (in the Evaluation form) during your first week
   - No – Contact your School Administrator for further information and instructions

8. Have I written my reflection about this placement and submitted it to Moodle?
   - Yes – Good job!
   - No – Don’t forget to write this while at each of your placements and submit it to Moodle, or you will not be able to complete your IT requirement

9. Have I completed the evaluation form with my employer?
   - Yes – Make sure your hours have been signed off
   - No – Be sure to set up a meeting with your employer in order fill out this form, and get the days you have worked signed off. This must be done for each placement

10. Have I accumulated 60 days from all of my IT placements (maximum 3 placements can be counted)?
    - Yes – You can start writing your report. You only need to write one report for all of your placements.
    - No – Refer to Assessment for instruction

11. Have I submitted my IT report to Moodle?
    - Yes – As soon as you receive a mark of “Satisfactory” on your report, you’re done with IT!
    - No – Submit your report on Moodle by the deadline. See Moodle for more information

Suitable Industrial Training

- Understand the Pre-approval process
- Find out about the types of acceptable IT placements, including Traditional, Unpaid Traditional or Non-Traditional.

Recognition of Prior Learning

Completed some industry experience prior to university? Your previous experience must be relevant to your current program of study.

Tips

How to find IT and other useful sources.

Process to commence your IT

Assessment

- Report instruction and requirement
- When and how to submit your report.

Support and FAQs

Find out where to find answers to your questions.

IT Rules

- Best time to undertake IT
- Duration
- Time limit
- Engineers Australia Stage 1 Competencies
- Insurance.

Checklist

Complete this checklist to track your progress with your Industrial Training requirements!
**IT Rules**

**THE BEST TIME TO UNDERTAKE YOUR INDUSTRIAL TRAINING IS**

**DURING YOUR 2ND OR 3RD YEAR FOR UNDERGRADUATES**

That you’re enrolled in your engineering program. For masters students, please discuss with your school academic IT coordinator.

**MAXIMUM**

3 PLACEMENTS

WILL COUNT TOWARDS YOUR IT REQUIREMENT

**MINIMUM**

60 DAYS IN TOTAL

**ONE PLACEMENT MUST BE TRADITIONAL AND AT LEAST**

30 DAYS

**MINIMUM DURATION FOR TRADITIONAL AND UNPAID PLACEMENTS IS**

10 DAYS

**STUDENTS CAN UNDERTAKE**

PART-TIME OR CASUAL EMPLOYMENT OVER A CONTINUOUS EXTENDED PERIOD

**MINIMUM DURATION FOR NON-TRADITIONAL PLACEMENTS IS**

5 DAYS

**MAXIMUM NUMBER OF NON-TRADITIONAL PLACEMENTS IS**

2

**STUDENTS NEED TO COMPLETE PLACEMENTS WHICH FULFIL AT LEAST**

5 OF THE 16 ELEMENTS FROM THE ENGINEERS AUSTRALIA STAGE 1 COMPETENCY STANDARD FOR PROFESSIONAL ENGINEER WITH AT LEAST ONE ELEMENT FOR EACH COMPETENCY (PLEASE SEE THE FORMAT GUIDE FOR WRITING YOUR REPORT)

**FOR THOSE WHO COMPLETED INDUSTRIAL TRAINING AT A PREVIOUS INSTITUTION OR WORKED IN INDUSTRY PRIOR TO ENROLLING AT UNSW, AN APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)**

Not all prior learning will be recognised. Your application must be completed within your first term of study.

**EXAMPLES OF NUMBER OF DAYS**

Minimum of 5 days for non-traditional and 10 days for traditional and unpaid traditional

**EXAMPLES OF 1 PLACEMENT**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Minimum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60</td>
</tr>
</tbody>
</table>

**EXAMPLES OF 2 PLACEMENTS**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Minimum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>50 + 10</td>
</tr>
</tbody>
</table>

**EXAMPLES OF 3 PLACEMENTS**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Minimum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>50 + 10 + 15</td>
</tr>
</tbody>
</table>

**WORKERS COMPENSATION, PUBLIC LIABILITY AND GENERAL PERSONAL ACCIDENT INSURANCES**

As a minimum, the company you are undertaking it with should provide you with.
What is suitable Industrial Training

UNPAID TRADITIONAL
The work must involve a learning experience related to the EA Stage 1 Competencies.
You must demonstrate that the role allows you to achieve the learning objectives of Industrial Training through engagement with new learning, and NOT completing work that simply assists with the ordinary operation of the business or organisation.

Additional requirements for Pre-approval process can be found in Further Information.

NON-TRADITIONAL
If your placement is not with an employer, but you are gaining exposure to professional practice, the placement may be classed as Non-Traditional.
As with traditional placements, you must be supervised by a qualified engineer (or in exceptional circumstances, a discipline professional).
If your placement is not on the Faculty's list of preauthorised non-traditional placements, you will need to apply to your Academic IT Coordinator to have the placement assessed and authorised.
You can only count a maximum of 30 days of non-traditional placement towards your IT requirement. (unless otherwise stated)
A list of approved Non-Traditional placements and additional requirements for pre-approval process can be provided by your school administration.

TRADITIONAL
Work experience in a conventional professional engineering workplace where significant technical engineering tasks related to the Engineers Australia Stage 1 Competencies are undertaken.
You are supervised by a qualified engineer and paid for your time.
It can be in form of technical engineering tasks, engineering-related tasks or engineering consulting.
Refer to Further Information for details.

IT IS INTENDED THAT
YOU ARE EMPLOYED
AT A RATE COMPARABLE TO YOUR QUALIFICATIONS AND EXPERIENCE. ESTIMATE YOUR RATE VIA FAIR WORK OMBUDSMAN PAY CALCULATOR

YOUR EXPERIENCE WILL EXPOSE YOU TO A RANGE OF ENGINEERING ACTIVITIES INCLUDING DESIGN, ANALYSIS, EXPERIMENTAL AND ON-SITE ACTIVITIES.

THERE ARE 3 IT CLASSIFICATIONS INCLUDING TRADITIONAL, UNPAID TRADITIONAL AND NON-TRADITIONAL

YOUR WILL NEED TO APPLY FOR PRE-APPROVAL BEFORE YOU GO OUT ON ANY PLACEMENT

WHAT IS SUITABLE INDUSTRIAL TRAINING

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WHAT IS SUITABLE INDUSTRIAL TRAINING

ENGINEERING ACTIVITIES WILL EXPOSE YOU TO A RANGE OF INCLUDING DESIGN, ANALYSIS, EXPERIMENTAL AND ON-SITE ACTIVITIES.
The process to commence Industrial Training

**STEP 1**
COMPLETALL E-LEARNING PRE-REQUISITE MODULES ON MOODLE
- Resume writing
- Interview skills
- Career development and Networking
- Workplace behaviour and Health & Safety

**STEP 2**
APPLY FOR INDUSTRIAL TRAINING PRE-APPROVAL VIA MOODLE

**STEP 3**
ENSURE YOU RECEIVE APPROVAL FROM YOUR ACADEMIC IT COORDINATOR PRIOR TO COMMENCEMENT

**APPROVED**
Commence Industrial Training

**NEED MORE INFORMATION**
Academic Coordinator or School Administration to contact applicant

**REJECTED**
Re-apply for pre-approval for a different placement

Tips – How to find IT

**LIST OF COMPANIES**
OFFERING ENGINEERING GRADUATE PROGRAMS

**BECOME A MEMBER OF ENGINEERS AUSTRALIA**
AND Gain ACCESS TO THEIR VACATION AND GRADUATE EMPLOYMENT HANDBOOK

**WATCH YOUR SCHOOL’S EMPLOYMENT NOTICE BOARDS**
TO IMPROVE YOUR RESUME AND INTERVIEW SKILLS

**VISIT CAREERS AND EMPLOYMENT**
TO IMPROVE YOUR RESUME AND INTERVIEW SKILLS

**INTRODUCTION TO THE WORKPLACE (DIPP1112)**
A GENERAL EDUCATION COURSE WHICH PREPARES YOU FOR FUTURE EMPLOYMENT.

**CONSULT ACADEMIC STAFF**
WHO FREQUENTLY HAVE INDUSTRY CONTACTS
Assessment

For the Industrial Training requirement to be satisfied, the following requirements must be met.

**EVALUATION AND SELF-REFLECTION**

**TOTAL OF 420 HOURS MINIMUM EQUIVALENT TO 60 DAYS**

TO BE CERTIFIED BY AN EMPLOYER/SUPERVISOR

**WRITTEN REPORT**

**Support**

**ACADEMIC IT CO-ORDINATORS**

- Chemical Engineering
- Computer Science & Engineering
- Civil and Environmental Engineering
- Electrical Engineering and Telecommunications
- Mechanical and Manufacturing Engineering
- Mining Engineering
- Petroleum Engineering
- Photovoltaic and Renewable Energy Engineering

**GENERAL ENQUIRIES**
Can I undertake interstate and overseas opportunities?

We encourage you to do so. You will need to provide adequate information about the proposed nature of the work so we can make sure it is suitable. For overseas opportunities, please be aware that workplace employment laws and safety standards differ from country to country. It is crucial that you have adequate insurance to cover your Industrial Training placement. If you have secured approval for an international placement, it is recommended that you complete the Pre-departure requirements.

What are some common types of IT?

Any of these types of placements will have to demonstrate how they reflect the Stage 1 Competencies, as you will be required to write on these in your report.

- **Technical Engineering** (Both office and field) – involve working in an office or hands-on field activities to solve engineering problems.
- **Engineering Consulting** – professional engineering service firms who provide independent services, expertise and technical advice to companies who require specialised engineering tools and support to solve problems.
- **Research & Development** – all projects associated with the Taste of Research Summer Scholarships, and other non-traditional placements, must be submitted to the Industrial Training Coordinator in your School who will consult with the Faculty Unit to approve the project for Industrial Training.

What are benefits of IT?

The main reason engineering students need to do Industrial Training (IT) is so they are well prepared for a graduate job in their chosen field. It provides the opportunity to put what you have learned at university to work in real-life situations.

- First-hand experience working as an engineering professional
- Apply your technical knowledge and engineering methods to real-life situations
- Work with other engineering professionals
- Experience what it’s like to work in a professional organisation. Witness the functioning and organisation of business and companies
- Increase your technical, interpersonal and communication skills, both oral and written
- Observe interactions of engineers with other professional groups
- Gain contacts for future networking opportunities.

While the employers use IT to assess their potential future employees, you will also have the opportunity to determine if this is where you want your future career to be.

What does it mean that I have to comply with the EA Stage 1 competency and reflect it in my report?

You must illustrate how you demonstrated the EA Stage 1 competencies during your work experience in your report. For example, you secure a placement at a car company. If your work is related to sales and customer service, it’s most likely not acceptable. If your work is involved with sustainable, engineering car design, it’s most likely satisfying specific conditions in the EA Stage 1 Competencies.

Can I combine multiple placements to accumulate 60 days?

Yes, please see table. Note that only 3 placements in total can count towards your IT requirement.

Facts and Questions
Recognition of prior learning
If you completed Industrial Training at a previous institution or worked in industry prior to enrolling at UNSW, an application for Recognition of Prior Learning (RPL) must be completed prior no later than Week 13 for your first semester. Not all prior learning will be recognised, it must be relevant to your program of study.

RPL is also known as credit transfer (undergraduate) or advanced standing (postgraduate).

To apply for RPL, forward the below to your School Administration:

- Recognition of Prior Learning application form
- Current Resume
- Description of duties, tasks and/or projects undertaken that relate to the RPL with amount of hours
- Current contact details and educational qualifications of Engineering supervisor that can confirm that the student has undertaken the work and confirm the number of hours of RPL applied for.

Insurance
The company you are undertaking IT with should provide you with workers compensation and public liability insurances as a minimum, not UNSW. It is necessary for you to check with the company that insurance is provided and the extent of coverage. Australian employers carry workers’ compensation and public liability insurance cover for paid IT.

If you are undertaking unpaid Traditional IT, follow the steps required. Insurance cover is provided if you are undertaking work in Australia.

If you are undertaking an International placement, you are required register your travel with International SOS and prepare for departure with UNSW Global Education. You may be required to take out additional insurance.

If there are any concerns regarding this, then you should contact the UNSW Insurance.

Moodle Enrolment Key
Use this key to enrol in the Faculty of Engineering Industrial Training Moodle course under “Self-enrolment (Student)” (see image below):

EngStudent!

Further information

Time limit for IT completion
If you do not complete your Industrial Training requirement during your program of study, you will not be able to graduate. However, you have a maximum of 2 years to complete your Industrial Training requirement, after you have completed your program of study, if required and approved by your Academic IT coordinator.

If you are undertaking an unpaid IT placement, you may be required to take out additional insurance as you are no longer enrolled in a programme of study. It is recommended that you check with UNSW Insurance.

Incomplete Industrial Training after this two-year period will result in the student needing to show cause as to why they should be readmitted into their degree.

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If you are undertaking an International placement, you are required register your travel with International SOS and prepare for departure with UNSW Global Education. You may be required to take out additional insurance.

If there are any concerns regarding this, then you should contact the UNSW Insurance.

Best time to undertake IT
An engineering student’s Industrial Training must happen at the same time they are enrolled in the program. Ideally this should be in year 3 of full-time study. Your Industrial Training doesn’t all have to happen in one stretch; ideally, your 60 days of engineering IT could be spread out over a year as an engineering internship or over your summer holidays at the end of the 2nd and 3rd years. Most of you would have done work experience at high school, this is just the next step up.

From 2019 International students are required to have completed at least 17 courses (102 Units of Credit) after 6 terms of study to enrol into Industrial Training for a full academic term (equivalent to a full-time study load).
Pre-approval of all placements

You will need to apply for pre-approval before you go out on a placement. Failure to do so may result in not being able to use your experience towards your Industrial Training requirement.

To gain pre-approval for your IT, your employer should provide you with a position description outlining the tasks and activities related to the placement. You may also obtain a project outline or other information that allows you to demonstrate that you are undertaking work that is relevant to your field of study.

It is your responsibility to find appropriate IT. The philosophy behind this is that the process of finding IT is nearly identical to that of finding a job as a graduate.

Pre-approval for traditional, non-traditional and unpaid traditional placements can be applied via Moodle.

Traditional

A traditional placement is work experience in a conventional professional engineering workplace where significant technical engineering tasks related to the Engineers Australia Stage 1 Competencies are undertaken, you are supervised by a qualified engineer, and you are paid for your time. Traditional IT can be in form of technical engineering tasks, engineering-related tasks, engineering consulting or engineering R&D.

Unpaid Traditional

Faculty of Engineering strongly does not recommend unpaid IT, however recognises that in some extenuating circumstances, students may not be able to obtain paid IT. If you wish to pursue unpaid IT, it must involve a learning experience related to the Engineers Australia Stage 1 Competencies. Thus, you must be able to demonstrate that you are in a role that will allow you to achieve the learning objectives of Industrial Training through engagement with new learning, and NOT completing work that simply assists with the ordinary operation of the business or organisation. For further information, refer to the Fair Work Ombudsman.

Additional information for pre-approval. To apply for pre-approval of an unpaid placement, please follow the below procedure. Please note: Students will only be able to undertake unpaid IT at the proposed organisation for a maximum of 12 weeks (i.e. 60 days). Students must also only conduct IT that provides a learning experience.
Non-traditional

Non-traditional placements are all those that fall outside the scope of traditional placements, but you still gain relevant engineering experience. As with traditional placements, you must be supervised by a qualified engineer (or in exceptional circumstances, a discipline professional). Such non-traditional placements include but are not limited to:

- Student-led Projects
- Research Placements (Taste of Research, research opportunities at UNSW or other Universities)
- Domestic UNSW immersion programs
- International UNSW immersion programs.

The Faculty of Engineering will maintain a list of preauthorised non-traditional placements with their associated credit durations which can be provided by your school administration.

Additional information for pre-approval of non-traditional placements. If you complete a placement that is considered non-traditional and is not on the list of preauthorised placements, you will first need to apply for the placement to be authorised through your school administration. Once the placement is authorised, you can start applying for IT Pre-approval through MOODLE.

Total hours

Industrial training hours can be achieved by undertaking up to 3 placements. It is a requirement that all the hours are signed off by a supervisor and submitted via Moodle as part of your evaluation. Your Supervisor/Employer must submit this at the completion of your placement.

Your total hours must be a minimum of 420, which is the equivalent of 60 days.

Evaluation and Self-reflection

You can obtain a template of the Self-reflection and Evaluation in Moodle.

- On commencement of each placement, make an appointment with your supervisor to agree on the goals that you wish to achieve whilst on your placement
- At the end of each placement
  - Complete a self-reflection and submit to Moodle
  - Review your goals with your supervisor
  - Ask your employer to complete your evaluation. Ideally this should be done in a meeting. You can take along your self-reflection to compare responses and discuss areas of success and improvement.
- Supervisor to complete the total hours you have worked
- You must submit your evaluation with the total hours worked, by uploading to Moodle assessment evaluation.

Industrial Training written report

You can obtain a guide on how to format your Industrial Training report in Moodle.

At the end of your Industrial Training, you are required to produce one report covering all your Industrial Training placements.

- The report should be between 2000 and 3000 words
- Submission will be open from beginning of O week and closes 5pm Census day
- You will be informed by an email notification that your report is satisfactory/unsatisfactory including feedback
- You can see if you have completed the requirements of industrial training by checking the completion box in Moodle or your Moodle grade book.

If you are a Co-op Scholarship student, they can use the Co-op report to submit via Moodle.

Grading

Satisfactory/Unsatisfactory.

Further information

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