This Report is submitted in partial fulfilment of the Requirements for Practical Experience for the BE Degree in the ANU College of Engineering & Computer Science
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i) Information Letter to Work Experience Employers – *no need to include in the report*

*Sections 1 to 7 are mandatory*

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Dear Sir or Madam,

I would like to thank you for offering engineering work experience in your organisation to one of our students. Engineering work experience is offered in the context of Australian National University course ENGN3100. It is the purpose of this letter to provide you with some important information about the course.

Exposure to industry practice is an important aspect of engineering training. Students are expected to work under the supervision of an accredited engineer. The roles that students undertake can be quite diverse but generally range from an engineering technologist role to a professional engineer / project manager. Engineering work experience is assessed against the following professional and personal attributes of the IEAUST stage 1 competencies¹.

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<thead>
<tr>
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<tbody>
<tr>
<td>3.1</td>
<td>Ethical conduct and professional accountability.</td>
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<td>3.2</td>
<td>Effective oral and written communication in professional and lay domains.</td>
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<td>3.3</td>
<td>Creative, innovative and pro-active demeanour.</td>
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<tr>
<td>3.4</td>
<td>Professional use and management of information.</td>
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<td>3.5</td>
<td>Orderly management of self, and professional conduct.</td>
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<tr>
<td>3.6</td>
<td>Effective team membership and team leadership.</td>
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</table>

A typical work experience stint lasts 8-12 weeks full-time and students are required to produce a 10-15 page report. Satisfactory completion of this report is a course requirement and is a necessary requirement for fulfillment of the degree.

There are five administrative duties that we kindly ask you to perform.

1. A declaration that the work to be offered meets the above IEAUST requirements.
2. A signed letter of offer to the student on your company letterhead as evidence of employment OR a letter from your Organisation confirming the student’s unpaid/voluntary placement with the organisation that includes the start and end date of your placement, the hours/week to be completed and the duties the student will be engaged with.
3. A declaration that the student’s final report is a true and accurate account of the work done.
4. A feedback form addressing the student’s work performance.

**Important Note:** If the student is not being employed (i.e. paid) for the duration of the Work Experience placement and insurance cover from the university is required, the student and the Work Experience Host will need to complete the CECS Student Placement Risk Assessment Form *before your placement commences*. These forms can be found in the ENGN3100 work report template² provided by the student.

Yours sincerely,

Juan F. Torres

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¹ [https://cecs.anu.edu.au/professional_skills_mapping/ENGN3100.html](https://cecs.anu.edu.au/professional_skills_mapping/ENGN3100.html)
² [https://cecs.anu.edu.au/current-students/professional-development/work-experience](https://cecs.anu.edu.au/current-students/professional-development/work-experience)
IMPORTANT INFORMATION FOR STUDENTS

- The letter of Appendix 2 should be signed by your employer/work experience host and returned to the course convenor before you start employment. This will ensure that the chosen practical experience will meet the requirements of ENGN3100. The letter of Appendix 2 is not mandatory, but if not submitted, you may have a placement that is not be suitable for this course and will therefore not be able to be counted to satisfy your Work Experience requirement.

- The employer/work experience host must provide a letter of offer/confirmation of your placement, to be included in the report (Section 2).

- The completed Stage 1 competency matrix of Appendix 1 must be included in your report. The competencies claimed in the report should be referred to by their numberings in Appendix 1 (see Section 6).

- If you are not employed for the duration of your Work Experience placement and are therefore not insured under employment protection legislation (including Workers’ Compensation, Public Liability, Personal Accident and/or Professional Indemnity), you may be eligible to be covered by University's insurance for the duration of your placement. The University insurance form in Appendix 4 must be completed by you and your employer and signed by the course convenor prior to the commencement of employment. This cover may also be available for overseas placements, subject to approval from the university.

- The feedback form of Appendix 5 should be completed by each employer and returned by email to the convenor or attached to the final report.

- Students doing overseas work need to put their prospective employers in contact with the course convenor by either email or telephone before travelling.

- Students should make sure that prospective employers are in possession of the Work Experience Information letter for employers.
WARNING

REPORTS DISPLAYING OBVIOUS AND/OR SIGNIFICANT MISCONDUCT, (INCLUDING BUT NOT LIMITED TO) FRAUD, COLLUSION OR PLAGIARISM, WILL BE FORMALLY INVESTIGATED AND PENALISED UNDER THE ANU ACADEMIC MISCONDUCT RULES
1. **Summary of practical experience**

**Period 1**

Name of Employer:

Starting date of employment: Ending date

of employment: Position/job:

**Period 2**

Name of Employer:

Starting date of employment: Ending date

of employment: Position/job:

Total number of weeks of experience claimed: .............................................................. (do not claim more than 12 weeks)
2. **Copy of signed Letter of Offer of Employment**

We require one offer letter for each position you held
*(Original plus Certified English Translations required)*
3. **Signed Letter from employers confirming claims made within Report**

(More than one may be necessary! Originals plus Certified English Translations are required)

COMPANY LETTERHEAD

Director – Research School of Electrical, Energy and Materials Engineering
ANU College of Engineering and Computer Science
The Australian National University
Canberra, ACT 2600

date

Please fill in each part of this declaration.

1. This is to certify that Mr/Ms/Miss/Mrs/etc ........................ worked at <name of company> from ............(date)........ to ............(date).......... in a full-time/ part-time capacity and from ............(date)........ to ............(date).......... at an average of ............... (e.g. 2.5 days) per week.

2. During the employment his/her job involved ........................................... (detailed job description – approx. ½ a page).......................

3. This report is a true and accurate account of work actually performed by Mr/Ms/Miss/Mrs/etc ........................

Yours Sincerely,

(the letter must be signed by the supervisor at the place of employment)

(signature) (Position)
4. Technical Report

5.1. The structure and operation of the Company
(3-4 pages)
- Company's full name, associates, parent or autonomous?
- Company head-quarters full address, telephone, Internet, etc.
- Managerial and administrative structure of the company.
- Company's business/ products, production output, trading partners, markets.
- Company's divisions (if there are any). Division's business/products, etc.
- Name and address of the Head of the Division.
- Company's financial base, is it private or public, is it listed on Stock Exchange?
- Total operation budget, division into business areas.
- Attitude of the company to its work-force, prevailing ethics in the company.

5.2. My position in the Company
(1-2 pages)
- Title of my job/ jobs.
- My immediate supervisor, and my position within the structure.
- Responsibility and requirements in my job(s).
- Interaction with other employees.
- Why was the job offered to me?

5.3. Technical description of the Job
(5-6 pages)
- What I did (attach summary results as appendix, if relevant).
- What I achieved (attach any drawings, photographs, sketches as appendix, if relevant).
- How did my work relate to Company's business?
5. Development of Stage 1 Competency Standards for Professional Engineer

(2-3 pages)
- How my experiences helped me work towards the standards of a professional engineer.
- The standards identified by Engineers Australia are listed on the ENGN3100 WebCT report site
- Which areas of competency were developed, and how.

PLEASE NUMBER EACH COMPETENCY CLAIMED ACCORDING TO THE NUMBERING SYSTEM OF APPENDIX 1.

6. Conclusions

(1 page)

7. Reflection of my Work Experience

(2 page)

9. Acknowledgments
Appendix 1. Stage 1 Competency Matrix – *mandatory*

Australian Engineering Competency Standards, Engineers Australia Competencies for Stage 1 Engineering Practitioners

<table>
<thead>
<tr>
<th>Unit</th>
<th>UNIT Descriptor</th>
<th>Competency Claimed? [Y/N]</th>
<th>Section or Line or Paragraph numbers where covered in Report</th>
<th>Line-number(s) where covered in Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KNOWLEDGE AND SKILL BASE</td>
<td></td>
<td></td>
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<tr>
<td>1.1</td>
<td>Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.</td>
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<tr>
<td>1.2</td>
<td>Conceptual understanding of the, mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline.</td>
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<tr>
<td>1.3</td>
<td>In-depth understanding of specialist bodies of knowledge within the engineering discipline.</td>
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<tr>
<td>1.4</td>
<td>Discernment of knowledge development and research directions within the engineering discipline.</td>
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<td>1.5</td>
<td>Knowledge of contextual factors impacting the engineering discipline.</td>
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<tr>
<td>1.6</td>
<td>Understanding of the scope, principles, norms, accountabilities and bounds of contemporary engineering practice in the specific discipline.</td>
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<tr>
<td>2</td>
<td>ENGINEERING APPLICATION ABILITY</td>
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<td>2.1</td>
<td>Application of established engineering methods to complex engineering problem solving.</td>
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<tr>
<td>2.2</td>
<td>Fluent application of engineering techniques, tools and resources.</td>
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<tr>
<td>2.3</td>
<td>Application of systematic engineering synthesis and design processes</td>
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<tr>
<td>2.4</td>
<td>Application of systematic approaches to the conduct and management of engineering projects.</td>
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<td></td>
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<tr>
<td>3</td>
<td>PROFESSIONAL AND PERSONAL ATTRIBUTES</td>
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<td>3.1</td>
<td>Ethical conduct and professional accountability</td>
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<td>Effective team membership and team leadership.</td>
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</table>
Other Appendices (if appropriate)

(signature of student submitting report)

(date)
Appendix 2. Letter of Declaration from Employer – optional

Director – Research School of Engineering
College of Engineering and Computer Science
Australian National University
Canberra, ACT 0200

The aim of engineering work experience is

I. to expose the student to the workplace and workplace issues (such as human and industrial relations, job organisation, maintenance, safety and environmental issues),

II. to provide direct insight into professional engineering practice.

This is to certify that while working at …..(company name)……. under the supervision of accredited engineer …..(engineer's name)……., the following minimum set of Stage 1 competencies will be manifested in the work performed and in a manner that can be documented by student Mr/Ms/Miss/Mrs/etc .....(student name)……..

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<tr>
<td>3.2</td>
<td>Creative, innovative and pro-active demeanour. (NOT ASSESSED)</td>
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<td>3.3</td>
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</table>

Yours Sincerely,

(the letter must be signed by the supervisor at the place of employment)

(signature) (Position)
Appendix 3. Photocopy of Passport Entry and Leaving (overseas work experience only) – *mandatory*

Please clearly indicate by circling and explaining all relevant dates.

MAKE SURE THAT YOU OBTAIN EVIDENCE OF YOUR ENTRIES AND EXITS EVEN IF YOU USE ELECTRONIC PASSPORT CONTROL

A scan of the boarding pass is the best way of proving this
Appendix 4. Insurance Cover Form

If you are not covered by your employer, the ANU may cover you provided the proper risk assessment is conducted.
Appendix 5. Feedback Form

**THE STUDENT’S OVERALL PERFORMANCE (Please cross X)**

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Exceptional/Beyond Expectations</th>
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**MAJOR STRENGTHS:**


**RECOMMENDATIONS TO MAKE THE STUDENT BETTER PREPARED FOR THE WORKPLACE**


Appendix 6. Engineers Australia National Generic Stage 1 Competency Standards (2011)