Understand the Process
- Engineering students are required to undertake 12 weeks (420 hours) practical work experience. A minimum of 8 weeks should be in an engineering environment, under the supervision of an accredited engineer. The remaining 4 weeks can be in any sort of employment.
- Read the information about ENGN3100 at https://cecs.anu.edu.au/current-students/engn3100-work-experience-report-template-and-supporting-docs to ensure that you understand the process and the types of suitable employment.
- Plan during which semester you will finish the 12 weeks work experience, so that you enroll to this semester being able to hand in the report at the end of the semester for the full 12 weeks of work experience.

Arrange a placement
- Identify the type of experience you wish to undertake. Apply for advertised opportunities or make a direct approach to companies of interest to you. For advice on finding work experience opportunities, get in touch with CECS Student Employability Team at student.employability.cecs@anu.edu.au. Refer to resources and services provided by ANU Careers Centre to assist with job search, networking, preparing a resume and cover letter, and interview preparation.
- Discuss with your potential employer about how the placement could meet Engineers Australia Stage 1 Competencies. Competencies 3.1, 3.2, 3.4, 3.5, and 3.6 are mandatory to be met. The Information Letter to Work Experience Employers provided in the Report Template can be provided to potential employers to explain the requirements for Practical Work Experience.
- You will be notified by email if your placement is approved.

Apply for Work Experience Pre-approval
- If you intend to undertake a work experience placement to be counted towards ENGN3100 please email the course convenor ENGN3100@anu.edu.au with the following information BEFORE you commence employment:
  - Company name, address and website
  - Name of workplace supervisor (required to be an accredited Engineer) and contact phone and email
  - Description of the type of work to be performed
  - Dates of the intended placement.
  - You will be notified by email if your placement is approved.

Insurance coverage (unpaid placements only)
- The ANU College of Engineering and Computer Science does not recommend unpaid Practical Experience however recognises that in some circumstances students may not be able to obtain paid Practical Experience.
- If your placement is to be unpaid you will not be covered by the organisation’s insurance. ANU Insurance coverage can be arranged for pre-approved unpaid placements.
- To apply for ANU Insurance coverage, as well as submitting details of your intended placement for pre-approval (see Step 3 above), please complete the ANU Approval of Activities for Insurance Form and submit the completed form to the CECS Student Employability team at student.employability.cecs@anu.edu.au.
- You must also provide the following supporting documents as part of your insurance approval process: 1) Host Organisation’s Workplace Health & Safety and Critical Incident Policy and Procedure, 2) Host Organisation’s COVID-19 Response Guide, 3) Host Organisation’s WHS Risk Assessment and COVID-19 Risk Assessment, 4) WHS and Safety Induction Training the Host will provide for the placement, 5) Position Description (a brief summary of the main tasks) and type of placement such as on-site/Remote/Hybrid (some on-site and some remote) and 6) If the placement is a remote placement, Host Organisation’s Remote work WHS Policy. You must wait until you receive the Insurance Confirmation letter before you commence your placement.

If the work experience is overseas
- Keep track of your travelling. Proof is required in form of Passport entry and leaving or actual flight tickets (booking confirmation is not sufficient).
- Please double check with CECS Student Employability Office (student.employability.cecs@anu.edu.au) if Insurance or ANU Travel Approval is required.

Undertake your placement
- Make sure that you and your employer record the hours you work. This can be done manually (ie. recorded in a diary) or electronically through spreadsheets or using an app such as the Record My Hours app.

Finishing/after your placement
- Obtain 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. This is required for each placement you are counting towards the 12 week (420 hour) total.
- Get the Feedback form filled by your employer.
- Inform your employer that a “Signed Letter confirming claims made within Report” will be needed from them, once the report is written.

Enroll and Submit your report
- Once you have completed 12 weeks of work experience, enroll in ENGN3100 in the semester in which you intend to complete and submit your work experience report (usually in the semester immediately following your work placement).
- Write your report including all the mandatory documentation for your work experience and get it confirmed by the employer with the “Signed Letter confirming claims made within Report” form provided in the Report Template.
- Submit your work experience report via Wattle, including a copy of your letter of employment (for each placement). The due date for submission will be posted on the Wattle site and is usually in the final week of semester.