UTS:Engineering

Engineering Practice Program Student Guide

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Version: July 2016
1 Introduction

This guide is intended to assist students in UTS:Engineering undergraduate degree courses to meet the work experience components of their course and to maximise the learning outcomes from that part of the course. The guide explains the rationale of the program and its components as well as the important rules and procedures that are in place to support the rationale.

2 What is practice-based engineering education?

The UTS:Engineering perspective on practice-based engineering education requires students to experience the reality of engineering from an early stage in their professional formation — through internship. It actively relates this experience to their developing understanding of engineering theory, analysis and laboratory work, and to studies in other disciplines, and it promotes critical and creative thinking based on knowledge gained outside as well as within the University.

Practice-based education is more than practice and more than education. A university education should impart a thorough grasp of fundamental principles, a respect for knowledge, a capacity for critical inquiry and lateral thinking, a fluency in communication, a pride in excellence and an eagerness to contribute to shaping the future. Practice-based engineering education claims that these attributes can be more effective when they have been developed in contact with the human and technical challenge of real engineering situations.

3 Overview of the UTS:Engineering Practice Program

There was a major change to professional engineering undergraduate courses for students admitted from Autumn session 2015. The term “current courses” will be used to refer to courses commenced from autumn session 2015 or later. The term “phasing-out course” will be used for courses that commenced in 2014 or earlier.

3.1 Practice Program Requirements by Course

The amount and type of engineering practice that you are required to complete as part of your UTS:Engineering course is given in the following tables (NB: “WIL” is an abbreviation for Work Integrated Learning):
**Course Name & Code - PHASING OUT COURSES**

<table>
<thead>
<tr>
<th>Course Name &amp; Code</th>
<th>Practice Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Engineering Diploma in Engineering Practice (C10061)</td>
<td>48 weeks structured</td>
</tr>
<tr>
<td>DOUBLE BE DEGREES with DipEngPrac</td>
<td>48 weeks structured</td>
</tr>
<tr>
<td>BEBAIntStudDipEngPrac (C10062), BEBBusDipEngPrac (C10068), BEBScDipEngPrac (C10074), BEBMedScDipEngPrac (C10076), BEBBioTechDipEngPrac (C10079)</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering (international students only) (C10067)</td>
<td>12 weeks</td>
</tr>
<tr>
<td>DOUBLE DEGREES without DipEngPrac</td>
<td>12 weeks</td>
</tr>
<tr>
<td>BEBAIntStud (C10063), BEBBus (C10065), BEBSc (C10073), BEBMedSc (C10075), BEBBioTech (C10078), BEBCIInn (C10339)</td>
<td></td>
</tr>
</tbody>
</table>

Table 1 - Practice requirements for PHASING OUT UTS:Engineering undergraduate courses

**Course Name & Code - CURRENT COURSES**

<table>
<thead>
<tr>
<th>Course Name &amp; Code</th>
<th>Practice Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Engineering (Honours) Diploma in Professional Engineering Practice (C09067)</td>
<td>48 weeks structured including 24cp of WIL</td>
</tr>
<tr>
<td>DOUBLE DEGREES with Diploma:</td>
<td>48 weeks structured including 24cp of WIL</td>
</tr>
<tr>
<td>BE (Hons) BAIntStud DipProfEngPrac (C09069)</td>
<td></td>
</tr>
<tr>
<td>BE (Hons) BBus DipProfEngPrac (C09071)</td>
<td></td>
</tr>
<tr>
<td>BE (Hons) BSc DipProfEngPrac (C09073)</td>
<td></td>
</tr>
<tr>
<td>BE (Hons) BMedSc DipProfEngPrac (C09075)</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) (C09066)</td>
<td>12 weeks structured</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENTS ONLY</td>
<td></td>
</tr>
<tr>
<td>DOUBLE DEGREES without Diploma:</td>
<td>12 weeks structured</td>
</tr>
<tr>
<td>BE (Hons) BAIntStud (C09068); BE (Hons) BBus (C09070)</td>
<td></td>
</tr>
<tr>
<td>BE (Hons) BSc (C09072); BE (Hons) BMedSc (C09074)</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) Bachelor of Creative Intelligence &amp; Innovation (C09076)</td>
<td>12 weeks structured</td>
</tr>
<tr>
<td>Master of Professional Engineering (C04309)</td>
<td>12 weeks structured</td>
</tr>
<tr>
<td>Bachelor of Engineering Science (C10066)</td>
<td>None</td>
</tr>
<tr>
<td>Bachelor of Engineering Science Bachelor of Laws (C10136)</td>
<td>None</td>
</tr>
</tbody>
</table>

Table 2 - Practice requirements for Current UTS:Engineering undergraduate courses

### 3.2 48-week Structured Practice Program

The 48-week structured engineering practice program is known as follows:

- Diploma in Engineering Practice (DipEngPrac) for phasing out courses (students admitted prior to 2015) [12 credit points total]
- Diploma in Professional Engineering Practice (DipProfEngPrac) for current courses (students admitted from 2015 onwards) [48 credit points total]
- “The Diploma” in general terms.

The Diploma is a compulsory component for all local students enrolled in a single professional engineering degree course. It consists of 2 phases: one that occurs about one third of the way through the course and the second about two thirds of the way through the course (although this is flexible to some extent). Each phase includes
a 24 week (roughly 6 months) paid internship in industry. It also includes a preparatory subject and a reflective assessment subject for each phase. The subject names and numbers for the current version and phasing-out versions are different. The DipProfEngPrac also involves a significant component of work integrated learning (WIL) which must be completed concurrently with the internship. These are shown in figure 1 below:

![Diagram of course structure]

Figure 1 - Overview of the 48-week structured practice program

The pattern of completion of stages of the Diploma shown in Figure 1 is indicative only; there is substantial flexibility in the way students complete the course based on the notion of pre-requisite requirements for each subject. Pre-requisite requirements for engineering practice program subjects are detailed within this guide. Students may also complete the course part-time if they are working full-time. In this case, students nominate a particular session of their on-going employment as being their official internship after they have completed the required ‘preview’ subject.

Despite this flexibility, there are also some rules about when the internships can and should be taken. These are explained in detail in Section 6 Timelines / Deadlines. In a nutshell, there are 2 main requirements:
1. The first internship, consisting of 24 weeks of full-time work, must be completed early in the course, preferably in year 2. Students are not permitted to continue studying full-time beyond 87 credit points if they have not completed their first internship. UTS:Engineering believes that early exposure to the practice of engineering significantly motivates students about their study and changes the way they approach their learning.
2. The second internship must be completed towards the final third of the course. Students must not commence their second internship before completing a minimum

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1 Voluntary work of an engineering nature is also acceptable.
of 147 credit points of academic study for current courses and 129 credit points for phasing out courses.

The sequential nature of the practice program is also critical to quality learning outcomes. The subjects must be completed in the order specified and each subject must be completed before moving onto the next subject. This is because each phase has been designed for learning goals to be set in the ‘preview’ subject, then experience to be gained in light of those goals, and finally for an assessment and reflection on that learning in the ‘review’ subject. It is also important to complete the first phase entirely before moving onto the next phase.

3.3 12-week structured practice program

Students admitted in professional engineering courses without the Diploma and also the Master of Professional Engineering are required to complete the 12-week structured practice program. This involves completing a program similar to one internship phase in the phasing out Diploma program except that the 24 week internship is replaced by a 12 week work experience period. In other words, a preview subject, a work experience subject and a reflection subject. This is shown in the figure below.

![Figure 2 - Overview of the 12-week structured practice program](image)

The pattern of completion for the BE (Hons) course depicted above is indicative only. The subject 41035 Engineering Practice Preparation 1 may be completed at any stage of the course. The subject 41028 Engineering Work Experience may then be completed after passing 41035 and concurrent with a suitable 12 week work experience in industry. 41055 Engineering Workplace Reflection must be completed after passing 41028. A 12 week work experience is the minimum required by Engineers Australia for accredited professional engineering courses.

3.4 12-week practice program (unstructured)

Students admitted in phasing out professional engineering courses without the Diploma in Engineering Practice must complete a 12 week work experience program as specified by Engineers Australia, the professional body that is responsible for accrediting engineering courses in Australia. Students must enroll in the subject 48100 Professional Practice (BE) after completing the required 12 weeks of work experience. Details about this subject are available in section 5.1.8.

4 What will I gain from doing the Diploma?

Learning outcomes from the engineering practice program are based largely on guidelines published by Engineers Australia. This organisation represents the engineering profession in Australia and is responsible for accrediting engineering courses as well as maintaining the national register of chartered professional engineers. Through the
“Washington accord” agreement, Australian engineering qualifications are also recognised in many countries across the globe. Refer to the references section at the end of this document for more information.

Engineers Australia define a two-stage competency recognition arrangement for engineering professionals. These are:

**Stage 1 competence:** Covers the technical knowledge and skills required of engineers in a range of disciplines. Graduates of accredited engineering courses are automatically recognised as being stage 1 competent. All professional engineering courses from UTS:Engineering are accredited by Engineers Australia. Some stage 1 competencies are assessed in the subject *Capstone Project* in your UTS:Engineering course.

**Stage 2 competence:** This covers the attributes required of professionals to practice engineering in the real world. Stage 2 competence is normally achieved around 2 to 4 years after graduation. However, UTS:Engineering students get a head-start on other engineering graduates from Australia because a significant subset of stage 2 competencies are assessed as part of the UTS:Engineering practice program. This is largely what you do in the ‘reflection / review’ subjects in the program. There is also strong alignment between the Engineers Australia competencies and the UTS:FEIT Graduate Attributes. The following figure shows the learning threads that are embedded into the various practice program subjects and their relation to the graduate attributes:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>48230</td>
<td>Engineering Communication</td>
<td>Demonstrate and document at least 3 elements from across 3 units to a “developing” level from the EA stage 2 competency standard</td>
</tr>
<tr>
<td>41035</td>
<td>Engineering Practice Preparation 1</td>
<td>Undertake career planning &amp; development Basic awareness Document experience Analyse &amp; report Assessment &amp; Final setting Document experience Analyse &amp; report</td>
</tr>
<tr>
<td>41036</td>
<td>Engineering Professional Experience 1</td>
<td>Practice in a manner that is socially responsible Basic awareness Practice &amp; document Analyze &amp; report Understand Practice &amp; document Analyze &amp; report</td>
</tr>
<tr>
<td>41038</td>
<td>Engineering Practice Reflection 1</td>
<td>Develop creative solutions to complex problems Basic awareness Practice &amp; document Analyze &amp; report Understand Practice &amp; document Analyze &amp; report</td>
</tr>
<tr>
<td>41045</td>
<td>Engineering Practice Preparation 2</td>
<td>Develop &amp; use effective job seeking skills Develop &amp; apply Analyse &amp; report Refine &amp; apply Reflect on &amp; document</td>
</tr>
<tr>
<td>41046</td>
<td>Engineering Professional Experience 2</td>
<td>Become a reflective practitioner and lifelong learner Beginner Application Practice &amp; document Analyse &amp; report Understand Practice &amp; document Analyze &amp; report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Understand workplace cultures &amp; organisational behaviours Basic awareness Observe &amp; document Analyse &amp; report Understand Observe &amp; document Analyse &amp; report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work effectively as a member and/or leader of teams Basic introduction Practice &amp; develop Practice &amp; develop Analyse &amp; report Practice &amp; develop Practice &amp; develop Analyse &amp; report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practice Ethically Basic awareness Practice &amp; document Analyse &amp; report Understand Practice &amp; document Analyse &amp; report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate effectively in a variety of contexts and forms Basic introduction Practice &amp; develop Practice &amp; develop Analyse &amp; report Practice &amp; develop Practice &amp; develop Analyse &amp; report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Understand social contexts of engineering practice Basic awareness Observe &amp; document Analyse &amp; report Understand Observe &amp; document Analyse &amp; report</td>
</tr>
</tbody>
</table>

**UTS: FEIT Graduate Attributes**

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**E-portfolio**
5 Practice Program Subjects

The following descriptions of the practice program subjects are intended to be of an introductory nature only and do not provide sufficient detail for you to complete all of the requirements for each subject. You should refer to the online UTS handbook (http://handbook.uts.edu.au) and the individual subject outlines for each subject in any given session for more complete information. Recent versions of all subject outlines for practice program subjects can be found in UTSONline in the Engineering Practice Program Forum. All students enrolled in courses requiring work experience or internships have access to this forum.

5.1 Phasing Out Subjects / Processes

5.1.1 48121 Engineering Practice Preview 1 (EPP1)

This subject is no longer offered. Students can take 41035 EPP1 instead.

5.1.2 48110 Engineering Experience 1 (EE1)

THE FINAL OFFERING OF THIS SUBJECT WILL BE SPRING 2016.

The process to enrol in 48110 Engineering Experience 1 is as follows:

1. Pass 48121/41035 Engineering Practice Preview 1 (i.e., result officially released by the University). You must be currently enrolled in or have passed EPP1 to view junior internships on CareerHub.

2. Find a suitable internship. Jobs advertised on CareerHub have been approved by the faculty as being suitable internships. If you already have a job or find a job independently of CareerHub, you need to gain faculty approval for the internship. Approval is determined by criteria including the following:

   a. Organisation: the organisation providing the internship must be approved by the faculty. The organisation must provide suitable work (relevant to your area of study); a safe working environment; appropriate supervision by a qualified engineer, and must agree to the faculty’s terms and conditions for an internship. Examples of suitable engineering work can be found in Appendix C: Suitable Internship Work.

   b. Hours per week: you must work at least 21 hours per week and no more than 42 hours per week, nominally 35 hours per week. Hours per week are averaged over the duration of the internship.

   c. Total time: the total number of hours for an internship is nominally 840 hours. Internships with total hours in the range 770 – 910 are acceptable. Note that a total of 1680 hours are required for graduation.

3. If you have secured your internship independently of CareerHub, your employer will need to register their details on CareerHub and agree to the terms and conditions. They will also need to register the details of the job and complete a workplace health and safety checklist and declaration. Each job in CareerHub is allocated a unique number known as the internship-ID (IID). The IID is required for subsequent steps in the process.
4. Once you have passed EPP1 (result officially released by the University) you will be able to lodge a ‘start form’ on CareerHub for your position. You can only complete this step if the job has already been registered and approved in CareerHub and you have a valid IID. The student start form is your official notice that you, student X wishes to complete your internship with company Y. Your start form must be lodged before you commence working, otherwise a $100 late lodgement fee will be payable to the FEIT Engagement Team.

5. Your employer must also complete an employer start form on CareerHub using the IID. This is the company’s official notice that they wish to engage you, student X, for an internship with their organisation.

6. CareerHub will match student and employer start forms with the same internship ID (IID) and produce enrolment information for the student centre staff to manually enroll you into 48110 Engineering Experience 1. This is the only way that you can become enrolled in this subject. Enrolment in 48110 typically takes around 2–3 weeks after lodgement of both start forms. If you have not been enrolled after 3 weeks, please contact the student centre.

7. Within 1–2 weeks of gaining enrolment in 48110 in MyStudentAdmin you will then be ‘enrolled’ in UTSOnline for 48110.

During your internship period, you are required to work as per the details provided in your start forms. If there are any changes to your internship details (major change of duties, change of hours, finish date, or other), please contact the FEIT Engagement Team. You are also required to create and maintain a reflective learning journal on UTSOnline. This involves writing an entry in your journal at least every 2 weeks.

The process to pass 48110 Engineering Experience 1 is as follows:

1. You need to lodge a ‘finish form’ on CareerHub using the same IID as your start form. This is your notice to the faculty that you have completed all requirements for your internship (work hours and learning journal) and wish to be considered for a ‘pass’ in the subject. Your finish form must be lodged within 2 weeks of your internship period finish date, otherwise a late lodgement fee of $100 will be payable to the faculty.

2. Your employer must also complete an employer finish form and student evaluation on CareerHub using the same IID as the start form. This is the company’s signal to the faculty that student X has completed all work requirements at company Y. Your employer will indicate if you have taken any leave during your internship – this time is deducted from the total hours.

3. CareerHub with match finish forms with the same internship-ID (IID) and this will trigger the subject co-ordinator for 48110 to consider you for a pass in the subject. If all requirements have been met, the faculty will request for your result to be published on MyStudentAdmin. This process normally takes about 2 weeks after lodgement of both start forms with matching and valid IIDs.

Failure to complete ANY of the above steps will result in your work experience not being recognised by the faculty and it will not count as part of your DipEngPrac, possibly
delaying your graduation. This includes non-completion or inadequate completion of your reflective learning journal during your internship.

UTS:Engineering believes that it is important for students to be exposed to engineering practice early in their engineering degree course. For this reason, you must commence your first internship before you have passed 87 credit points. (see section 6.1 Completion of Engineering Experience 1 (<87cp)).

During your internship, you are advised not to enroll in more than the maximum number of credit points of concurrent academic study as determined in the table below:

<table>
<thead>
<tr>
<th>Number of hours of work</th>
<th>Maximum number of credit points allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 - 28</td>
<td>18</td>
</tr>
<tr>
<td>29 - 36</td>
<td>12</td>
</tr>
<tr>
<td>37 - 42</td>
<td>6</td>
</tr>
</tbody>
</table>

More information about 48110 can be found in the online handbook entry for this subject: [http://handbook.uts.edu.au/subjects/48110.html](http://handbook.uts.edu.au/subjects/48110.html)

### 5.1.3 48122 Engineering Practice Review 1 (EPR1)

THE FINAL OFFERING OF THIS SUBJECT WILL BE AUTUMN 2017.

This subject provides students an opportunity to report on and reflect on their learning during their internship, as well as having an opportunity to learn from the experiences of other students.

You must have passed EE1 in order to enroll in EPR1. If you have not passed 48110 EE1 by the census date of the session in which you are enrolled in 48122, you will receive an automatic failure in 48122.

The assessment tasks for the subject are:

- Internship report involving an analysis of your reflective learning journal from 48110 Engineering Experience 1
- Group review presentation

More information can be found in the online handbook entry for this subject: [http://handbook.uts.edu.au/subjects/48122.html](http://handbook.uts.edu.au/subjects/48122.html)

### 5.1.4 48141 Engineering Practice Preview 2 (EPP2)

THE FINAL OFFERING OF THIS SUBJECT WILL BE AUTUMN 2018.

This subject is similar to EPP1 in that it prepares students for their internship; in this case, the second internship. Seminar/workshop sessions introduce more advanced interview techniques, workplace behaviour and psychology, professional societies and recognition as a chartered professional engineer (CPEng).

You must have passed EPR1 before you can enroll in EPP2. The reasons for this is that it is important for you to have met all of your learning outcomes from your first internship before planning your second internship.

Assessment tasks for this subject are:

- Preparation of an updated resume
- A learning proposal
- A company research report
• Active participation in all seminar/workshop activities
• Attendance at one group review session of EPR2 students

More information can be found in the online handbook entry for this subject:

5.1.5 48130 Engineering Experience 2 (EE2)
THE FINAL OFFERING OF THIS SUBJECT WILL BE AUTUMN 2019.
The process for EE2 is very similar to EE1 but with several important differences:
1. Work duties must be suitable for senior internship position, typically involving more complex and technical work than for your first internship, possibly with more responsibility.
2. You must have passed at least 129 credit points of engineering subjects (refer to sections 6.2 & 6.5). Please note that there are NO EXCEPTIONS to this rule, so don’t bother asking.
3. Total hours must meet requirements to satisfy graduation. That is (1680−H1) where H1 is the number of hours completed in your first internship. If you were granted an exemption from your first internship, then H1 is 840.

More information can be found in the online handbook entry for this subject:

5.1.6 48142 Engineering Practice Review 2 (EPR2)
THE FINAL OFFERING OF THIS SUBJECT WILL BE SPRING 2019.
This subject reviews both of your internship placements and allows you to assess your competencies against those defined by Engineers Australia. You will need to write engineering competency claims (ECCs) as evidence of competence as defined by Engineers Australia in their documentation for Chartered professional Engineer (CPEng). You must have passed EE2 before enrolling in EPR2. Unless you have received specific permission from the course co-ordinator, engineering practice program, if you have not passed 48130 EE2 by the census date in the session in which you are enrolled in 48122, you will receive an automatic failure in EPR2
Assessment tasks in EPR2 are:
• An internship report which includes at least 3 ECCs assessed at the level of “functional”, one of which must include an element from “technical proficiency”
• A group review presentation

More information can be found in the online handbook entry for this subject:

5.1.7 Exemption from first internship (phasing out courses only)
This is no longer available.

5.1.8 48100 Professional Practice (BE)
THE FINAL OFFERING OF THIS SUBJECT WILL BE IN SPRING 2018.
This zero credit point subject must be completed by all students enrolled in phasing out professional engineering courses without the DipEngPrac. It is designed to ensure that students admitted in these courses fulfill the minimum requirements for professional practice as specified by Engineers Australia. You must have completed at least 128 credit points of engineering subjects before enrolling in this subject. The assessment tasks in this subject are:

- A professional practice report – this details your professional engineering practice activities required by Engineers Australia for your degree course. Acceptable activities are detailed in the subject outline (and include relevant work experience, guest lectures, relevant electives or other coursework, industry visits, relevant short courses, an industry-based capstone project, readings, etc.).
- A group review presentation

For more information, contact Eugenia Figueroa by email.

More information can be found in the online handbook entry for this subject: http://handbook.uts.edu.au/subjects/48100.html.

5.2 Current Practice Program Subjects

5.2.1 41035 Engineering Practice Preparation 1
This subject prepares students for their internship or work experience. Students learn about learning from experience, resume preparation, cover letters and interviews, ethics, workplace health and safety and prepare for future subjects in the program, including the establishment of an ePortfolio. Details can be found online at: http://handbook.uts.edu.au/subjects/41035.html

5.2.2 41036 Engineering Professional Experience 1
THIS SUBJECT MUST BE TAKEN CONCURRENTLY WITH 41037 WORK INTEGRATED LEARNING.

This subject has no student fees associated with it for domestic students. It is essentially a placeholder for your industry internship. To pass this subject, you must satisfactorily complete your 720–910 hours in an approved internship. Registration and approval is completed using CareerHub.

5.2.3 41037 Work Integrated Learning 1
THIS SUBJECT MUST BE TAKEN CONCURRENTLY WITH 41036 ENGINEERING PROFESSIONAL EXPERIENCE 1.

This subject requires the concurrent completion of 3–6 modules of work-integrated learning during the internship. There are 3 core modules and 3 elective modules, the latter chosen from a list of around 5 or 6 possible choices. All modules will be delivered entirely online and involve a wide variety of assessment tasks related to your professional development. Each module makes a contribution to the ePortfolio. One compulsory module requires regular entries in a reflecting learning journal.
5.2.4 41038 Engineering Practice Reflection 1
This subject requires you to analyse your internship and work integrated learning experiences and to produce a comprehensive internship report as well as a 10 minute oral presentation. The ePortfolio is updated with a graduate attribute progress chart as well as a stage 2 competency progress chart.

5.2.5 41045 Engineering Professional Preparation 2
This subject will be offered for the first time in Summer 2017 (Dec 2016 – Feb 2017). Details will become available at that time. In general terms, it will be similar in nature to 48141 EPP2.

5.2.6 41046 Engineering Professional Experience 2
THIS SUBJECT MUST BE COMPLETED CONCURRENTLY WITH 41047 WORK INTEGRATED LEARNING 2.
This subject will be offered for the first time in Spring 2017. Details will become available at that time.

5.2.7 41047 Work Integrated Learning 2
THIS SUBJECT MUST BE COMPLETED CONCURRENTLY WITH 41046 ENGINEERING PROFESSIONAL EXPERIENCE 2.
This subject will be offered for the first time in Spring 2017. Details will become available at that time. There will be 4 core modules and 2 elective modules, the latter chosen from a list of around 8 possible choices. All modules will be delivered entirely online and involve a wide variety of assessment tasks that will directly contribute to competency development in the e-portfolio.

5.2.8 41048 Engineering Practice Reflection 2
This subject will be offered for the first time in Spring 2017. Details will become available at that time. In general terms, it will be similar in nature to 48142 EPR2.

5.2.9 41028 Engineering Work Experience
This is a new zero credit point subject that will act as a “placeholder” for recording of 12 week work experience periods. It will be offered for the first time in Summer 2017 (Dec 16 – Feb 17).

5.2.10 41055 Engineering Workplace Reflection
This subject will be offered for the first time in Autumn 2017. Details about the subject will be released at that time. In general terms it will be similar in nature to 48100 Professional Practice (BE), however, will constitute 3 credit points.

6 Timelines / Deadlines
There are a number of important deadlines that you should be aware of with regards to the Diploma program.
6.1 Completion of Engineering Experience 1 (<87cp)

You must complete your first internship before you have accumulated more than 87 credit points. If you have not passed 48121 Engineering Experience 1 or 41036 Engineering Professional Experience 1 and have passed more than 87cp of engineering subjects, you will receive an official warning from the faculty that you must undertake your first internship as soon as possible and you are only permitted to enroll in a maximum of 12cp of academic study.

If you have accumulated more than 120cp of engineering subjects and you have still not completed your first internship, you will receive notification from the faculty that your enrolment in all subjects will be terminated until such time as you have completed your first internship. Note that this is strictly enforced and there are no exceptions to this permitted. Also note that if you delay your first internship, you run the risk of possibly delaying your graduation due to the pre-requisite chain in the engineering practice program. No subsequent special consideration will be given to students who delay their first internship.

For students who have transferred to UTS:Engineering from another institution and have been awarded significant advanced standing, you must complete 41035 Engineering Practice Preparation 1, 41036 Engineering Professional Experience 1 and 41037 Work Integrated Learning 1 in your first year at UTS, otherwise your enrolment will be restricted.

6.2 Commencement of Second Internship

You are not permitted to commence your second internship until you have accumulated 129cp of engineering subjects for phasing out courses and 147cp for current courses. Once again, this is strictly enforced without exception. The UTS:Engineering Diploma has been designed on the basis that your first internship should occur early in your course and your second internship much later in the course. This is the basis on which the award has been accredited by Engineers Australia.

6.3 Submission of start forms

Students and employers must both submit a start form on CareerHub before commencement of your internship. Students who submit their start form late are required to pay a $100 late lodgement fee to the FEIT Engagement Team. It is the responsibility of the student to remind their employer to complete the start form. It is also imperative to ensure that the internship-ID on both start forms must match the job-ID.

If you lodge your start form before the census date for the Autumn or Spring sessions, then you will be enrolled for that session. If you lodge your form on or after the census date, then you will be enrolled in the following session in MyStudentAdmin, however, you will be given access to UTSOnline so that you can
complete your WIL modules. Should you need to complete the review subject in that following session, please lodge an e-request.

Under no circumstances are students permitted to lodge the employer start form. You must refuse to do so if asked by your employer. Any student found to have lodged any employer form will be referred to the Registrar of the University for misconduct. Students have been found guilty in the recent past for submitting fraudulent internship forms resulting in exclusion from the University. Employers requiring assistance with CareerHub can contact the FEIT engagement team — contact details are located elsewhere in this guide.

6.4 Submission of finish forms

You and your employer must submit finish forms on CareerHub within 2 weeks of completion of your internship. Failure to submit your finish form and company letter within 2 weeks will result in a $100 late fee. It is your responsibility to remind your employer to complete their form.

Under no circumstances are students permitted to lodge the employer finish form. You must refuse to do so if asked by your employer. Any student found to have lodged any employer form will be referred to the Registrar of the University for misconduct. Students have been found guilty in the recent past for submitting fraudulent internship forms resulting in exclusion from the University.

6.5 Definition of “engineering subjects” for application of engineering practice rules

For students in the Diploma, the definition of “engineering subjects” are those that are contained in your normal course program as specified in the UTS Handbook, including any elective subjects that are available in your program. For example, if your course has 4 electives available and you have chosen these subjects from another faculty, they are still considered as “engineering subjects”.

For students doing combined degrees, elective subjects from your engineering course are replaced by subjects from your other degree. In this case, the normal number of subjects that you would have in your single degree can also be counted as “engineering subjects” towards your calculation for application of rules for the practice program. For example, if your normal single degree engineering course has 3 electives, then you can count up to 18cp of subjects from your second degree as “engineering subjects” in your calculation of credit points for the practice program rules.

7 Internship Support

7.1 FEIT Engagement Team

The FEIT Engagement Team’s (FET) role is to liaise with industry in promoting UTS engineering courses and students. A key focus is to negotiate internship opportunities as well as scholarships. The FET also provides the administrative support to advertise and record information on student internships.
Over 2000 contacts are managed within the faculty’s internship management system (CareerHub) with around 350 internships advertised each autumn and spring session.

The FET as well as the UTS Careers Service can assist individual students who are having difficulty in finding an internship position. The FET also organise workshops to discuss different ways of finding internships. About 50% of students find internships on their own (without CareerHub) through networking, targeted approaches, cold calling and internet job sites. It is also acceptable, though not preferred, to undertake voluntary work in an engineering context and have this counted as your official internship.

The FET also secure a number of scholarships for continuing students who are looking to combine an internship and scholarship arrangement. These normally become available in spring session and cover the following calendar year. More information is available online.

You can contact the FET by telephone on 9514 2381 or 9514 2026 or email FEITinternships@uts.edu.au. The FET is located on level 11, building 11. FET officers also have a weekly consultation period in the learning precinct, level 5, building 11.

7.1.1 CareerHub

CareerHub is the faculty’s online internship management system. It is electronically linked to the University’s enrolment system and manages the process of searching for an internship or having an independently found internship approved and then managing the enrolment process into your engineering experience subject. You will learn the details about this system in the subject 48121 Engineering Practice Preview 1 or 41035 Engineering Practice Preparation 1. In a nutshell, here is a summary of how it works:

To gain access to CareerHub:
- You must be enrolled in EPP1 or have passed EPP1 and not yet passed EE1/EPE1; OR
- You must be enrolled in EPP2 or have passed EPP2 and not yet passed EE2/EPE2;
- If you believe you should have access to CareerHub and currently do not, please contact the FET.

To view jobs in CareerHub:
- You must have access to CareerHub (see above); AND
- You must have an approved resume from EPP1 for junior internships and from EPP2 for senior internships. The subject co-ordinators for EPP1 and EPP2 are responsible for giving you access to view jobs.

To lodge a start form in CareerHub and therefore begin the process to enroll in EE1 or EE2:
- You must have access to CareerHub (see above); AND
- You must be eligible to view jobs (see above); AND
You must have passed EPP1 (result officially released by the University) for junior internships; OR
You must have passed EPP2 (result officially released by the University) for senior internships AND you must have passed at least 129/147cp.
If you are unable to lodge a start form and have satisfied the above conditions, please contact the FET.
Details are in the subject outline for your engineering experience subject.

7.2 What is a suitable Internship Position?
Internships advertised on CareerHub have already been approved as “suitable” by the FEIT Engagement Team in conjunction with the program co-ordinator of the Engineering Practice Program. Independently found positions need to be approved by the faculty before students can have any work recognised by the University as an official internship placement. The following points are considered in this process:

- The duties of the position must be engineering work or engineering related work that is relevant to your major of study. The company itself does not need to be an engineering company. Senior internship positions must involve engineering work of some depth. Please refer to
Appendix C: Suitable Internship Work for general principles and examples of suitable duties.

- Your **immediate supervisor** should be a qualified engineer. Where this is not possible, please contact the course co-ordinator of the engineering practice program for advice and approval.

- The **hours of work** must be at least 21 hours per week and nominally 35 hours per week. You must accumulate at least 840 hours of work in total, excluding holiday periods and other approved absences. A maximum of 42 hours per week is permitted.

- Your internship must be **one continuous period** of employment with one employer. It is not normally possible to “string together” two or more periods of employment to make up the required number of hours.

- Internships in **overseas companies** is permitted, as long as other requirements are met in full. At least one of your 2 internships should be in an Australian engineering context. UTS is a member of the International Association for the Exchange of Students for Technical Experience (IEASTE). The IAESTE arranges overseas work experience opportunities for university students studying degrees in engineering, science, and technology related disciplines. For information on international internship opportunities, please contact UTS International at studyabroad.exchange@uts.edu.au.

- Industry experience should be obtained **outside of the University** environment, unless the position and work environment are very similar to an external industry experience. For example, working with an academic member of staff on a research project is not acceptable. However, students in ICT majors are permitted to work for the University’s IT support group. Other acceptable University internships include technical support in the Faculty of Nursing, Midwifery and Health for simulators, and in the Centre for Autonomous Systems on industry-based projects.

- The company that you will be working at must comply with the NSW Workplace Health and Safety Act of 2011. The University has a duty of care under this Act to ensure that your internship is undertaken in a safe work environment. All internships must be registered on CareerHub which involves the employer or organisation completing a workplace health and safety checklist and declaration. Workplaces not meeting minimum requirements of the WHS Act 2011 are not approved.

### 7.3 Getting paid

Although appropriate voluntary work is acceptable for engineering internships, the vast majority of UTS:Engineering students are paid market rates for their work experience. The table below gives typical salary figures for UTS:Engineering students in 2011:
Table 1 - Typical Internship Salaries

<table>
<thead>
<tr>
<th>Stage of course</th>
<th>Lower</th>
<th>Average</th>
<th>Upper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Internship</td>
<td>550</td>
<td>650</td>
<td>800</td>
</tr>
<tr>
<td>2nd Internship</td>
<td>600</td>
<td>750</td>
<td>900</td>
</tr>
</tbody>
</table>

These figures are based on a particular session only and there is some variation between different majors in the course, depending on current market conditions. Professionals Australia publish information regularly on salary rates in various engineering majors. As a general rule of thumb, students on their first internship should expect about 50% of a graduate salary and around 75% on their second internship. This does depend on the nature of work, level of experience and competence of the individual and general market conditions.

7.4 Insurance

While you are working in paid internship, you are covered by your employer’s worker’s compensation and public liability insurance.

If you are doing voluntary work, you are covered by the UTS public liability and personal accident insurance policy. However, in order for this to be valid, you must comply with the following:

1. Be officially enrolled in one of the ‘engineering experience’ subjects.
2. Contact the FET once you have completed the following form: http://www.ssu.uts.edu.au/careers/pdf/121019_PSF.pdf

Please also note that there is an excess payable on any claims made and please be aware of the limits of liability and ensure that this meets your employer needs.

If you are going to do an internship overseas, contact the FET to organise travel insurance and any other supporting documentation required for obtaining your visa.

7.5 What to do if something goes wrong

Not all things go to plan, despite the best of intentions and careful planning! If something does go wrong when you are working as part of your internship, please don’t suffer in silence! Tell us, because we may be able to help you. We also want to make sure, where possible, that your progression in your course is not compromised by events that are beyond your control. Contact the FET (see section Error! Reference source not found.). For many students, working in a professional engineering environment for the first time in your life can be exciting, daunting, challenging, rewarding, unexpected, unfamiliar, and even stressful at different times. You may not enjoy all aspects of your internship for various reasons. Take the time and effort to prepare for your work experience by setting learning goals, researching the company that you will work for, discussing your learning goals with your supervisor and reviewing these goals regularly. Maintain a regular dialogue with your supervisor not just about your work but also about your learning. It’s not the job that counts, but the learning!
7.5.1 I have lost my job

If you don’t complete your internship, it’s not the end of the world! Here’s what you need to do:

1. Lodge a finish form on CareerHub and ask your employer to do likewise so that you can get recognition for the actual number of weeks that you have worked. Also send an email to FEITinternships@uts.edu.au with the details. Note that you need to have worked at least 8 weeks in one workplace for this to count towards an internship. Any period less than 8 weeks is not considered sufficiently significant to count towards an internship.
2. Find another job as soon as possible. If necessary, contact the FET to arrange access to CareerHub once again.
3. Once you have secured another job, lodge a new start form on CareerHub (and get your new employer to do the same) to make up for the remaining number of weeks required for your internship, completing with another finish form.

Regarding your official enrolment in the engineering experience subjects, we can extend your enrolment in those subjects for up to halfway through the following session if you lose your job due to circumstances beyond your control. This should give you enough time to prevent you from having to receive a fail grade in your engineering experience subject. If your internship extends for longer than halfway through the next session or you lose your job due to circumstances that are within your control, then a fail grade will be recorded for your engineering experience subject and you will have to re-enroll in the next session.

7.5.2 My job is not as described

What happens if you are promised all of this high quality engineering experience when you apply for a job, and then once you start, you find out that it is mostly manual labour or fetching the lunches for the other staff? If something like this happens to you, please talk to your employer and remind them of the terms and conditions of your internship. In most cases, issues can be resolved by maintaining a regular and open dialogue between yourself and your supervisor. If this does not seem to be working, contact the FET as soon as possible to discuss your situation. Often, the FET can talk to your employer and resolve the situation. Most jobs do have some degree of unexciting work, but your engineering internship is supposed to be about gaining relevant engineering experience for the course you are enrolled in. You can minimize the chances of this situation occurring by thoroughly researching the company, setting learning goals for your internship, communicating these with your work supervisor and review & reflect upon these goals during your internship.

7.5.3 I am mistreated at work

This is very rare, but it can happen. You may be bullied at work, or subject to demeaning work conditions. Perhaps you are being sexually harassed, racially vilified, or subject to other unacceptable behaviour. If this is the case, you do not have to put up with this – please contact the FET as soon as possible for advice about what to do. You have rights under common law that can be exercised to prevent
this situation from continuing. It is also important that you act professionally and responsibly at all times, regardless of the behaviour of others around you. As a UTS intern, you are an ambassador of UTS, the Faculty of Engineering & IT and for all future UTS students that may want to work at that company. It is also important that you let us know so that we can prevent other students from ending up in the same situation in future.

7.5.4 I am injured at work during my internship or have had a “near miss”
You must comply in a timely fashion with all employer requirements relating to their workplace health and safety system. In addition, you must also inform UTS by completing an online incident report. This can be done by navigating to http://www.safetyandwellbeing.uts.edu.au and then clicking on the “REPORT All Hazards and Incidents HERE” icon link. This is important so that UTS can track incidents over time and make changes where appropriate.

7.6 Important Student Contacts
Course Co-ordinator, Engineering Practice Program: Anthony Kadi (Anthony.kadi@uts.edu.au). Anthony deals with academic issues within the practice program.

Eugenia Figueroa, Professional Practice (BE) co-ordinator (Eugenia.Figueroa@uts.edu.au). Eugenia can answer queries for phasing out BE (non Diploma) students.

FEIT Engagement Team: FEITinternships@uts.edu.au. (Start forms, finish forms, assistance with finding an internship, employer problems, insurance, etc.)

8 Frequently Asked Questions
Q. I have had significant work experience prior to commencing my BE at UTS. Can I get an exemption from the engineering practice component of the course?
A. No. The exemption process has ceased for phasing out courses. For current courses, there are no exemptions as it is highly unlikely that any students has undertaking concurrent work integrated learning and work experience.

Q. I work full–time and study part–time. Do I need to complete the engineering practice component of the BE?
A. Yes, even though you are working full–time, you still need to go through the process of setting learning goals, gaining structured experience, assessing competencies and learning from other students’ experiences. You must nominate a period of your normal work as your internship period and for this to be approved, i.e., submit start form, be officially enrolled in Engineering Experience subject, lodge finish form. You don’t get the award of DipEngPrac / DipProfEngPrac just for ‘turning up to work’!

Q. I don’t want the Diploma in Engineering Practice. Can I opt out of it?
A. All Australian citizens and permanent residents must complete the DipEngPrac / DipProfEngPrac along with their BE. Only international students and double degree
students can elect to opt out of the engineering practice program. All UTS:Engineering graduates benefit from this strong branding in the employment marketplace. Starting salaries and graduate success are well above the national average for Diploma graduates.

Q. Can I enroll in any of the practice program subjects concurrently?
A. For phasing out courses, in some cases we may allow you to complete EPE2/WIL2 + EPR2 concurrently (refer to other FAQ below), otherwise the answer is “No”. You must complete the subjects in the right sequence to maximise your learning outcomes from the practice program. That is, you must complete EPP1 before you start EPE1/WIL1; you must complete both EPE1+WIL1 before you start EPR1; you must complete EPR1 before you start EPP2; you must complete EPP2 before you start EPE2/WIL2; you must complete both EPE2+WIL2 before you start EPR2. This is the basis on which the program has been accredited by Engineers Australia. You need to plan your progression in the practice program so that it doesn’t delay your graduation. For current courses, you must complete 41036 and 41037 concurrently as well as 41046 and 41047. As above, it may be possible to apply for a concurrent enrollment in the second internship and 41048 Engineering Practice Reflection 2.

Q. I have just found a job, but have not completed the required ‘preview’ subject. Can this work count towards my industry internship?
A. No. All work experience is valuable to some degree, so if you want to keep working, do so by all means. However, the accreditation of the Diploma is on the basis of a structured sequential program. This means that it is important to complete the requirements for the preview subject before you formally do your engineering experience subject.

Q. I have found an internship but am not sure if it is suitable. What should I do?
A. Check the guidelines in this guide, and in particular the appendix. If you still need clarification, contact the course co-ordinator of the engineering practice program.

Q. Is it possible to work during a vacation period and claim this work experience as part of an internship?
A. Your internship must be a minimum of 22 weeks (nominally 24 weeks). If the vacation work is less than this period, then the answer is “no” unless you keep working and meet this requirement. Some variations to this rule are possible in some circumstances, but these are exceptional cases.

Q. I have just completed EPP1 and have found an internship for 12 months, would it be possible to credit half of this employment for my Engineering Experience 2?
A. No, that is not possible. If you registered your internship, this work would be only valid for your first internship (full time – 24 weeks). There is nothing to stop you from working for 12 months, but you will only be able to claim 26 weeks of this work towards your internship. Your second block of experience should be taken later on in your degree when you are better able to understand
some of your senior engineering subjects, and can perform tasks more like those expected of a graduate engineer. You also need to pass EPR1 and then EPP2 before you can start your second internship.

Q. I can’t seem to enroll in the engineering experience subjects in MyStudentAdmin. What should I do?
A. The only way that you can be enrolled in either of the engineering experience subjects or WIL subjects is to lodge a start form in CareerHub. You cannot enroll yourself in MyStudentAdmin. Check the EPP student guide on eligibility to access CareerHub and to lodge a start form.

Q. I am 6cp short of the required 129/147cp before I can commence my second internship. Can I get an exemption from this rule?
A. NO! No student is ever permitted to commence their second internship before completion of at least 129/147cp under ANY circumstances. The reason for this is that your second internship is designed to be near the end of your course — at least in the last one third of your course. The course has been accredited with Engineers Australia on this basis. Do not bother asking for an exception to this rule! 129cp is for phasing out courses and 147cp for current Diploma courses.

Q. I am nearing graduation and still have my second internship and EPR2 left to complete. Can I do these concurrently so that I don’t have to delay my graduation by one session?
A. It depends. If you will have completed a minimum of two thirds of your second internship hours by the time the internship report is due in EPR2, then you can enroll in EPR2 concurrently by lodging an e-request. This only applies if you are in your final session prior to graduation. Refer to the following examples:

Due date for internship report is normally Monday of week 8 for Aut/Spr sessions.

i.e., 16/4/2012 for Autumn 2012 session

Student 1: start date: 9/1/2012. No. hours per week: 35
Required number of weeks of work = 24
Leave absences: 2 days
Date for completion of 2/3 of 840 hours = 1/5/2012
This date is AFTER the report due date
⇒ NO CONCURRENT ENROLMENT ALLOWED

Student 2: start date: 9/1/2012. No. hours per week: 42
Required number of weeks of work = 20
Leave absences: 4 days
Date for completion of 2/3 of 840 hours = 12/4/2012
This date is BEFORE OR ON the report due date
⇒ CONCURRENT ENROLMENT ALLOWED
9 Further reading

Engineers Australia, website, [http://www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

Engineers Australia, eChartered resources, viewed 22/2/13, [https://www.engineersaustralia.org.au/echartered/resources](https://www.engineersaustralia.org.au/echartered/resources)


International Engineering Agreements, website, [http://www.washingtonaccord.org](http://www.washingtonaccord.org)


## Appendix A: Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APO</td>
<td>Academic Programs Office (Building 11, level 12)</td>
</tr>
<tr>
<td>BE</td>
<td>Bachelor of Engineering</td>
</tr>
<tr>
<td>BE (Hons)</td>
<td>Bachelor of Engineering (Honours)</td>
</tr>
<tr>
<td>cp</td>
<td>credit point</td>
</tr>
<tr>
<td>CPEng</td>
<td>Chartered Professional Engineer</td>
</tr>
<tr>
<td>DipEngPrac</td>
<td>Diploma in Engineering Practice (phasing out courses)</td>
</tr>
<tr>
<td>DipProfEngPrac</td>
<td>Diploma in Professional Engineering Practice (current courses)</td>
</tr>
<tr>
<td>ECC</td>
<td>Engineering Competency Claim (required by Engineers Australia for consideration of elevation to CPEng status)</td>
</tr>
<tr>
<td>EE1</td>
<td>Engineering Experience 1 (phasing out courses)</td>
</tr>
<tr>
<td>EE2</td>
<td>Engineering Experience 2 (phasing out courses)</td>
</tr>
<tr>
<td>EE(BE)</td>
<td>Engineering Experience (Bachelor of Engineering)</td>
</tr>
<tr>
<td>EPE</td>
<td>Engineering Professional Experience (current courses)</td>
</tr>
<tr>
<td>EPP</td>
<td>Engineering Practice Program</td>
</tr>
<tr>
<td>EPP1</td>
<td>Engineering Practice Preview 1 or Eng. Practice Preparation 1</td>
</tr>
<tr>
<td>EPP2</td>
<td>Engineering Practice Preview 2 or Eng. Practice Preparation 2</td>
</tr>
<tr>
<td>EPR1</td>
<td>Engineering Practice Review 1 or Eng. Practice Reflection 1</td>
</tr>
<tr>
<td>EPR2</td>
<td>Engineering Practice Review 2 or Eng. Practice Reflection 2</td>
</tr>
<tr>
<td>FT</td>
<td>Full-time</td>
</tr>
<tr>
<td>FET</td>
<td>FEIT Engagement Team</td>
</tr>
<tr>
<td>PT</td>
<td>Part-time</td>
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<tr>
<td>WIL</td>
<td>Work Integrated Learning</td>
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</tbody>
</table>
Appendix B: Internship Approval Process

There are 3 aspects to the approval process:
1. Company Approval
2. Internship Approval
3. Start form Approval

**Company Approval**

Any organisation that is providing an internship experience as part of the Diploma in Engineering Practice must be registered in CareerHub and must be approved. The following points are considered for this approval (not all mandatory):
1. Does the organisation comply with the NSW WHS Act 2011 [mandatory]
2. Does the organisation accept the terms and conditions of UTS Internships?
3. Is this a publicly listed company with a valid Australian Business Number?
4. Does the organisation have a public website?
5. Is the organisation listed in the telephone directory?
6. Does the organisation have a physical office which can be visited?
7. Does the organisation have a valid land-line telephone number?
8. Does the organisation conduct engineering work or engineering related work?
9. Is there a qualified engineer available for supervision and/or mentoring?
10. Is the organisation NOT a university (some exceptions allowed)
11. Is this organisation known to faculty staff?

**Internship Approval**

Any approved company in CareerHub is able to advertise internships, however, these internships need to be approved before they are made available for viewing by eligible students. To be approved, an internship MUST comply with all of the following:
1. The work offered must be suitable for your major and your level of internship.
2. The period of employment must be at least 770 hours in total and no more than 910.
3. The number of hours per week must be between 21 and 42.

**Start form Approval**

You will not be able to access a start form unless you are eligible to do so. This means that you must have access to CareerHub (i.e., meet access conditions) and meet the eligibility criteria (have passed the relevant preview subject AND met credit point limit requirements).

CareerHub will check items on your form and will not allow you to submit the form unless all required items meet the requirements. Contact the FET if you are having difficulty. Make sure that your Internship ID is valid and is the same as the one used on the employer start form, otherwise you will not be enrolled in your engineering experience subject.
Your start form must be submitted before you commence your internship period. A late lodgement fee of $100 must be paid before you can proceed for late forms. Start forms submitted before the census date will be processed for enrolment for that session, otherwise you will be enrolled in the following session.
Appendix C: Suitable Internship Work

General Principles

Work undertaken during your engineering internship must be:

1. Engineering work or engineering related work (not necessarily for an engineering company – Eg. A bank or insurance company)
2. Supervised by a qualified engineer (or with other approved arrangements)
3. Outside of the University Environment
4. Of sufficient engineering depth to satisfy:
   a. First Internship: need to be able to claim at least 3 elements of competence at a “developing” level from the Engineers Australia stage 2 competencies.
   b. Second Internship: need to be able to claim at least 3 elements of competence spread across 3 different units from the Engineers Australia stage 2 competencies, one of which must be “technical proficiency” to a level of “functional”.

For all majors in Engineering

<table>
<thead>
<tr>
<th>Engineering design or design related work</th>
<th>Computer Programming or CAD work</th>
<th>Project Estimation (cost, quantities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project planning</td>
<td>Site visits (inspection, sampling, testing, monitoring)</td>
<td>Risk assessment</td>
</tr>
<tr>
<td>Technical sales / support</td>
<td>Interpretation of specifications</td>
<td>Productivity analysis</td>
</tr>
<tr>
<td>Engineering report writing</td>
<td>Engineering document management and control</td>
<td>Supervision of trades people on site or in factory</td>
</tr>
<tr>
<td>Quality control</td>
<td>Quote generation</td>
<td>Tender submissions</td>
</tr>
</tbody>
</table>

For specific majors in Engineering

<table>
<thead>
<tr>
<th>Civil / Enviro / Constr.</th>
<th>ICT / Elec</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveying and site set-out</td>
<td>Software / Web development</td>
<td>Performance testing &amp; analysis</td>
</tr>
<tr>
<td>Drafting and document control</td>
<td>Network design</td>
<td>Component design</td>
</tr>
<tr>
<td>Asset rating and maintenance activities</td>
<td>Problem investigation / troubleshooting</td>
<td>prototyping</td>
</tr>
<tr>
<td>Environmental Analysis</td>
<td>System engineering</td>
<td>inspection</td>
</tr>
<tr>
<td>Environmental Impact Analysis</td>
<td>Circuit board troubleshooting, alteration, repair</td>
<td>Manufacturing analysis</td>
</tr>
<tr>
<td>Hydrolologic Modeling</td>
<td>Prototype development &amp; construction</td>
<td>Manufacturing solution design / implementation</td>
</tr>
<tr>
<td>Hydraulic Calculations</td>
<td>PLC work</td>
<td></td>
</tr>
<tr>
<td>Model building</td>
<td>Requirements analysis</td>
<td></td>
</tr>
</tbody>
</table>

The above lists are not exhaustive, but provide guidance.

2 Unless it is work for an industry project, or ICT students employed in ICT support roles or engineering support for the faculty of Nursing patient simulator labs.
Basic laboring (eg. Building site, general vehicle servicing, repetitive soldering work, production line worker, etc.) or non-engineering work is **unacceptable**