

ENGG4099 - Industry Experience

Procedural Requirements

WHY DOES THIS UNIT INVOLVE ADDITIONAL PROCEDURES?

The external accreditation of the B.Eng (Hons) by Engineers Australia requires engineering students to complete professional work experience in the broader engineering community before graduation. Formal approval of an activity and transparent documentation of satisfactory completion is essential, especially given:

- Individual ENGG4099 students complete diverse PACE activities in a wide variety of settings;
- PACE activities are proposed and occur at different times;
- It is necessary to accumulate 420 hours of professional experience which for some will involve one PACE activity while for others, a few activities;
- In the process of accumulating the necessary hours most students are enrolled in ENGG4099 for more than one session;
- There are three stakeholders involved: you, your partner organisation, and the University;
- The need to provide clear evidence of the professional experience and learning achieved and;
- The WHS, risk, insurance, and legal matters associated with work-integrated learning.

ENGG4099 therefore involves a number of procedures to support your success in achieving the professional experience requirements of your course.

FINDING A PACE ACTIVITY

As explained in the ENGG4099 Unit Summary, you are responsible for finding and proposing your own PACE activity/ies. Suitable activities and partner organisations must:

- Enable the learning outcomes of the unit;
- Meet PACE criteria (e.g. ethical; mutually beneficial);
- Be relatively low risk in terms of WHS and risk;
- Involve adequate supervision (e.g. discipline-specific knowledge; supervision as appropriate for minimising risk);
- Be relevant to your Engineering specialisation and;
- Involve public liability insurance and the maintenance of safe work practices.

Once you have enrolled in ENGG4099, start looking for a PACE

activity – don't wait until the end of your course. Professional experience opportunities can be very competitive, involve a lot of time for application and interviewing, and need to be proposed during application periods (see next page for details). Preparation should begin with review of resources available through the ENGG4099 workshops, [iLearn site](#), [PACEWISE](#), and [FSE PACE webpage](#). Focus on skills and knowledge that you have acquired in your specialisation while also being flexible and open to opportunities that might not seem obvious at first.

PROPOSING A PACE ACTIVITY

Before you propose your activity, check whether or not it and your prospective partner organisation meet the criteria listed in the previous section (FINDING A PACE ACTIVITY). If so, then the activity and your partner organisation are probably suitable and should be proposed. If you still have concerns about the suitability of your activity and/or partner organisation, contact PACE and the ENGG4099 Unit Convenor for guidance.

Once you have confirmed that you have found a suitable activity, and during the soonest available application period, propose your activity via the relevant online form using your MQ student email. It's important that you enter your email address correctly otherwise your application may be delayed. The link for the activity proposal form is available in the ENGG4099 iLearn site.

There will be several steps involved in the review and approval of your activity and you will be prompted to take action at different stages. For example, your host supervisor will be required to complete the host organisation section of the activity proposal form and it will be your responsibility to send it to them for this purpose. Once all information has been documented, the proposal will be forwarded to the ENGG4099 Unit Convenor for review.

Student Proposed Activity Journey



*Medium risk activities may be escalated to the Head of Department or Dean for their decision.

Monitor your email closely and ensure you carry out requests for action promptly. If your activity and partner organisation meets the criteria listed above, it will be approved to start at the beginning of the session for which you have applied. **Important:** your activity must be formally approved by the School of Engineering before it can count towards ENGG4099 professional experience hours. If you have been offered a paid opportunity you may start that any time the employer determines; however, hours from this cannot be counted towards your ENGG4099 experience until you have received formal approval and the corresponding session starts. For fairness, equity, and transparency purposes, exceptions to this cannot be made.

Activity Proposal Application Rounds	
Semester/Activity Start Date	Proposal Due Date
S3 (30 Nov 2020)	30 Oct 2020
S1 (22 Feb 2021)	22 Jan 2021
WV (28 Jun 2021)	28 May 2021
S2 (26 Jul 2021)	25 Jun 2021
S3 (29 Nov 2021)	29 Oct 2021

ROLES AND RESPONSIBILITIES

An overview of the roles and responsibilities of the student, host organisation and University are outlined in the [PACE Governance and Guidelines](#). It is important to share this information with your host supervisor as part of initial discussions.

Throughout your approved PACE activity/ies you will be required to submit timesheets which detail the hours and tasks you have completed at the host organisation. Only online timesheets with comments describing the tasks completed, and approved by the host supervisor, may be counted towards your professional experience hours. Please refer to the *Timesheet and Assessment Guidance for Students and Host Supervisors* document for further information, and share this with your host supervisor before you start your activity.

Once you have finished a PACE activity, your host supervisor will be required to fill out the online *ENGG4099 Industry Experience Student Evaluation* form. This, as well as your timesheets, will be reviewed by PACE and the Unit Convenor to verify successful completion of the PACE activity. These records, along with your Final Report, will be used to assess your grade for the unit.

HOW DOES PACE HELP?

PACE supports the successful operations and delivery of PACE units including but not limited to:

- a preliminary review of partner organisations proposed by students;
- facilitation of activity approvals between the student, the host organisation and the University;
- WHS and risk recommendations for the Unit Convenor;
- provision of an insurance certificate of currency to partner organisations upon request;
- oversight of timesheet submission and verification of the successful student completion of the activity;
- development and sharing of resources such as this, the Unit Summary, and others to support the finding of PACE activities, etc.;
- responding to student, host organisation, and staff enquiries, etc.

FIND OUT MORE

For questions specific to the academic requirements of ENGG4099 contact the Unit Convenor.

For all other enquiries about ENGG4099, contact PACE at pace.science@mq.edu.au or +61 2 9850 6842.