



**BACHELOR OF ENGINEERING STUDENTS**

Note: refer to page 4 of this form for information relating to Practical Experience

- If this form is approved, the date of approval of each period of practical experience is deemed to be the date on which the form is received by the Faculty Office. You will receive an email regarding the outcome of your application. Once processed by the Faculty Office, no further correspondence will be entered into.

Information for students who have applied to graduate: to allow sufficient time for your application to be processed, this form must be lodged with the Faculty Office **at least 6 weeks prior to the graduation ceremony.**

**Practical Experience Checklist**

**Student - have you completed the following?:**

- Retained a copy of the completed document for your personal records.
- Email Address.
- Student ID number.
- Employer's position in company, address, telephone number and contact details.
- Employer's business card or stamp
- Employer's signature.
- Total number of weeks claimed.

**This form cannot be accepted and processed until this information is supplied in full and all boxes checked.**

FACULTY OF ENGINEERING,  
COMPUTER & MATHEMATICAL  
SCIENCES OFFICE

Room S134, Engineering South  
THE UNIVERSITY OF ADELAIDE  
SOUTH AUSTRALIA 5005

TELEPHONE +61 8 8303 4148  
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EMAIL: ecms\_office@adelaide.edu.au

http://www.ecms.adelaide.edu.au/  
CRICOS Provider Number: 00123M

Office Use Only : Date Received in Faculty  
ECMS Office:

COMPLETE THE FOLLOWING SECTIONS (PLEASE PRINT)

**SECTION 1 – PERSONAL DETAILS**

Are you an International Student?  Yes  No

Please note that all notification of **progressive and final completion** of your practical experience approval will be sent to your student email account.

STUDENT NO.:  PROGRAM: B.E. ( \_\_\_\_\_ ) PROGRAM LEVEL (please circle): **1 2 3 4**  
eg: Chemical, Mechanical, etc No. of years completed as at 31<sup>st</sup> December last

LAST NAME: \_\_\_\_\_ TITLE (please circle): **MR/ MS/ MISS /MRS/** \_\_\_\_\_  
Other

FIRST NAMES: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_  
between 9am – 5pm

EMAIL ADDRESS: \_\_\_\_\_@student.adelaide.edu.au

Keeping a Practical Experience Diary could prove to be invaluable when completing Sections 2-4

**SECTION 2 – LENGTH OF EMPLOYMENT** (to be completed by the student or employer)

(a) Period of Employment FROM : //200, a total of  weeks  
Day Month Year Day Month Year

(b) Working days lost for holidays and other absences:

Average number of hours per week:  
.

Total No. of weeks of Credit sought:  
ie: calculate (a) minus (b)

Engineering:  weeks

General:  weeks

(for definitions of these categories, refer to the information sheet on page 3 of this application)

**SECTION 3 –EMPLOYMENT EXPERIENCE** (to be completed by the student)

Outline the duties undertaken:

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**SECTION 4 –RELEVANCE OF THE EXPERIENCE** (to be completed by the student)

Outline how the experience gained is relevant to the training of a Professional Engineer:




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**SECTION 5 –PREVIOUS EXPERIENCE** (to be completed by the student)

List the Practical Experience which has already been approved (if applicable):

Name of Employer/Company	No. of weeks approved	
	<u>Engineering</u>	<u>General</u>
_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

NOTE: If you are a student enrolled in a Program within the School of Mechanical Engineering please indicate whether you have already completed the **Workshop Practice** component of MECH ENG 2018 Design Practice **Yes**  **No**

*I confirm that the information contained in Sections 1 – 5 is correct. I am aware that a photocopy of this application will not be made by the Faculty Office, and I have therefore made a copy for my own records.*

Signed: \_\_\_\_\_  
*Student's signature*

Date: //200  
*Day Month Year*

**EMPLOYER'S STATEMENT** (to be completed by the employer or his/her representative)

I certify that the information in Sections 2 & 3 is correct, and I have noted the comments in Part 4.

Name of Employer/Company \_\_\_\_\_

Address: \_\_\_\_\_



**PLEASE TAPE BUSINESS CARD**

**Tape Business Card here,**  
**OR stamp next to this section with your company's**  
**official stamp.**

***This form will not be authorised without employer's***  
***signature, business card or stamp.***

We request to be added to your data base of employers that are willing to consider University of Adelaide practical experience students.

Signed: \_\_\_\_\_  
*Employer's signature*

Date: //200  
*Day Month Year*

Print Name: \_\_\_\_\_ Position in Company: \_\_\_\_\_



**Office Use Only – SCHOOL OF ENGINEERING / SCHOOL OF COMPUTER SCIENCE**

To be completed by, or for, the Head of the relevant School of Engineering / School of Computer Science or nominee

I *approve* this for a credit of  weeks **Engineering** experience,  weeks **General** experience.

My approval is subject to student resubmitting completed form to ECMS faculty office.

I do *not approve* this experience.

I require the student to discuss this experience with me.

The employer should be contacted as a potential for future practical placements.

Signed: \_\_\_\_\_  
*Head of School of Engineering/Computer Science/nominee's signature*

Date: //200  
*Day Month Year*

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Form Incomplete – further information required from student.

Form Complete

Student has completed Practical Experience. Enter onto transcript.

*Date sent to school:* \_\_\_\_\_

*Name of Head of School:* \_\_\_\_\_

*Date of return:* \_\_\_\_\_

*Date student advised of outcome:* \_\_\_\_\_

*Date entered onto PeopleSoft:* \_\_\_\_\_

*Signed:* \_\_\_\_\_

Staff Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Practical Experience Information

Note: Refer to the qualification requirements, in relation to Practical Experience, in the **Academic Program Rules** within the University Calendar. This can be viewed at: <http://www.adelaide.edu.au/calendar/ug/pdf/Eng.pdf>

Practical Work Experience is an aspect of the program which is rated very highly. It enables you to appreciate the nature of the work environment and the view of a range of employees – their attitudes towards work and working conditions, unions, engineers and management. You will be able to learn about company structure and operation, to appreciate the responsibilities of engineers at various levels, and be exposed to a far greater diversity and scale of plant and equipment than we can provide at the University.

As set out in the University Calendar, students *must* complete 12 weeks of approved experience. Several categories of work experience have been identified and it is important that you gain the most that you can from each area. In order to obtain acceptance, the work must be full-time and extend over a minimum continuous period of three weeks. Up to six weeks of general work experience may be included.

Engineers Australia produces a booklet annually containing suggestions relating to practical work experience (this booklet is available free to student members of Engineers Australia). Students apply for and obtain practical work for themselves. You should attempt to gain more than the minimum requirement if possible. A suggested program follows: in your first period of employment, when you are still relatively unskilled in engineering at the end of the first year, look for general process or labouring work, with the aim of acquainting yourself with basic labour relations. At the end of second year, familiarisation with general trade or construction activities, eg; as a tradesperson's assistant, would be appropriate. Prior to entering final year, you should attempt to obtain work corresponding to a technician or engineering assistant level, eg; assembly, testing of equipment, manufacture, maintenance or simple design work.

## Engineering Work Experience

This work must be undertaken in an engineering environment, under the supervision of an engineer, and may comprise activities such as: *analysis, design, drafting, construction, testing or repair of engineering works, manufacture, installation, operation, maintenance, facilities, equipment or software.*

## General Work Experience

The following areas of work are not appropriate for engineering experience, but may be used for general work experience:

*Shop assistant with a supervisory role*  
*Process worker on an assembly line*  
*Installation of garden watering systems*  
*Non-engineering computer software development*  
*Tradesperson's assistant (eg; plumber's mate, electrician's mate, mechanic's mate)*  
*Youth camp leader*  
*Data processing*

## Unsuitable Work Experience

The following areas of work are not generally appropriate for either engineering or general work experience:

*Shop assistant (non-supervisory)*  
*Bar, hotel or restaurant work*  
*Fruit picking or general gardening*  
*Part-time work*  
*Shelf stacker in a supermarket*  
*Delivery person/courier*  
*Painting and decorating*

## Reports

Reports submitted for acceptance of work experience must be typed or written neatly in an acceptable form of English prose. Forms claiming engineering work experience approval should be certified by a **qualified engineer**, NOT a personnel manager or accountant, etc, as they may not be accepted. The name and qualifications of the engineer must also be legibly written on the application.

## Insurance

*Paid Work Experience*: when a student is undertaking paid work experience, he/she is covered by the employer's insurer. The employer is advised to remind their insurer that a

student is working on the premises.

*Unpaid Work Experience*: if work experience is to be unpaid, students should complete a work placement form which can be downloaded from the Forms section of the Faculty's website at:

<http://www.ecms.adelaide.edu.au/>  
This is essential for insurance purposes. In this case, the work experience must be approved by the Head of the School (or Work Experience Co-ordinator within the School) before the work commences.

## Work Experience Co-ordinators

### *Chemical Engineering*

Dr Brian O'Neill -Rm N114

Phone: 8303 4647

Email: [brian.oneill@adelaide.edu.au](mailto:brian.oneill@adelaide.edu.au)

### *Civil, Environmental & Mining Eng*

Assoc Prof Deric Oehlers–Rm N140b

Phone: 8303 4314

Email: [deric.oehlers@adelaide.edu.au](mailto:deric.oehlers@adelaide.edu.au)

### *Electrical & Electronic Engineering*

Assoc Prof Nesimi Ertugrul–Rm N109

Phone: 8303 5465

Email: [nesimi@eleceng.adelaide.edu.au](mailto:nesimi@eleceng.adelaide.edu.au)

### *Mechanical Engineering*

Dr Colin Kestell – Rm S227

Phone: 8303 5946

Email: [colin.kestell@adelaide.edu.au](mailto:colin.kestell@adelaide.edu.au)

### *Petroleum Engineering*

Jodie O'Sullivan – Rm 01, 2<sup>nd</sup> floor, Santos

Phone: 8303 8040

Email: [jodie.osullivan@adelaide.edu.au](mailto:jodie.osullivan@adelaide.edu.au)

### *Computer Science-Software eng*

Tracey Young – Rm 36

Plaza Building

Phone: 8303 5681

Email: [tracey.young@adelaide.edu.au](mailto:tracey.young@adelaide.edu.au)

## Important Note

Claims for recognition of work experience must be lodged with the Faculty Office at least 6 weeks before the commemoration ceremony at which you anticipate graduating.

For further information, students may consult the handbook available at:

## Engineers Australia

Engineering House

11 Bagot Street

North Adelaide

SA 5006

Phone: (08) 8267 1783

Fax: (08) 8239 0932

<http://www.ieaust.org.au/>