

ENGINEERING IN-INDUSTRY EXPERIENCE AGREEMENT

The student is to source and negotiate their in-industry experience placement (**Placement**), complete this form, have it approved by the Host Agency, then upload it into InPlace with their Placement submission, along with evidence of mandatory prerequisites. A Placement must be approved before it commences.

Any questions please contact the UniSA STEM Industry Experience team on +61 (08) 8302 5900 or via email STEM.Placements@unisa.edu.au.

STUDENT DETAILS

Student ID number:	Title:	Mr / Mrs / Miss / Ms
Given name/s:	Family name/s:	
Full name of program:	e.g. Bachelor of Engineering (Honours) (Mechanical)	
Program Code:	e.g. LHMI; LHIF etc	
Contact phone:	Email:	
Mandatory pre-requisite:	<input type="checkbox"/> I have completed the UniSA online WHS module ' Undertaking a Safe Student Placement '.	
Interstate/Overseas Placement pre-requisite:	<input type="checkbox"/> My in-industry placement is outside of Adelaide and I have completed the BTR form .	
	The BTR Reference number is:	

DETAILS OF HOST AGENCY

Name of Host Agency:	
ABN or equivalent business registration number:	
Website of Host Agency:	
Address of Host Agency:	
Location of in-industry experience (if different from above):	
Host Agency supervisor name:	e.g. person who will be supervising your daily work
Host Agency supervisor position:	
Contact email and phone:	

DETAILS OF PROPOSED IN-INDUSTRY EXPERIENCE – *Student to complete*

Project name (if applicable):	
Proposed tasks to be undertaken by Student:	<ul style="list-style-type: none">
(<i>must be related to the courses you have undertaken in your program</i>)	
Proposed learning outcomes:	<ul style="list-style-type: none">
(<i>must be related to what you have learnt in your program</i>)	

Dates of Placement: _____ Start date: _____ End date: _____

Total number of hours anticipated during this Placement: _____

Approximate hours/days per week** _____

****Note:** For placements during study period students attend a maximum 2 days/15 hours per week. During study break, you may attend up to 5 days per week.

ENGINEERS AUSTRALIA LINKED COMPETENCIES – *Student to complete*

Please choose the Stage 1 Competencies that will be addressed during the placement: (Please tick all that will apply)

KNOWLEDGE AND SKILL BASE

ENGINEERING APPLICATION ABILITY

PROFESSIONAL AND PERSONAL ATTRIBUTES

1.1. Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline. <input type="checkbox"/>	2.1. Application of established engineering methods to complex engineering problem solving. <input type="checkbox"/>	3.1. Ethical conduct and professional accountability. <input type="checkbox"/>
1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline. <input type="checkbox"/>	2.2. Fluent application of engineering techniques, tools and resources. <input type="checkbox"/>	3.2. Effective oral and written communication in professional and lay domains. <input type="checkbox"/>
1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline. <input type="checkbox"/>	2.3. Application of systematic engineering synthesis and design processes. <input type="checkbox"/>	3.3. Creative , innovative and pro-active demeanour. <input type="checkbox"/>
1.4. Discernment of knowledge development and research directions within the engineering discipline. <input type="checkbox"/>	2.4. Application of systematic approaches to the conduct and management of engineering projects. <input type="checkbox"/>	3.4. Professional use and management of information. <input type="checkbox"/>
1.5. Knowledge of engineering design practice and contextual factors impacting the engineering discipline. <input type="checkbox"/>	For more information visit the EA website	3.5. Orderly management of self, and professional conduct. <input type="checkbox"/>
1.6. Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline. <input type="checkbox"/>		3.6. Effective team membership and team leadership. <input type="checkbox"/>

OPTIONAL ADDITIONAL REQUIREMENTS

Does the Host Agency require the student to obtain any of the following before commencing the Placement?

White card	<input type="checkbox"/> No	<input type="checkbox"/> Yes
National police check	<input type="checkbox"/> No	<input type="checkbox"/> Yes
DHS WWCC Clearance	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Specific Confidentiality or IP Agreement	<input type="checkbox"/> No	<input type="checkbox"/> Yes - <i>Details</i> _____
Citizenship requirements	<input type="checkbox"/> No	<input type="checkbox"/> Yes - <i>Details</i> _____
Other (Please Specify):	_____	

STUDENT RESPONSIBILITIES

I agree that I will:

- Obtain the successful checks and clearances required by the Host Agency before commencing the Placement;
- Follow any reasonable direction of the Host Agency and Industry Supervisor;
- Comply with the relevant policies and procedures of the Host Agency including any work health and safety procedures; and
- Conduct myself in a professional, ethical and responsible manner whilst on Placement.

Student name _____ Student Signature _____ Date _____

HOST AGENCY RESPONSIBILITIES

The Host Agency acknowledges and agrees that it:

- Has satisfied itself that the student is suitable for this Placement;
- Will comply with all applicable laws and regulations relating to the Placement and the student's health and safety;
- Will provide the student with working conditions and meal breaks consistent with those offered to its employees and in compliance with the relevant industry agreements or awards, whether or not the student is an employee;
- Is liable for any acts or omissions of the student whilst the student is acting under its direction and supervision;
- Has and will maintain a current public liability insurance policy and any other relevant insurance, or will stand its own risk to cover any loss, damage or injury to the student or caused by the student during the Placement;
- Will provide the student with supervision, direction and guidance to carry out the proposed tasks, or other appropriate tasks that may arise, to achieve the proposed learning outcomes;
- Will provide the student with clear explanations about tasks and expectations;
- Will appoint an appropriate, fully qualified engineering professional to supervise the student in the workplace;
- Will provide the student with an induction and instruction about any of the Host Agency's relevant policies and procedures;
- Will ensure that the student has all the necessary checks and clearances to undertake the Placement;
- Will provide the student with appropriate office space and equipment to enable the student to complete the assigned tasks;
- Will ensure the Supervisor is signing the students Timesheet Certificate of Attendance weekly, and on the final day of placement.

During this in-industry experience the student will be (*please select one box*):

☐ employed

☐ receiving an honorarium/scholarship

☐ unpaid

Authorised Officer of the Host Agency –
print name

Signature

Date

UNIVERSITY STAFF USE ONLY

Course Coordinator

On the basis of the representations of the student and the Host Agency contained in this form, I confirm that the above Placement meets the requirements of the Professional Practice Program and I agree to provide advice and guidance to the student and the Host Agency during the Placement.

Recommendation from Course Coordinator:

☐ Approved ☐ Not approved

Course Coordinator – print name

Signature

Date

Authorised Officer of University of South Australia

On the basis of the representations of the student, Host Agency and Course Coordinator contained in this form, I confirm that the above Placement meets the requirements of University of South Australia

Authorised Officer of University of South
Australia – print name

Signature

Date

*Students **may not** commence their In-Industry experience until they have received an **approval email** from the UniSA STEM Industry Experience team.*