



UNSW
SYDNEY

UNSW Engineering

UNSW Industrial Training

Partner Guide

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What is Work Integrated Learning (WIL)

Work Integrated Learning (WIL) at UNSW strengthens students' work readiness skills and enhances employability through integrating the theory of academic learning with its application in practice as part of a program of study.

Industry and community partners are key to the success of WIL and UNSW engages with partners from all sectors. We appreciate and value the integral and important role of our partners in ensuring safe, enjoyable, rigorous learning experiences for our students.

UNSW Engineering students who are undertaking an accredited Engineers Australia (EA) program require 60 working days of WIL. At UNSW Engineering this is called Industrial Training.

What is Industrial Training?

Our Industrial Training (IT) program provides a Work Integrated Learning (WIL) experience for Engineering undergraduate students. It enables our students to engage in authentic, purposeful, partnered, supervised, and assessed work learning experiences.

This integrates academic learning with its application in the workplace by connecting students directly with Industry. UNSW Engineering students are required to undertake 60 days of Industrial Training to graduate. This requirement is a key part of UNSW's accreditation by Engineers Australia.



Why should you choose UNSW Engineering Students?

UNSW Engineering attracts students of the highest calibre. We have the widest range of degrees on offer in NSW across Undergraduate and Postgraduate engineering disciplines. Through Industrial Training, all students graduate with on-the-job experience which enables your company to work with future graduates and identify future employees.



Globally Renowned Education

18 disciplines ranked in the top 50 in the world, with three ranked in the top 10*



Top 50 In The World

According to the 2020 QS World University Rankings



Ranked #1 In Australia

For Engineering and Technology*



Largest Faculty In Australia

Offering 26 degrees and over 100 combinations



Five Star Rating

For Employability, Teaching and Research*

*QS World University Rankings by Subject, 2020

Undergraduate disciplines:

- Chemical Engineering
- Civil and Environmental
- Computer Science and Engineering
- Electrical and Telecommunication
- Material Science and Engineering
- Mechanical and Manufacturing
- Minerals and Energy Resources Engineering (Mining and Petroleum Engineering)
- Photovoltaic and Renewable Energy
- Bioinformatics
- Surveying
- Quantum Engineering

Postgraduate disciplines:

- Biomedical
- Civil and Environmental
- Electrical and Telecommunication
- Mechanical
- Mining
- Petroleum Engineering
- Renewable Energy



unsw.edu.au/engineering/schools

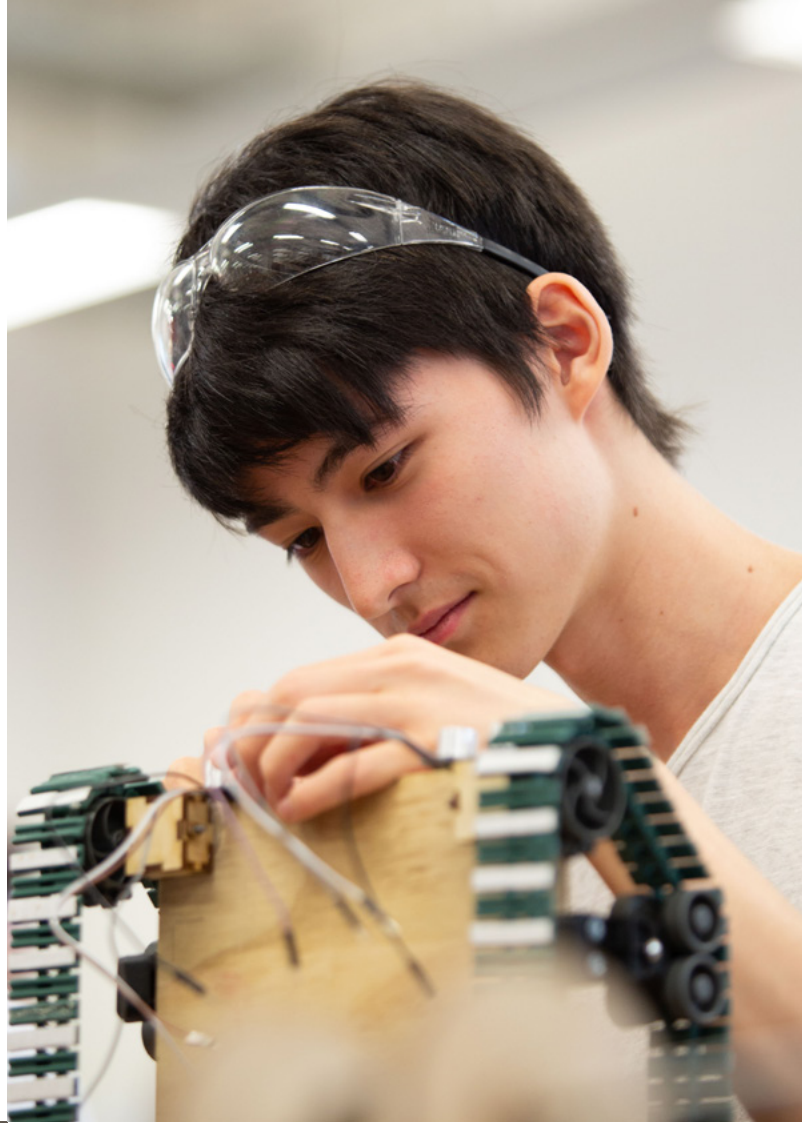
Benefits to you

- Opportunity to work with future graduates to identify potential graduate recruits.
- Professional development and personal satisfaction for staff through the experience of engaging and mentoring students.
- Enhanced standing of your business or organisation among future engineers.
- A chance to develop a relationship with UNSW, potentially leading to further collaboration.



Benefits to students

- Obtain exposure to a professional workplace, culture and expectations.
- Ability to apply technical knowledge and methods in real-life situations.
- Opportunity to work with engineering professionals.
- Increased technical, interpersonal and communication skills.
- Sharper perceptions of engineering practice.
- Building their professional business networks.
- Making them more employable through skills development and experience.



What is required from you?

Once you have recruited a student, you will need to provide the following documents to the students so that they can apply for approval for their Industrial Training:

1. Confirmation of Employment/ Contract (must include Company letterhead, start and end dates of placement, remuneration)
2. Student must be supervised by a qualified Engineer
3. Job description
4. UNSW WIL Agreement
5. Risk Assessment form

International Students

As Industrial Training is a requirement of a UNSW Bachelor of Engineering (Honours) and Master of Engineering, international students can work the full-time equivalent of up to 60 days during their course of study in Australia. When undertaking an approved Industrial Training placement, international students can work unlimited hours whilst the University is in session and when the university is not in session.

An international student enrolled in, studying, and completing an Undergraduate or a Postgraduate degree by coursework at an Australian university will generally hold a visa that permits the student to work 40 hours per fortnight when the university is in session and unlimited hours when the university is not in session.

It is the responsibility of each student visa holder to ensure that they have work entitlements at all times when they undertake work in Australia.

The UNSW Engineering Industrial Training System - InPlace

InPlace is UNSW's enterprise-wide platform for managing Work Integrated Learning (WIL) experiences of our students. InPlace features supports the WIL lifecycle from start to finish covering all processes, from establishment of the agreement with Partners, requesting and allocating students to WIL activities, to student timesheets and placement surveys as well as analytical reporting.

You will be sent communications regarding access to InPlace when you engage a student for Industrial Training. This will be to complete the:

- UNSW WIL Agreement
- Risk Assessment
- Employer Evaluation

If you can not access InPlace, email eng.it-training@unsw.edu.au

UNSW WIL Agreement

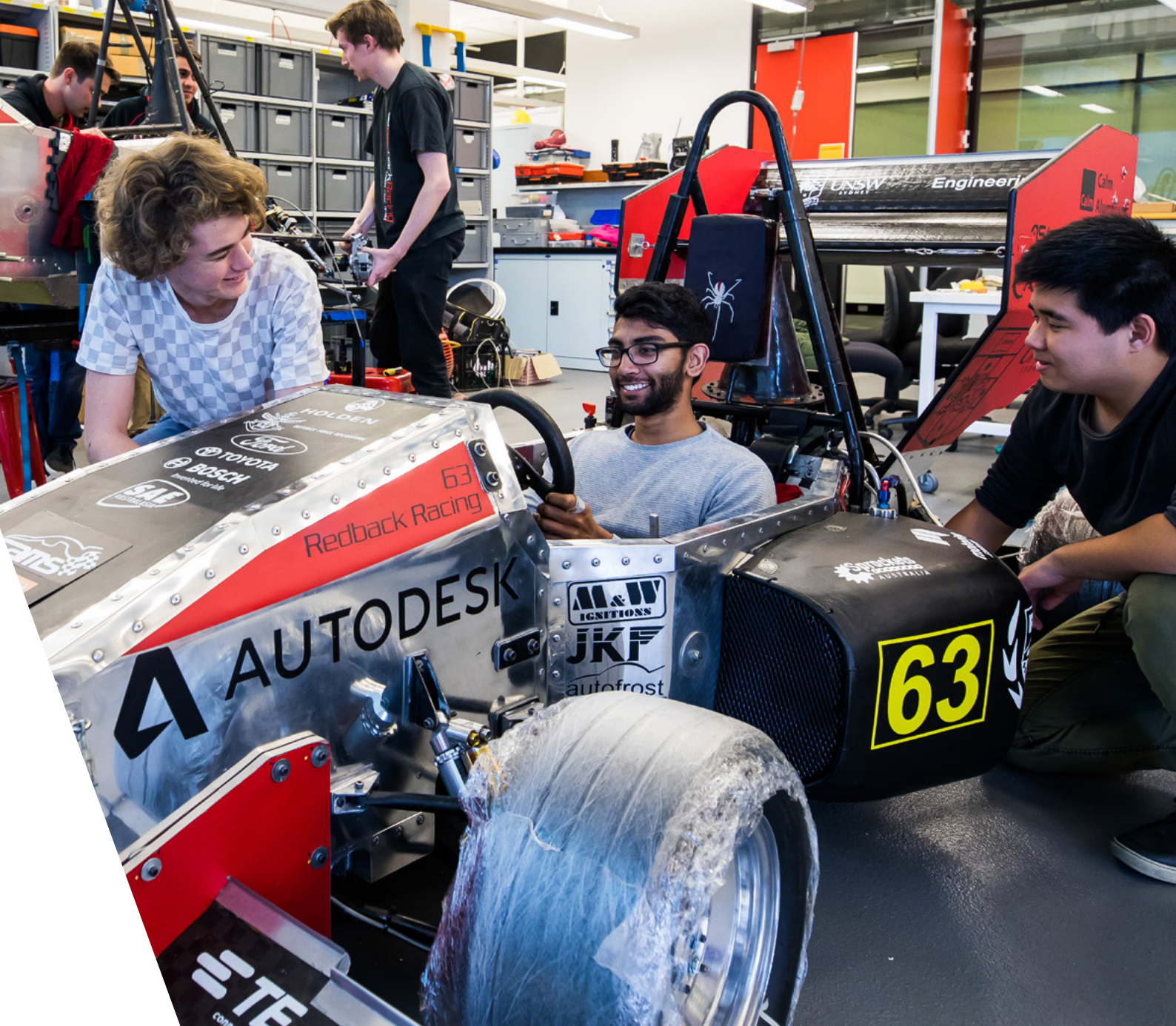
An agreement must be in place for all students and partner organisations participating in a WIL activity documenting the parties' expectations of the WIL activity and other terms and conditions.

This agreement is intended to create a vocational placement under the Fair Work Act. UNSW must ensure that the student's placement is a requirement of the student's course or program.

Insurance Requirement:

As a paid employee, the student would be covered under your workers' compensation and public liability insurance cover.

UNSW Engineering encourage students to undertake paid placements. If, however the student is undertaking an unpaid Industrial Training placement in Australia, UNSW can provide a Certificate of Currency for Personnel Accident and Public Liability that covers their Industrial Training period (for a maximum of 60 days).



Risk Assessment Form

A Risk Assessment form identifies the potential risks for a student whilst undertaking an Industrial Training placement. This must be completed as part of the student's placement approval.

If a risk issue arises during the placement, a student must follow the appropriate procedure identified in their WIL activity risk assessment.

If an unforeseen risk issue arises (such as physical injury or sexual misconduct), students should contact their workplace supervisor or their nominated UNSW WIL staff.

Employer Evaluation Form

Once the students have commenced their placement, you will be required to start an Employer Evaluation form where you will have to set up 3 SMART goals the student will need to achieve by the end of their placement. SMART goals are Specific, Measurable, Achievable, Realistic and within a Time Frame. Setting goals provides a focus to ensure success.

The supervisor is required to complete the total days worked and may be required to provide proof via company email or company letterhead to the student.

Industrial Training requirement overview:

- ✓ Students must complete 60 days of Industrial Training, which can be achieved through full time, part time or casual work throughout the year or during term breaks.
- ✓ Students must apply for and gain approval before commencing their placements.
- ✓ Students must be supervised by a qualified engineer.
- ✓ As students are not required to complete all 60 working days with a single employer, you may offer a shorter duration – the minimum is 10 working days.
- ✓ Once the students submit their Employer Evaluation form and their completed days are logged, they must write a report that reflects on their exposure to professional practice and address the Engineer Australia's Stage 1 competencies.
- ✓ Upon the completion of their Industrial Training, the course codes will be posted on the students' transcript.





Partner Checklist

This checklist is designed to act as a prompt for partner organisations in preparing to host a UNSW student on a Work Integrated Learning (WIL) activity. Please note that not all of the points in this checklist will be relevant to all students or WIL activities. The checklist assumes that a placement or project has been organised and approved by UNSW and your organisation.

Prior to the Industrial Training commencing

- Ensure that your organisation has signed and submitted a WIL Agreement and Risk Assessment Form.
- Appoint a suitably qualified and responsible supervisor/s who will supervise, provide educational experiences appropriate to the student's skills and experience, and, where required, participate in the appraisal of the student.
- Contact the student to formalise arrangements, e.g., days and hours they will work, contact details for their supervisor, what to do and where to go on their first day, scope of work, etc. This should be done in sufficient time to allow students to complete any requirements you may have and to organise travel and other arrangements.
- Arrange a workstation or space, and other tools necessary for completion of the WIL activity, as appropriate e.g., furniture, computers and software etc. Note that arrangements for "working-from-home" IT placements should follow current company practice and these should be discussed with the student.
- Contact appropriate HR and IT personnel to arrange student access as needed.
- Be aware of policies and legal agreements of the placement, e.g., Work Health and Safety and ownership of Intellectual Property.
- Identify and mitigate any potential workplace hazards.
- Provide information to students of any necessary licences, approvals, registrations, dress codes, including any uniform, workplace confidentiality and privacy issues, security checks, and other requirements related to their WIL activity or the workplace in general.
- Provide information to students on the organisation's Code of Conduct including policies and procedures in relation to workplace bullying and harassment. If it is not possible to do this before the student begins their WIL activity it should be completed by the end of the first week of work.



During the Industrial Training Placement

- Provide or arrange for induction, orientation, and any necessary training (including workplace health and safety) for the student at commencement of the WIL activity.
- Discuss the learning SMART goals with the student and complete the Employer Evaluation form.
- Arrange a series of regular meetings with the student for reviewing progress, providing constructive feedback, discussion about how theory and practice come together in the workplace, etc. For further details on effective supervision, see the UNSW Work Integrated Learning (WIL) Website.
- Monitor student progress and performance and liaise with UNSW WIL staff as needed, e.g. interim or progress reports.
- Contact UNSW Engineering Industrial Training Office immediately if things do not proceed as you anticipate or if you have concerns with the student's performance so that challenges can be resolved in a timely manner.
- Contact UNSW Engineering Industrial Training Office promptly should there be a critical incident, accident or issue related to the student's health and well-being.
- Arrange a final meeting to review the goals set on the Employer Evaluation form.

After the Industrial Training placement

- Have a final meeting with your student summing up the experience, provide constructive feedback, and discuss with the student your formal evaluation (Employer Evaluation form) of their work in the organisation.
- Ensure the student hands over any relevant work and returns all property to the organisation before they leave.
- Complete and return the Employer Evaluation Form about the student's performance within the timeframe requested.
- Confirm the number of days the student has completed. If required, provide proof via company email or company letterhead to the student.
- You may provide feedback to UNSW Engineering Industrial Training Office about your experience and any suggestions for improvement via email or survey forms, etc.







More Information

To learn more about Industrial Training or participate in our student workshops, please contact:

Industrial Training Office

UNSW Engineering

E: eng.it-training@unsw.edu.au

W: www.unsw.edu.au/engineering/

Have specific questions for UNSW WIL?

Please contact WIL Staff in the relevant Faculty or WIL Central so that we can connect you to the right person in the relevant faculty.

E: wil.central@unsw.edu.au

T: + 61 (2) 9065 1112

How to advertise?

To promote any industrial training and employment opportunities, visit our Careers and Employment website:

www.careers.unsw.edu.au/

How to Engage with UNSW students?

You can contact our Student Societies and be part of their Industry Nights:

www.unsw.edu.au/engineering/student-life/student-societies

For further information on WIL, please refer to the below website:

UNSW have developed several resources to assist you in supporting students throughout their WIL activity.

www.wil.unsw.edu.au/partners/partner-responsibilities

www.wil.unsw.edu.au/partners

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