



EDITH COWAN UNIVERSITY
SCHOOL OF ENGINEERING

INDUSTRY ENGAGEMENT PROGRAM

HANDBOOK

2013

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Introduction from Head of School

Over a decade ago, the Australian Council of Engineering Deans in conjunction with Engineers Australia, and the Academy of Technological Sciences and Engineering published a review report, entitled "*Changing the Culture: Engineering Education into the Future.*" A major recommendation of the report was that a strategic project be incorporated into the final year of engineering courses to enhance the learning process and educational outcomes:

"The prime goal of engineering education is to provide the formative knowledge, attitude and level of understanding to produce graduates who are well prepared to enter a professional career. The attributes that graduates should have to a substantial degree are:

- *ability to apply knowledge of basic science and engineering fundamentals;*
- *ability to communicate effectively, not only with engineers, but also with the community at large;*
- *in-depth technical competence in at least one engineering discipline;*
- *ability to undertake problem identification, formulation and solution;*
- *ability to utilise a systems approach to design and operational performance;*
- *ability to function effectively as an individual and in multi-disciplinary and multi-cultural teams, with the capacity to be a team leader or manager as well as an effective team member;*
- *understanding of the social, cultural, global and environmental responsibilities of the professional engineer, and for the need for sustainable development; ..."*

Engineers Australia, who accredits our Engineering degree courses, strongly advocates that students undertake a period of exposure to professional engineering practice during their courses. For Professional Engineers this is at least 12 weeks and for Engineering Technologists, 8 weeks.

They also encourage a close involvement for students with engineering practice through site visits, exposure to practicing engineers and involvement in practical engineering project work within the course and especially in their final year of studies.

Practicum:

Each student enrolled in any of the Professional Engineering degree programs at Edith Cowan University is required to gain at least 12 weeks practical work experience before they can graduate from their degree. For Engineering Technology courses the period is 8 weeks. It is expected that this practical experience will enable the student to work with professional engineers in office, laboratory or site-based environments, where the student can appreciate a range of industry issues that relate to engineers and engineering practice. It is most likely to be undertaken during the summer and mid-semester breaks where periods of several weeks are available.

Project:

All of our students are required to undertake a major project in their final year of studies. This project can have either a research or more practical engineering design focus. Where opportunities are available we encourage students to undertake projects which are industry-based or industry-driven.

Projects are principally monitored and assessed by ECU staff. Where the student has the opportunity to spend time working in an engineering firm, or on site, there will also be an industry supervisor who will monitor and guide the student's work whilst off campus.

Other Engagement Activities:

The School is active in encouraging a wide range of collaborative activities with its industry partners, including:

- Site visits to expose students to real-life engineering design, construction and operational environments.
- Encouraging practising engineers to assist with sessional teaching within the School where it is possible to access expertise not available from full-time staff.
- Encouraging staff to establish contacts within industry to extend their practical experience through periods of secondment or collaboration in research-based tasks.
- Inviting key industry persons to join the Engineering Consultative Committee that is active in advising the Head of School in areas such as industry trends, employment opportunities and the curriculum development to meet long term industry needs.

Opportunities for these activities can be discussed directly with the Head of School.

Conclusion:

ECU believes that there are many benefits to both the engineering community in general and employers in particular with the implementation of these activities into the framework of the engineering curriculum. In view of the need to generate substantially greater numbers of highly capable graduates to meet the needs of Industry, we request your assistance in supporting our engagement program.

Professor Daryoush Habibi
Head of School
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Purpose of the Industry Engagement Program

This Handbook is intended to provide background information and guidance to practising engineers, engineering businesses and potential employers who wish to participate in the ECU School of Engineering Engagement Program. The School of Engineering has developed a robust program which aims to meet the needs of students, employers and the broader community on a number of levels.

The School of Engineering has an integrated approach to higher education which requires a strong component of exposure to engineering practice for all students. This is being achieved in a number of ways:

- The Practicum, where students complete a period of work experience in an engineering organisation.
- Project work, where students undertake a final year project working on an industry-based project.
- Having practicing engineers provide assistance with sessional teaching where they can provide supplementary skills not available to full-time staff.
- Providing secondment opportunities for staff to spend time working in industry.
- Establishing collaborations with full-time staff for research opportunities with industry partners.

Benefits for Employers, Students and ECU:

Benefits for employers:

- Access to motivated, skilled students.
- ECU staff provide ongoing support for participating students and employers.
- ECU Industry Liaison personnel monitor student work experiences and provide valuable liaison for Industry in terms of ECU expertise, research, curriculum and programs.
- Opportunities to train and test potential employees to meet company needs.

Benefits for participating students:

- Opportunity to gain experience at the same time as studying for their degrees.
- Participation in different industry workplaces allows them to try different work options.
- Financial assistance for students over their course of study.
- Gain experience in job application and interviewing techniques.
- Assess a number of potential employers and industries.

Benefits for ECU:

- The building of strong links with Industry
- Keeping up to date with latest developments in Industry
- Evaluating the performance of students in the workplace, both individually and collectively

In modern engineering education and training, it is becoming vital to provide an integrated curriculum delivery in which both Industry and higher educational institutions are partnered. This “cooperative education” enables students to combine the advantages of focused academic studies with those of real-world hands-on practice.

Graduates of higher education engineering programs are increasingly required to perform competently at a professional level as soon as possible after reaching industry. In this system, employers and educators share

the responsibility of preparing students for the rapidly changing engineering workplace. All parties benefit from cooperation between Industry and academia.

The ECU Industry Engagement Program thus involves a three-way partnership between

- The student
- ECU
- The industry partner

Discipline Specialisations:

The Industry Engagement Program is offered to undergraduate students in the following discipline:

Professional Engineering:

- Bachelor of Engineering (4 year program) and Master of Engineering (3+2 year program) in:
 - Civil Engineering
 - Computer Systems Engineering
 - Electrical Power Engineering
 - Electronics & Communications Engineering
 - Instrumentation Control & Automation Engineering
 - Mechanical Engineering
 - Mechatronics Engineering
 - Maritime Engineering (including Marine and Offshore Systems, Ocean Engineering and Naval Architecture) in collaboration with the Australian Maritime College (Launceston, Tasmania).

Engineering Technology

- Bachelor of Technology
 - Motorsports

Insurance

Where the student is receiving a salary, and is therefore an employee, then the employer is required to provide normal employee insurance including Workers Compensation cover.

Where the student is not an employee (i.e. no payments for services are involved) then the student's workplace insurance is provided and funded by ECU. The University provides "safety-net" insurance for students participating in off-campus activities (see Appendix F for more details).

Practicum

The practicum experience is usually obtained from 2 or more periods of work experience taken during the summer breaks, and possibly during the inter-semester break in June/July. Optionally it may also be taken after the completion of the study program if it was not possible to secure a position earlier. Usually a minimum period is taken to be one contiguous week to be accredited towards the practicum requirements.

The practicum students are usually employed by the business and paid a modest salary.

The success of the Program depends on cooperative liaison between the parties such that:

- Each work situation is developed and/or approved by ECU as a suitable learning environment
- The participating student is engaged in productive work rather than merely observing
- The participating student receives remuneration for the work performed
- The participating student's progress is monitored by ECU
- The participating student's performance on the job is supervised and monitored by the student's employer

The Practicum is a formal part of the student's study program and is assessed according to the **Practicum Assessment Policy** (*Appendix A*).

Before the commencement of the practicum period the student is required to ensure that each key stakeholder has completed the **Practicum Risk Assessment and Management** form (*Appendix B*), and to return the form to the practicum supervisor.

For each completed week of work, the student is required to complete the **Professional Log Report** (*Appendix C*). The purpose of this is to document the student's work activities while they are fresh in the mind.

At the end of each period of employment the student is required to submit a **Practicum Certificate** (*Appendix D*) that is completed by both the student and the employer or employer's nominee.

The employer is also requested to complete the **Employer Assessment Report** (*Appendix E*).

Once the required Practicum period of work experience is completed then the student is required to submit a **Practicum Report** (2000 - 3000 words) that describes their experiences during at least one of these employment periods, but could also include experiences over several Practicum periods.

Requirements for a Successful Experience

The successful completion of the Engineering Practicum unit requires

- One or more certificates signed by the employer(s) confirming that the student has completed at least 12 weeks (8 weeks for BTech) of equivalent full time work experience in an engineering environment.
- A report by the student of typically 2000-3000 words that describes the engineering experiences gained during one, or more, contiguous periods of employment with one company.

Care must be taken by the student in the preparation of the practicum report. The quality of this report is a measure of the student's ability to document and communicate his/her experiences as a professional engineer. The ability to accurately document the learning experiences is an essential skill for gaining full accreditation status as a Chartered Professional Engineer (or Chartered Engineering Technologist) by Engineers Australia.

The student must maintain a Professional Development Log for the period of the Practicum. This log can provide most of the material for the final report. In some cases, the student will need to prepare a report for the company as a part of their designated activities with the company. In such cases this report can form

the basis of the practicum report, with the inclusion of suitable introduction that links it with the Practicum objectives.

Student reporting tasks

The **Practicum Report** should be between 2000 and 3000 words and include the following information:

1. Introduction of the company - its main products and services, the size of its workforce, the range of engineering tasks, and its client base.
2. Description of the student's activities within the company, concentrating on those activities related to engineering development.
3. Description of at least one activity in detail. If this is a specific project then document its purpose, the range of tasks, the relationships between the various players in the project (not just between the engineers), the student's role, and project status at both entry and exit from the project.
4. Description of any benefits gained in understanding the engineering profession from this Practicum experience. In particular, did the experiences highlight the importance of any specific generic attributes of engineers as listed by Engineers Australia? Did the experience identify other attributes that would be beneficial to an engineer?
5. A reflection on the learning outcomes from the work experience and how these relate to the student's academic studies and a description of any major achievements during their period of employment.
6. Include copies of the Professional Development Log maintained during the Practicum.

Supervising a Student

Employers provide supervision, either personally or by assigning a Supervisor, to ensure that students receive regular feedback on their progress. It is recommended that student learning objectives and employer expectations be outlined early in the work term so that both the student and Supervisor are aware of each other's goals.

The Engineering Practicum Coordinator will maintain contact with the student and Supervisor via email to discuss progress and answer any questions related to the Program. The Coordinator will also be available by phone at any point to assist both employers and students to resolve any issues which may arise.

Near the end of the work term the Supervisor will be asked to complete a student performance review form and return it to the Practicum Coordinator. It is recommended that the Supervisor reviews the evaluation with the student.

How to Engage a Student under the Practicum Program

Many companies already have well defined recruitment programs for vacation (practicum) positions. The School will endeavour to work with these companies and to promote these opportunities to appropriate students. Such companies are encouraged to keep the Practicum Coordinator informed about these programs and opportunities as they occur.

For other cases the following steps should be followed:

1. Prepare a Job Description

A clear and concise job description is fundamental to attracting and retaining the highest calibre students.

Items that should be included in this job description are:

- An accurate job title and the duration of the position

- Date of close of applications
- Description of the job duties and responsibilities
- Special skills required or preferred such as knowledge of specific computer software
- The appropriate discipline of study

Students are invited to review the jobs and submit their applications to the ECU Engineering Practicum Coordinator. The resumes of interested students will be sent to the employer for screening and selection of interviewees.

2. Interview Candidates

After reviewing the applications, the employer should contact the ECU Engineering Practicum Coordinator to identify the students to be interviewed.

Employers can elect to interview candidates either in their workplaces or at ECU Joondalup campus.

3. Make a Job Offer

After the student has been offered a position and has accepted, a formal letter of offer from the employer should be sent to the ECU Engineering Practicum Coordinator.

The letter should include

- Start and end dates
- Hours of work
- Salary and benefits
- Supervisor's name
- Location of place of employment

Note again that where a salary is paid to the student, the employer is required to provide the normal employee insurance cover to the student including Workers Compensation benefits. If there is no salary payment the University provides each student with a "safety-net" cover for personal injury whilst in the workplace.

For further information on the ECU Engineering Practicum scheme, please contact:

For Civil Engineering, Mechanical Engineering, and Motorsports:

Dr Hang Vu

School of Engineering
Edith Cowan University
Tel: +61 (0)8 6304 2442
Email: h.vu@ecu.edu.au

For Chemical Engineering, Electrical Power Engineering, Instrumentation, Control and Automation Engineering, Computer Systems Engineering, Mechatronics Engineering, and Electronics and Communications Engineering:

Dr Octavian Bass

School of Engineering
Edith Cowan University
Tel: +61 (0)8 6304 5582
Email: o.bass@ecu.edu.au

Engineering Project

A major Engineering Project is included in the student's final year course of study. The Project is a 'capstone' activity which affords the opportunity of bringing together skills and knowledge from other components in the degree. It provides an opportunity to forge a contribution to the student's discipline by an engineering research investigation, a feasibility study or a design project.

Students should take significant ownership of the Project, and demonstrate the capability of selling the results of the study to the engineering or wider community by presentations and a written paper. A staff member will be nominated as a Supervisor to provide guidance and general supervision. Project management techniques will be adopted and assessed in the implementation of the Project. A series of briefings are used to expose the students to basic research strategies and techniques. Evidence of sufficient progress may be required from time to time during the course of the Project.

Where opportunities exist, students are encouraged to take on industry-based or industry-driven projects. Industry-based projects expose students to many of the practicalities of the profession as well as interacting with experienced engineers.

For a project based in industry there will be an industry supervisor (who has a direct supervising role, particularly when the student spends time located at the industry premises) and an academic supervisor who is also expected to also contribute to the project work.

Industry based projects can be carried out in various ways. Most students will be able to commit between one and two days per week for the entire year to the task (more time in semester 2). There is also an opportunity to work on a full time basis during the mid-year break in June/July or even in the summer break. In special cases it may be possible to combine the Project work with the Practicum requirements.

The total duration is expected to be two semesters for Bachelor of Engineering and Master of Engineering students, and one semester for Bachelor of Technology students

Project students are required to write a major report/thesis and deliver a presentation to their peers and academic staff, as well as their industry supervisors where appropriate.

Project Identification

To be successful the project needs to be appropriately identified. This includes both the scope of the work and the amount of work required. The focus of the project is to require the student to demonstrate their investigation research and/or design skills. The student can work in a team, but the student's own work and contribution needs to be identifiable.

Given that it is necessary for the student to write a major report on their work, this must be possible without violating any confidentiality or intellectual property issues for the business. The student and the University will not claim any rights to the outcomes of the project when the resources for the project are provided by the business concerned.

Once a project is identified then this should be discussed with the Engineering Project Coordinator and any issues resolved before engaging a student for the project.

How to Setup an Industry-based Project

1. Prepare a Project Proposal
2. A clear and concise project proposal is central to setting up a successful project with a high calibre student. This proposal should be sent to the Project Coordinator before the end of December for activation in semester one of the following year, or the end of June for a semester two start.

An **Engineering Project Proposal** form is included in Appendix E. Items that should be included in this proposal are:

- A concise description of the project task/problem with expected outcomes.
- An indication of the resources that can be provided by the applicant/proposer.
- A clear statement on any confidentiality or intellectual property issues.

It can sometimes be useful to engage more than one student on a project, where complementary skills can be used to advantage (e.g. cross-discipline skills). In such a case each student will be required to write their own individual reports for assessment.

While it is not required to provide a salary to the project student(s), an offer would be considered favourably.

3. Selection of Students

After reviewing the proposal, the Project Coordinator, will decide on the potential of the proposal and advise the applicant accordingly.

The Project Coordinator will then review the available students and provide the applicant with possible candidates from which the applicant will be able to select the best student for the project.

The Project Coordinator will also suggest an academic supervisor who will then arrange a first meeting between the student(s), the academic supervisor and the industry supervisor. At this meeting the project plan will be developed and the time commitments by the student(s) clearly defined, especially times spent off-campus and inside the applicant's business operations

4. Project Operations

Once in operation, the Academic Supervisor is responsible to monitor progress and to ensure any issues are resolved. The Academic supervisor will be the first point of contact for the Industry Supervisor, as and when required.

Note again that where a salary is paid to the student, the employer is required to provide the normal employee insurance cover to the student including Workers Compensation benefits. If there is no salary payment the University provides each student with a "safety-net" cover for personal injury whilst in the workplace.

For further information on the ECU Engineering Project scheme, please contact:

Dr Douglas Chai

Engineering Project Coordinator

School of Engineering

Edith Cowan University

Tel: +61 (0)8 6304 5874

Email: d.chai@ecu.edu.au

Appendix A: Practicum Assessment Policy

The Practicum is assessed as a pass or fail. Minimum standards must be met in each of the individual components before a pass in the unit as a whole can be achieved:

Assessment Component	Minimum Standard
Professional Development Log	Must be complete, with one report for each week of work.
Practicum Report	Must be complete, must be presented to a standard expected of a graduating engineer, and must cover the aspects as required for the report. Must be reviewed and countersigned by the Supervisor.
Employer Assessment Report (There may be several of these to cover the required period of work experience)	Must be completed, and have no more than two assessments of D or SD.
Practicum Certificate	Must be completed by both the student and the employer, and signed by the Supervisor.
Work Integrated Learning Risk Assessment Checklist	The relevant forms have to be completed and signed by the student and the host organisation.

Each of the minimum standards must be achieved.

STUDENT PLACEMENT – RISK MANAGEMENT

(Student on Placement, Field Trip, Work Experience or Site Visit)

Instructions:

Schools are to ensure that this form is *fully completed* and signed by both parties. Once complete, copies are to be provided to/retained by:

1. Faculty/School
2. Host organisation
3. Student undertaking the placement

If further information is required regarding ECU's insurance or risk management requirements, contact the ECU's Risk and Assurance Service Centre via the following: Email: insurance@ecu.edu.au Phone: +61 8 6203 2426 / +61 8 6304 2824

Information:

Students who have obtained approval to undertake a placement with a host organisation will be provided with the following insurance cover:

• Public Liability	• Personal Accident Professional Indemnity	• Professional Indemnity	• Medical Malpractice (where applicable)
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Further information can be obtained at <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance>.

Insurance policies are subject to policy definitions, which include: Limitation of liability, duty of disclosure, specific conditions, exclusions and excesses. The above link is for information only and provides access to the Certificates of Currency.

Please attach to this form a copy of the Host Organisation's Public Liability Certificate of Currency to cover the period of the work placement.

PLEASE NOTE: This is not an employment agreement. No payment for services is to be received by the student. No Workers' Compensation applies.

ECU Authorisation (e.g. Head of School, Program Director)						
Select type of placement:						
<input type="checkbox"/> Placement is assessable and essential to course within program (i.e. Student receives credit for placement)						
<input type="checkbox"/> Non-essential Placement with relevance and benefit to program (Work experience, Work Placement Scheme).						
ECU Authorised Signature:				Date:		
Placement Details						
Student Name		Phone		Placement Date	From:	To:
Student No		Phone (M)		Host Organisation		
Faculty/School				Contact		
Program/Course				Address		
ECU Contact		Phone (W)		Phone No		

STUDENT PLACEMENT – RISK MANAGEMENT

(Student on Placement, Field Trip, Work Experience or Site Visit)

Health and Safety Obligations	Host	Student	ECU Supervisor	Comment
All inductions, safety brief or presentations, paying special attention to all materials pertaining to H&S / Risk Management policies and processes of the University or the Host Organisation, will be completed by the student before commencement of activity or placement.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student will be supervised during the placement and will follow reasonable instructions of the Host Supervisor/ECU Supervisor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The ECU Supervisor has confirmed that the Host Organisation has a formal process for the reporting of identified hazards along with a process for assessment and regular monitoring of hazard controls and the student is aware of this process.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student is aware of the legal obligation to abide by the Host organisations H&S / Risk Management policies / procedures. The ECU Supervisor will be informed immediately should the student be involved in any breach of ECU's or the Host Organisation's H&S / Risk Management Guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student agrees to act, as far as reasonably practicable, with care within the Host Organisation, or the location of the activity.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student agrees to inform their Host Supervisor and ECU Supervisor immediately should they be involved in an accident at the Host workplace. The process on how to report, record and investigate accidents and incidents is known by the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All job / tasks have been assessed in accordance with manual handling regulations / codes of practice and appropriate controls implemented including training in manual handling techniques.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STUDENT PLACEMENT – RISK MANAGEMENT

(Student on Placement, Field Trip, Work Experience or Site Visit)

Health and Safety Obligations	Host	Student	ECU Supervisor	Comment
All plant and equipment meets statutory legislation and Australian Standards. The student will only operate plant and equipment where trained and able to provide the appropriate licence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Host organisation has appropriate insurance policies in place and a Certificate of Currency has been obtained/provided to ECU.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Host Supervision (if applicable)			ECU	
Supervisor maintains appropriate qualifications.	N/A	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, indicate what these qualifications are and attach certified copies:

ECU Student			
Student Signature		Date	

Supervisor			
Supervisor Name		Phone (W)	
Job Title		Phone (M)	
Email		Date	
Signature			

Host Approval			
Name of Delegated Approver		Phone (W)	
Job Title		Phone (M)	
Email		Date	
Signature			

Appendix C: Practicum Professional Development Log

(Complete one log per week)

Name: Student #:

Week Commencing:

Date	Significant Event	Description

This Week's Most Significant Event

Situation - What Happened?
Affect - Why was this event significant?

--

Interpretation - What did you learn?

--

Decision - What will/did you do?

--

Signed (Student):.....

Appendix E: Practicum Employer Assessment Report

Student:.....

Employer:.....

Period of Employment: From:..... To:.....

This report is to be completed by the employer (or nominee) who is familiar with the student’s work experience during the Practicum.

Please check the box that best describes your views on the following propositions about the student:

- The classifications are:
- SA – Strongly Agree
 - A – Agree
 - N – Neutral (Satisfactory)
 - D – Disagree
 - SD – Strongly Disagree

Proposition	SA	A	N	D	SD
The student has demonstrated a real interest in his/her work.					
The student is punctual in his/her attendance at work and other duties relating to work.					
The student demonstrates respect for fellow employees, both supervising and supervised.					
The student’s behaviour and attitudes expressed in the work place are appropriate for a professional engineer.					
The student has been able to effectively apply basic engineering skills and knowledge in the work undertaken during the Practicum.					
The student has demonstrated a degree of initiative in completing the assigned work tasks.					
The student’s performance as an engineer has improved as the Practicum has progressed.					

Employer Summary Remarks



Appendix F: Engineering Project Proposal

Applicants Name:.....

Position:.....

Organisation:.....

Address:

.....

.....

Telephone:

Email:

Project Title:.....

Discipline Area:.....

Brief Description:

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Possible Number of Students:.....

Appendix G: Student Insurance

Insurance - Students

Information for University staff who oversee student placements with external institutions.

The University's insurance program includes protections for enrolled students engaged in activities related to their studies and which are authorised by the University. Activities covered include off campus field excursions, work experience and elective placements.

Work Experience

Students on work experience ***are not employees*** of host institutions and they have no entitlements to Workers Compensation benefits if they suffer an injury in the course of their placements.

Work experience providers usually request confirmation that the University's insurance coverage extends to its students. The Insurance Officer following requests by Course Supervisors, will provide appropriate confirmation.

Students arranging their own work experience not required for course credit, will not be covered even though they believe the experience will be useful in their studies. In such cases students can request that their Course Supervisors discuss the issues with the Insurance Officer. Cover may be extended if the circumstances warrant.

IMPORTANT - Students will not be granted liability insurance protections if they receive remuneration directly or indirectly from work experience providers.

This restriction does not apply to bona fide scholarship payments administered by the University. However, any arrangement whereby a host employer effectively contracts for services but shifts the insurance responsibilities back to the student or the University must be carefully scrutinised.

Student Personal Accident

Provides benefits to students who suffer accidental injuries while engaged in activities associated with their studies at the University.

This provides a "safety net" cover for enrolled students suffering accidental injury while engaged in University activities including work experience placements and sporting club activities.

Examples of benefits are: Weekly payments for loss of income (\$300 per week maximum) and non-Medicare related medical benefits e.g. physiotherapy, chiropractic, ambulance that are not otherwise recoverable from a private health fund.

Host institutions occasionally request confirmation that the University has a Personal Accident cover for its students. Contact the Insurance Officer if a certificate is required.

Important Matters

No Medicare related payments

Commonwealth legislation prohibits general insurers from paying any benefits for which there is a Medicare entitlement including any gaps. This means that students may incur non refundable expenses for medical, hospital, x-ray etc accounts.

No Workers Compensation

There is a common misconception that students injured in a workplace while on work experience are entitled to workers compensation benefits. That is not the case and the Personal Accident benefits are much less than those available under workers compensation.

Claims

Enrolled students who suffer accidental injury while undertaking University authorised activities and feel they might like to make a claim can contact the Student Support Services Office within the Edith Cowan Campus Community Services for assistance.