

FEIT Internship Requirements

This document outlines the Universities requirements and expectations of organisations hosting students for internship/work experience placements and outlines students' responsibilities.

Placement aim:

The internship/work experience objective is to enrich student learning by engaging students in:

- Meaningful and relevant work that is directly related to the student's field of study or major (Eg. Civil, Mechanical, Electrical, ICT, IT, etc.). Basic, repetitive labouring work such as bricklaying, digging, wiring, etc. should not be a significant part of a student's role
- Provide student with practical opportunities to apply theories learnt at University
- Introduce student to professional workplace cultures and expectations

This aim is best achieved when students are integrated into organisations as an employee with a qualified mentor and can contribute to engineering/IT activities in an organisation over a significant time period.

Duration/hours:

The student should be engaged by organisations on a temporary or fixed-term basis and complete the below hours determined by their course.

Engineering students

- **Bachelor with the Diploma:** requires two 6-month full-time placement totalling 1680 hours. The first internship requires a minimum of 770 hours but not exceed 910 hours (excluding any leave taken).
- **Bachelor without the Diploma:** requires one 3-month full-time placement totalling 420 hours (excluding any leave taken)
- **Masters:** requires one 3-month full-time placement totalling 420 hours

IT students

- **Bachelor with the Diploma:** requires one 9-12 month placement totalling 1365 hours

Please note:

*All students must work between 21 and 42 hours per week.

*Any further work agreed to beyond the students' course required hours is an agreement between the student and the host organisation and should be dealt with in compliance with Fair Work Ombudsman www.fairwork.gov.au

*International pupils on a student visa are permitted to work full-time hours when the position is a compulsory component of their course. Once International students have reached their required placement hours for their course requirements, they are not permitted to continue full-time work. In the instance of host organisations offering student visa holders a position at the end of their placement, student visa holders must comply with their regular visa working hours of 20 hours per week.

Competencies:

Students are expected to develop competencies as defined by the relevant national body overseeing their profession. For Engineering, this is Engineers Australia and for IT, this is the Australian Computer Society (ACS).

Engineering students must be working towards achieving stage 2 competencies outlined in the Engineering National Competency Standard for Professional Engineers.

Students are required to nominate competencies prior to their placements and assess their competencies in the semester after their placement.

It is recommended that the host organisation reviews the **stage 2 competency** standards by visiting www.engineersaustralia.org.au and together with the student, assign which elements of competencies the host organisation will support the student to achieve during their placements.

IT students must be working towards achieving level 3 standard outlined in mySFIA as developed by ACS.

It is recommended that the host organisation reviews **level 3 standard** by visiting www.sfia-online.org/en and together with the student, assign tasks that will support the student to achieve level 3 during their placement.

Host organisation responsibilities:

Students are expected to be adequately supervised during their placement period by a qualified engineer or IT professional, this entails:

- Setting clear expectations prior to the student commencement
- Negotiating an appropriate set of work activities for the student
- Providing adequate training and guidance
- Conducting regular performance reviews - a review should be conducted 4-6 weeks after commencement and another in the final weeks of the placement period
- Providing regular opportunities for the student to seek help and guidance
- Notify student of confidential information as outlined in the 'Confidential information' section below
- Complete an evaluation form at the end of the student's placement

Placement details should be agreed upon by both parties (student and host organisation) before the student engages in work. This includes but is not limited to:

- A description of the position
- The duties of the position
- The supervisor's name and contact details
- Placement start and end date
- Expected weekly hours
- Overtime arrangements, where applicable
- Remuneration, if applicable
- Where the student will normally be located and if travel is required as part of the role
- How performance is monitored
- Details of the probationary period, if applicable
- Relevant organisation policies governing behaviour and/or dress code
- Termination procedures

Confidential information:

Students are required to maintain a reflective learning journal during their placement and give a presentation in the following semester after their placement completion. Samples of their work are to be included in this presentation. Therefore, it is the responsibility of the organisation to notify the student of confidential information and more specifically, the information that is not to be used for academic reflective purposes.

Students' responsibilities:

- Students must behave responsibly and professionally in the workplace so as not to bring themselves or UTS into disrepute
- Students must respect the requirements of the host organisation with regard to the confidentiality of any internal information they have access to during their placement

Employer and student support/Contact information:

The student engagement team are available to support employers with information about best practices in developing the placement position description, recruiting students via CareerHub, providing appropriate supervision and mentorship, structuring the placement for learning outcomes or addressing student/employer concerns during the course of the placement.

If you have questions or concerns about the student or their learning experience while in the workplace or to report any loss, damage or injury suffered by the student while in the workplace, please contact feitiinternships@uts.edu.au.

A UTS staff member may elect to visit or phone the organisation and the student at the workplace during the placement.

UTS reserves the right to cease student placements, at work sites that are unsafe or are not providing appropriate learning environments.