

## Professional Practice Requirement for Monash Engineering students

To Whom It May Concern

### Monash Engineering Unit code: ENG0001 / ENG0003 - Continuous Professional Development (CPD)

All undergraduate and Master of Professional Engineering students at Monash Clayton are required to undertake professional and Engineering-related experience as part of their degree.

The Continuous Professional Development (CPD) units ENG0001 (undergraduate) and ENG0003 (Master of Professional Engineering) are how this is captured at Monash.

Students are required to achieve 12 weeks (420 hours) of CPD activities over the duration of their course and there are a multitude of activities that can be undertaken to reach the total hours required.

One such activity is work experience, which must be supervised by the host organisation. Supervised work experience may be paid or unpaid. In the case of unpaid supervised work experience, it is Monash policy that this be for no more than 80 hours, to ensure that Monash's insurance can apply. Students must apply for this insurance through Monash University.

While our preferred method for students to meet their CPD requirements is through supervised, Engineering-related work experience, students can also meet their CPD requirements through a variety of activities which are outlined on our website: [www.monash.edu/engineering/cpd](http://www.monash.edu/engineering/cpd).

At the conclusion of each student's activity/period of work experience, it would be most beneficial if you could provide the student with a letter on company letterhead that stipulates:

- the start and end dates the student worked with you
- the total number of hours they worked
- a brief statement of their duties (dot points or a short paragraph is fine)
- their supervisor's name and contact information (or the contact details for your HR department)

Your assistance in providing our students with valuable work experience is greatly appreciated.

Kind regards,



**Professor Julia Lamborn**

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