

Monash Professional Practice Requirement Overview & CPD Evidence - Work / Volunteer Experience Template

To Whom It May Concern,

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

All Bachelor of Engineering (Honours) 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 (Bachelor of Engineering (Honours)) 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 must meet the definition of a vocational placement under the [Fair Work Act 2009](#) and be for no more than 420 hours. Students can request insurance for [unpaid work experience](#) through Monash University.

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

At the conclusion of each student's activity/period of work experience, we ask that you please provide them with confirmation of this experience on company letterhead.

The template below is suggested, and includes the information that we need in order to assess their CPD submission.

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

Kind regards,



Professor Rajendran Parthiban
Associate Dean, Education

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SUGGESTED TEMPLATE FOR SUPPORTING DOCUMENTATION

Please copy the text below onto your company letterhead, fill in the relevant details, sign, and return it to the student for submission.

DATE

Attn:

Continuous Professional Development
Faculty of Engineering, Monash University
Clayton Vic 3800

This is to certify that STUDENT_NAME worked at NAME_OF_COMPANY from DD/MM/YY to DD/MM/YY for a total of approximately ENTER_NUMBER hours in total. Their job title was JOB_TITLE.

During the employment period their job involved DETAILED_JOB_DESCRIPTION *(please include enough detail so that our assessors can see what the student's role was, and the kind of work they did. If the work was Engineering-related, please include any projects worked on / summary of focus areas so our assessors can determine that the work the student did was Engineering-related)*

Yours sincerely,

SUPERVISOR'S_SIGNATURE

NAME_OF_SUPERVISOR

SUPERVISOR_TITLE

COMPANY_NAME

SUPERVISOR EMAIL ADDRESS

SUPERVISOR PHONE NUMBER