

Letter for Work Experience Providers

To Whom It May Concern

Monash Engineering: Continuous Professional Development (CPD)

All undergraduate Engineering students at Monash Clayton are required to undertake professional and Engineering-related experience. This will be captured through a process called Continuous Professional Development (CPD).

CPD comprises 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.

Students need to achieve 12 weeks (420 hours) of CPD activities over the duration of their course. Students who were already partway through their course when CPD was introduced in Semester 1, 2017 were given a smaller number of hours to complete, depending on how many semesters remained before their graduation.

While our preferred method for students to meet their CPD requirements is through supervised, Engineering-related work experience, obtaining such work experience is not compulsory. Students can meet their CPD requirements through a variety of activities.

Please refer to our website for more information: 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

Associate Dean, Education

Monash University

Faculty of Engineering

2nd Floor, 14 Alliance Lane, Monash, Vic, 3800

T: +61 3 9905 3404

E: julia.lamborn@monash.edu

www.monash.edu

ABN 12 377 614 012 CRICOS Provider 00008C