



Completing your Monash Engineering CPD requirements



MONASH
University

MONASH UNIVERSITY recognises that its Australian campuses are located on the unceded lands of the people of the Kulin nations, and pays its respects to their Elders, past and present.





BUILDING SKILLS THROUGH PROFESSIONAL DEVELOPMENT

ENG0001 / ENG0003: Continuous Professional Development (CPD)

CPD is a **professional development requirement** that leads to accreditation

You must complete CPD in order to graduate

CPD is an opportunity to

- integrate what you learn in the classroom with real-world practice
- engage with industry
- build employability skills
- grow your professional network



How do I complete CPD?

- **Complete 420 hours** of professional work related experiences outside the classroom for your CPD ePortfolio
- **Record:** your experiences and write three reflections that demonstrate how they helped you develop your employability skills
- **Answer:** the six CPD assessment questions about your experiences based on the Engineers Australia Stage 1 competencies for Professional Development



BUILD YOUR CPD EXPERIENCE HOURS

YOU CAN START FROM FIRST YEAR

Examples of CPD experiences

- Paid work
- Volunteering
- Virtual internships
- Unpaid work experience
- Active membership in teams, clubs and societies
- Hackathons
- Networking
- Attending seminars
- Project work outside normal classroom hours
- Also see the list of [suggestions on the CPD](#) and the [University's Careers and employability](#) websites, as well as announcements on your Department Moodle site



EXPERIENCE CATEGORIES

Engineering vs Non-Engineering

Engineering-related experiences

- Engineering work experience
- Engineering curriculum
- Engineering professional development
- Engineering passive experiences
- Engineering related individual project work

Non-Engineering related experiences

- This category includes any work, professional development or curriculum experiences that are not Engineering-related

There is a more detailed list of what kinds of experiences can count in each category on our [Build your CPD experience hours webpage](#)

Limits on CPD Hours

At least
210 hours

**Engineering
experiences**

Of this 210 hours:
No more than 70 hours
Engineering Curriculum

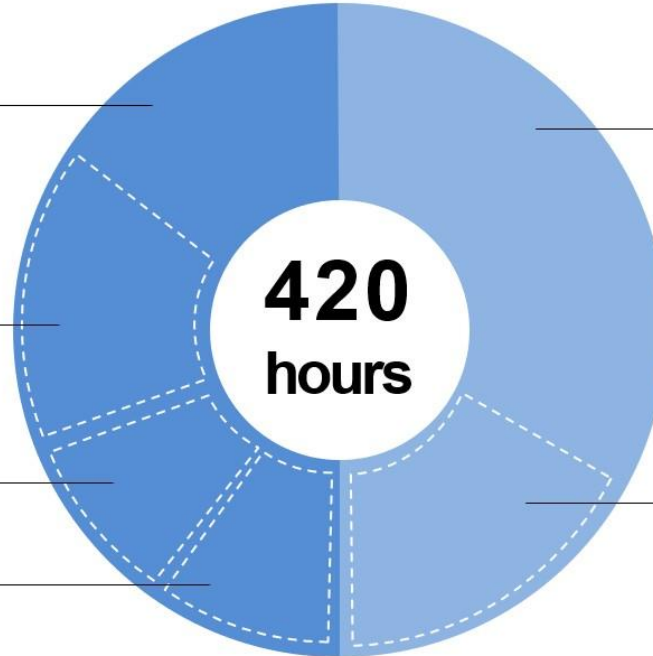
No more than 35 hours
Passive Experiences

No more than 35 hours
Individual Project Work

No more than
210 hours

**Non-Engineering
experiences**

Of this 210 hours:
No more than 70 hours
Non-Engineering
Curriculum



You will need at least three experiences to meet your CPD requirements

At least
210 hours

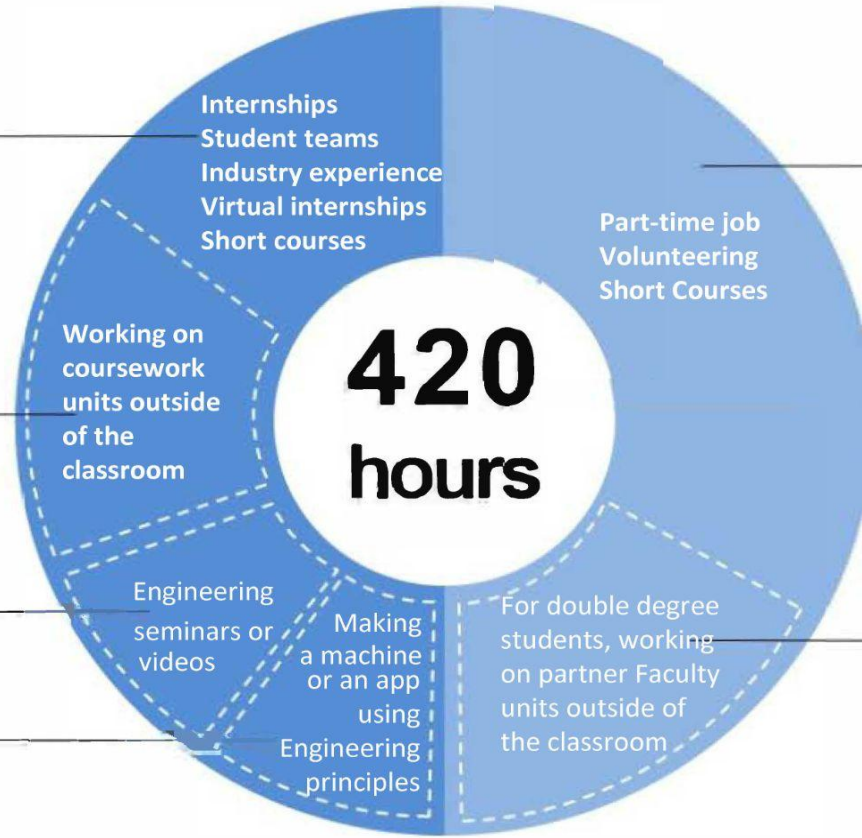
Engineering experiences

Of this 210 hours:

No more than 70 hours
Engineering Curriculum

No more than 35 hours
Passive Experiences

No more than 35 hours
Individual Project Work



No more than
210 hours

Non-Engineering experiences

Of this 210 hours:

No more than 70 hours
Non-Engineering Curriculum

Examples of CPD experiences



ENGINEERING RELATED OR NOT?

Determining if Your Experience Relates to Engineering

Questions to ask yourself:

- Is your experience being supervised by an engineer?
- Is it being hosted by an Engineering firm?
- Does your experience focus on engineering concepts that you are learning, applying and or teaching?
- Are there presentations given by engineers, or engineers you are networking with?
- If it's an Engineering Club experience, is there an engineering focus? (Purely social experiences wouldn't be considered Engineering-related.)

You will need to justify how your experience was Engineering-related in your ePortfolio submission



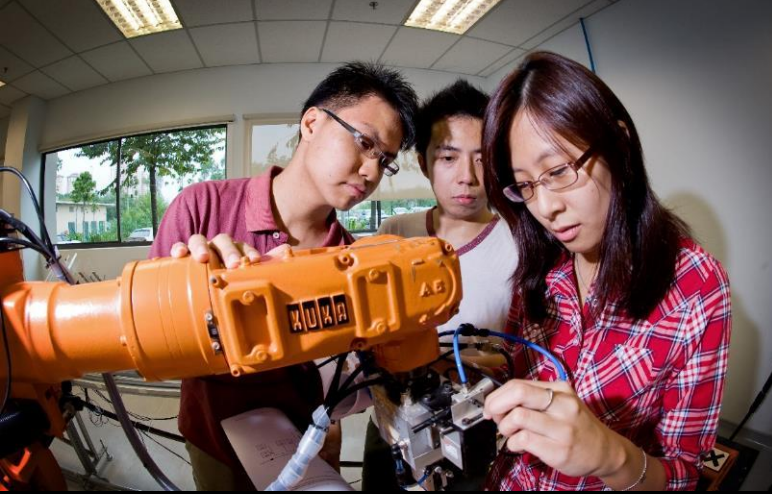
**RECORD AND
REFLECT WITH EASE**

Engineering curriculum experiences

An experience related to one of your Engineering units, but that is outside the classroom:

- Group assignment work
- Research
- Assignment preparation
- Preparing a class presentation

You can count up to 70 hours towards the Engineering-related category for CPD



WORK EXPERIENCE

Work Experience

- There is no limit to the number of hours you can claim for Engineering related work experience.
- Our [CPD webpage](#) has work experience suggestions
- You can also work your social and personal networks to find opportunities
- For unpaid placements, you will need to source your own work insurance



PROFESSIONAL PRACTICE AND CPD

CPD Through Professional Practice units

Hours completed through Professional Practice units can be counted toward your CPD, within the standard limits for each category outlined below.

ENG4801 Professional practice (Curriculum embedded)

- These hours will count in the Engineering Curriculum category for CPD, which has a 70 hour maximum that can be counted towards a student's CPD.

ENG4802 Professional practice (Student Teams)

- These hours count toward the Engineering Professional Development category for CPD, which has no limit on the number of hours you can include.

ENG4803 Professional practice (Industry Experience - IE)

- These hours count toward the Engineering Work Experience category for CPD, which has no limit on how many hours can be included. However, since students complete a set number of hours for Industry Experience (IE), you'll only be able to claim that amount for this unit.

ENG4804 Professional practice (Co-op)

- These hours count toward the Engineering Work Experience category for CPD, which has no limit on how many hours you can include.



SUPPORTING DOCUMENTS

Supporting Documents

You must provide supporting documentation for any experience greater than 35 hours in length except in the following categories:

- Up to 70 hours of engineering curriculum (including ENG4801)
- Up to 115 hours for Undergraduate Industry Experience (ENG4803)
- Up to 115 hours for Graduate Industry Experience (ENG5008)
- Up to 115 hours for Co-op (ENG4804)
- Up to 600 hours for FIT4042 (Software IBL)

The supporting documents need to show:

- A description of your activities, including position title
- When the activity took place
- How many hours you participated in the activity

Supporting documents must be uploaded directly into your written record on ePortfolio. Students can use our [Supporting Document template](#).



MY CPD SUBMISSION

My ENG CPD ePortfolio

ePortfolio is the platform you will use to create your written record detailing the skills you develop and apply during your CPD experiences:

- Nominate your CPD experience category
- Log your experience (including the organisation and your supervisor's contact details as well as the number of hours undertaken in the activity)
- Upload supporting documentation if the experience is more than 35 hours, unless your experience is in an exempt category
- Write a total of three reflections from one of the nine employability skills using the STAR method to record your answers

It is your responsibility to justify how each experience has developed your professional skills



SKILLS AND REFLECTIONS

Professional Practice Skills

We focus on nine employability skills and you will need to write at least three reflections based on these skills.

Employability skills include:

- communication
- creativity and innovation
- initiative and enterprise
- professionalism
- planning and organisation
- problem identification and solving
- teamwork
- intercultural competence
- use of tools and technology

Reflecting on experiences to demonstrate employability skills

Identify your employability skills and then reflect on them to demonstrate meaningful experiences. You should reflect using the Situation, Task, Action and Result (STAR) method. Recruiters use STAR to determine if candidates have the right skills. Each reflection should be between 150 and 250 words.

Situation: This is the backstory – the who, what, when and where.

Task: What it is that you had to do? What were the success criteria? What part did you play in the situation? What did you have to achieve?

Action: Paint a picture of the task and showcase your contributions. What did you do? Why did you do it? How did you do it? How do your actions demonstrate this skill? What were you thinking? Was there anything unique about your actions or your method worth mentioning?

Result: There is little point explaining the situation if the employer is still left wondering whether you made any difference. What happened as a result of the actions you took? What would you do differently or improve? What did you learn? Can you quantify your result?

Using ePortfolio

- Create a written record of your experiences with at least three skills and reflections
- Use [Careers and employability](#) website to search for events and activities to participate in
- Watch the [How to video](#) on the Faculty's CPD website, and your ePortfolio template, to help you learn about the new platform

Navigation

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[Engineering CPD overview](#)

[Record Engineering Experiences](#)

[Record Non-Engineering Experiences](#)

[CPD Assessment Questions](#)

Introduction to CPD



The ENG0001/ENG0003 CPD unit is a compulsory professional practice requirement for all Bachelor of Engineering (Honours) and Master of Professional Engineering students at Monash Clayton.

CPD is part of meeting the Engineers Australia Stage 1 Competency Standard to be a Professional Engineer. It's also an opportunity to engage in business and engineering-related experiences, build your employability skills and grow your professional networks and contacts.

You are required to complete a minimum of 420 hours of professional and Engineering-related experiences outside the classroom throughout your degree. These experiences will allow you to integrate what you are learning in the classroom with real world practice.

There are four components to completing your ENG0001/ENG0003 CPD unit:

- **Build your CPD experience hours:** complete a minimum of 420 hours of professional practice experiences outside the classroom. You need at least three different experiences.
- **Create your CPD ePortfolio:** create a written record using this ePortfolio detailing your experience and reflecting on how your experiences have helped you develop your employability skills. You need at least three skills and reflections.
- **Answer the six CPD assessment questions:** reflect on the key Engineers Australia Stage 1 competencies.
- **Moodle:** submit your Monash Engineering CPD ePortfolio collection.

Please see our CPD webpage in creating your ENG CPD Collection



CPD SUBMISSION

Answering your six assessment questions

- Your answers to the six CPD Assessment Questions is the second part of your ePortfolio submission
- You complete this document in your final semester of study prior to submitting your CPD in Moodle
- You will be asked to reflect on your CPD experiences by addressing the key Engineers Australia Stage 1 Competencies
- There is an example of a quality answer to the employability skill of 'teamwork' on our [CPD website](#).

What do the CPD Assessment Questions look like?

CPD Section 1: *Ethics and Professional Accountability*

Draw upon your Engineering-related CPD experiences to provide examples for the following situations:

Part 1:

A situation where you had to consider your actions in terms of **ethical conduct**, specifically relating to the Engineers Australia Code of Ethics.
(250 words max) You must [download the code here and read it.](#)

List which Engineering experience from your CPD Summary Report or ePortfolio Collection you are basing this example on (experience title and/or company name and/or unit name):

Which **one of the four behaviours** from the Code of Ethics are you describing?

Which **sub-point** are you describing? Please cut and paste the full text from the sub-point.

Describe a situation where you considered your actions in these terms?

Minimum Words = 150

Maximum Words = 250



DUE DATE AND INTEGRITY REQUIREMENT

When is my CPD due?

- Your CPD will be due on the **Monday of Week 5 of your final semester**
- You will only be added to the CPD Moodle site in your **final semester of study***
- Start working on your CPD early in your course once you have completed a CPD experience

CPD and Academic Integrity

- CPD is an academic unit, and as such falls under Monash's [Student Academic Integrity Policy](#)
- The Faculty of Engineering audit CPD submissions every semester to ensure there are no academic integrity issues
- Please note that there will be severe penalties for anyone caught falsifying claims on their CPD

*You will need to notify the Faculty if you are planning on meeting your course requirements outside of the main semester 1 or semester 2 teaching periods.



TIMELINES

Meeting your CPD requirements

There are 4 components to meeting your CPD requirements:

- **Build** your CPD experience hours once you commence your Engineering course at Monash
- **Create** your ePortfolio submission by recording your experiences and write at least three reflections from the nine employability skills
- **Answer** the six CPD assessment questions that address the key Engineers Australia Stage 1 competencies
- **Submit** your ENG CPD ePortfolio collection via Moodle by 9:30am of week 5 of your final semester of study

Engineering Student Careers and employability website

Career readiness programs and opportunities

- Engineering
- wider Monash
- external

[Careers and employability](#)

Get ready for the workforce

Your career journey begins here



Industry experiences

Learn about internships, units with industry partners, global opportunities and volunteering options.

[Explore industry experiences →](#)



Leadership skills

Check out the leadership programs, mentoring opportunities and volunteering programs you can participate in.

[Foster leadership skills →](#)



Career essentials

Find out how to plan your career and apply for jobs. For in-person career advice, check out our Careers and Internships Studio.

[Get career ready →](#)



Networking opportunities

Find networking and industry events, workshops, and university programs you can join.

[See networking opportunities →](#)

JOBS AND OPPORTUNITIES BOARD

Find jobs and opportunities

Looking for your next step? Browse casual and part time work, internships, scholarships, graduate programs, leadership opportunities and more on our jobs and opportunities board.

[Go to the jobs and opportunities board](#)





Where to get more information:



[Monash Engineering CPD website](#)

[Ask a question via Monash Connect](#)

