



# Engineering Professional Practice Handbook

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## WELCOME TO THE SCHOOL OF SCIENCE, TECHNOLOGY AND ENGINEERING

The School of Science, Technology and Engineering offers the following undergraduate Engineering programs:

- [Bachelor of Engineering \(Civil\) \(Honours\)](#)
- [Bachelor of Engineering \(Electrical and Electronic\) \(Honours\)](#)
- [Bachelor of Engineering \(Mechanical\) \(Honours\)](#)
- [Bachelor of Engineering \(Mechatronic\) \(Honours\)](#)
- [Undergraduate Certificate in Engineering Design](#)

Engineers Australia requires all undergraduate and postgraduate Engineering students to complete at least 12 weeks (60 working days) relevant practical engineering professional practice whilst undertaking their undergraduate or postgraduate program, prior to graduation. This engineering professional practice may be obtained via employment during vacations, or via permanent or casual employment undertaken concurrently whilst studying. This latter possibility recognises that many students need to work while they are studying. Engineering professional practice does not need to involve payment, but it must be relevant to your degree program.

Before commencing your engineering professional practice, you must register your professional practice through [Sonia Online](#) (UniSC's on-line system for managing and recording engineering professional practice), and have it approved by the engineering professional practice coordinator. Engineering professional practice can only be claimed while you are studying for your degree. Retrospective claims will not normally be approved. It is the responsibility of each student to arrange their own engineering professional practice.

## PART A – PROFESSIONAL PRACTICE

### COMMUNICATIONS

[Sonia Online](#) is the platform where all your professional practice information is recorded. This includes your mandatory professional practice checks and forms required for professional practice.

### COMMUNICATION STANDARDS

UniSC staff will only communicate with students via their UniSC student email account. It is your responsibility to check your UniSC student email account daily to ensure you receive the most relevant and up to date information. Any communications sent to you by email via Sonia Online will also be displayed on your “documents” tab in Sonia Online for easy reference.

Email is an important communication tool and your communications through this tool should meet professional standards when communicating with staff at the university and external stakeholders.

Emails to university staff and external stakeholders must include:

- A subject line with course code, and a brief reason for your email and your student number
- A polite introduction (Dear, Hello, Good Morning, Good Afternoon etc.)
- Your full name
- Your student number (for easy referencing)

### WHO DO I CONTACT?

Area	How do I contact the team?	What would I contact the team for?
Placement Office	<a href="mailto:Techopswil@usc.edu.au">Techopswil@usc.edu.au</a> 07 5456 1103	<ul style="list-style-type: none"> <li>• General professional practice enquiries</li> <li>• Professional Practice Groups</li> <li>• Professional Practice Allocation</li> </ul>
Fit for Placement Office	<a href="mailto:FFPO@usc.edu.au">FFPO@usc.edu.au</a> 5456 5487	<ul style="list-style-type: none"> <li>• Mandatory requirements</li> </ul>
Professional Practice Academic Supervisor	David Alonso-Caneiro <a href="mailto:dalonsocaneiro@usc.edu.au">dalonsocaneiro@usc.edu.au</a> 07 5456 3169  Or  Adrian McCallum <a href="mailto:amccallu@usc.edu.au">amccallu@usc.edu.au</a> 07 5459 4576	<ul style="list-style-type: none"> <li>• Academic work/issues</li> <li>• Assessment</li> </ul>
Student Central	<a href="mailto:studentcentral@usc.edu.au">studentcentral@usc.edu.au</a> 07 5430 2890 Visit on Campus	<ul style="list-style-type: none"> <li>• Course advice and Program Progression</li> <li>• Enrolments</li> </ul>
Student Wellbeing	Book an appointment via <a href="#">Student Hub</a>	<ul style="list-style-type: none"> <li>• Support for health and wellbeing</li> <li>• Supporting self-guided resource groups and student-led programs</li> <li>• Free counselling</li> </ul>

SafeUniSC	<a href="mailto:security@usc.edu.au">security@usc.edu.au</a> 5430 1168	<ul style="list-style-type: none"> <li>• Emergency response and immediate assistance</li> <li>• First Aid</li> <li>• Safety escorts on campus – e.g. late-night escort to your car</li> <li>• Building access</li> <li>• <a href="#">SafeZone App</a> support</li> </ul>
Safer Communities	<a href="mailto:safe@usc.edu.au">safe@usc.edu.au</a> Book a call back on the <a href="#">Student Hub</a> Complete an <a href="#">online form</a>	<ul style="list-style-type: none"> <li>• If you are concerned that you may be experiencing bullying / harassment / discrimination etc.</li> <li>• Refer to the <a href="#">Safer Communities webpage</a> for more information on harmful behaviour.</li> </ul>
Tenancy and Welfare		<ul style="list-style-type: none"> <li>• Please view the information available on the <a href="#">Student Wellbeing</a> web page.</li> </ul>
Student Guild		<ul style="list-style-type: none"> <li>• Please view the information available on the <a href="#">Student Guild</a> web page.</li> <li>• Support includes student advocacy, welfare, legal and tenancy advice, foodbank and community kitchen, subsidised haircuts, social activities, student clubs and societies.</li> </ul>

## MANDATORY REQUIREMENTS TO BE COMPLETED PRIOR TO PROFESSIONAL PRACTICE

Prior to commencing your professional practice there are mandatory requirements set by UniSC, and host facilities. It is important you understand what is required and that you complete all requirements according to the [Workplace Integrated Learning \(Placement\)- Procedures](#). All necessary documents must be submitted by the designated deadline to ensure you are eligible to attend your professional practice. You will receive an email advising you what specific requirements are needed and the due date that you need to upload these to Sonia Online by. In addition, you may be subject to mandatory site-specific requirements and training modules prior to commencement of your professional practice. If you do not meet the required due dates, your professional practice will be cancelled. This may impact your ability to graduate.

To be eligible to commence your professional practice, you must have successfully completed all your Sonia Online tasks and received official notification, from the Placement Office, that you are allowed to commence your engineering professional practice.

View [Sonia Online](#) for factsheets on how to complete the Mandatory Checks.

Mandatory	Notes	Done
<a href="#">PrePlace</a>	PrePlace is a series of three online modules located on Canvas that you must complete once, prior to your professional practice.	<input type="checkbox"/>
<a href="#">Generic Engineering Risk Assessment</a>	Please complete this Check by navigating to this <a href="#">UniSC Generic Engineering Risk Assessment (DOTC 125KB)</a> link document.  Download this document and complete. Then you must send this to your appropriate Program Coordinator for approval. When approved, upload the completed document against this check. Prior to uploading please ensure this is signed by both yourself and your Program Coordinator.	<input type="checkbox"/>
<a href="#">UniSC Code of Conduct</a>	To be eligible to attend professional practice, you must complete the UniSC Code of Conduct by reading the document and agreeing to the content, by submitting the electronic form. This is a requirement for every professional practice and accessible through the 'FORMS' tab on Sonia Online.	<input type="checkbox"/>
<a href="#">Student Placement Details Agreement</a>	To be eligible to attend professional practice, you must complete the UniSC Placement Details Agreement. The UniSC Student Placement Details Agreement consists of the following documents which form the entire Agreement: <ul style="list-style-type: none"> <li>• Placement Disclosure Statement; and</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Placement Details Agreement</li> </ul> <p>This is a requirement for every professional practice and accessible through the 'FORMS' tab on Sonia Online.</p>	
<a href="#">Host Organisation Risk Assessment</a>	On commencement of your professional practice, you must submit a copy of all internal risk assessments and safe work method statements developed with the host organization, to manage your potential risks while you are undertaking your professional practice. <u>This MUST BE submitted within one week of your commencement date.</u>	<input type="checkbox"/>
<a href="#">White Card</a>	You are required to hold a White Card to be eligible to attend placement.	<input type="checkbox"/>

You will be required to complete your Professional Practice Report submission. This Report is due after you have completed your 60 days of professional practice. For details on what to include in this report, check your [Sonia Online](#) home page.

## PREPARATION FOR PROFESSIONAL PRACTICE

Your professional practice is an exciting time where you get the opportunity to apply what you have studied at university into practice in a supportive environment. It is important that you spend time preparing for your professional practice, so you can make the most out of it.

The [UniSC Workplace and Industry Placement Policy and Procedures](#) are the governing framework that guides decisions regarding work integrated learning, including professional practice. Please find these at the following links:

- [Workplace Integrated Learning \(Placement\)- Procedures](#)
- [Grades and Grade Point Average \(GPA\)- Academic Policy](#)
- [Inherent Academic Requirements](#)



## PROFESSIONAL PRACTICE REQUIREMENTS

Your engineering professional practice:

- must total a minimum of 12 weeks (60 days)
- is not limited to a maximum number of days per year;
- may be paid or unpaid;
- may be undertaken in Australia or overseas (with approval);
- must be relevant to your engineering program;
- may be with different host organisations;
- may occur at any time over the entire length of your degree studies;
- must occur after you have submitted your Engineering Professional Practice Application form (via [Sonia Online](#)), it has been approved and you have received a confirmation email from your Placement Officer

Activities that may be included in engineering professional practice may be categorised into three types:

- engineering work directly related to the student's degree program (minimum of 40 days);
- engineering focused activities (such as attending an Engineers Australia event, and conference/seminar participation, with maximum allowed claim of 10 days);
- professional practice in a non-engineering environment that enables the student to gain greater experience of how communities in Australia and abroad deal with the issues facing them (such as involvement in programs organised by [Challenges Abroad](#), local community-based programs, and Medecins sans Frontieres/Doctors without Borders, with maximum allowed claim of 10 days).

It is intended that the practical engineering professional practice will complement the learning outcomes achieved through your degree program and will give you experience in several diverse types of engineering roles. This could include generic areas such as business management (e.g., marketing, accounting, regulatory reporting), human and industrial relations, job organisation, maintenance, safety, and environmental activities.

More specific areas of engineering practice include activities such as planning, design, product development and manufacturing. Exposure to both generic and specific engineering professional practice, as a member of an organisation's general workforce, provides valuable preparation for your career as a professional engineer. It is important to familiarise yourself with the [Engineering Professional Practice Guidelines](#) for the steps involved in registering and approving your engineering professional practice.

## INFORMATION REGARDING ENGINEERING PROFESSIONAL PRACTICE ASSESSMENT

You are required to submit (via [Sonia Online](#)) within one week of commencing your professional practice, a copy of all internal risk assessments and safe work method statements you have developed with the host organisation to manage your potential risks while you are undertaking your professional practice.

Your engineering professional practice report is required to be submitted via [Sonia Online](#).

The engineering professional practice report will be assessed as either Satisfactory or Unsatisfactory. There is no numerical mark associated with this report grade. Students who receive Unsatisfactory will be given the opportunity to resubmit their report after having made suitable modifications to it. The engineering professional practice coordinator will provide comments highlighting areas for improvement, when a report is not satisfactory. For an engineering professional practice report to be assessed as satisfactory, you must demonstrate exposure to and understanding of a variety of elements in the three areas of competency.

In the engineering professional practice report, you are expected to demonstrate exposure to and understanding of the three areas of competency (based on Engineers Australia's requirements detailed above).

These areas are:

- Area 1: Knowledge and Skill Base
- Area 2: Engineering Application Ability
- Area 3: Professional and Personal Attributes.

In general, you are asked to demonstrate:

- appropriate understanding of engineering and scientific knowledge.
- how you have applied this knowledge to real world problems and situations; and
- how the attributes and skills you have gained have enabled you to carry out your tasks in a professional manner.

Your report should describe the learning experiences through which you have developed and demonstrated appropriate competencies. For further information please refer to the [Engineering Professional Practice Report Guidelines](#).

Students are required to complete both time sheets and an internal risk assessment (note that this is different from the UniSC risk assessment). Internal risk assessments undergo a thorough review and approval process by your respective Program Coordinator. Following this, students are required to upload their risk assessment to [Sonia Online](#), the Program Coordinator then verifies that the review/approval has taken place.

Assessment is made on a holistic basis and it is not expected that every element will be met/discussed/covered in detail.

The engineering professional practice report may be submitted at any time of the year, but you should submit it at least 6 weeks prior to your intended graduation date (this will enable all administrative requirements to be completed). Each student must submit an individual engineering professional practice report. As this report is likely to be of interest to prospective employers, you are encouraged to submit a well prepared and presented, professional engineering report. This should include the use of photographs, maps, plant layouts and work procedures.

In the report, you are required to include a signed statement from your host, on official organisational letterhead, verifying your professional practice and providing their contact details. A proforma of this statement is provided in the section "[Format of engineering professional practice report](#)". It is suggested that you prepare a draft of this proforma, highlighting your details and experience and ask a suitable person within the organisation to approve and sign it. Where you have obtained engineering professional practice in more than one organisation, statements must be included from all organisations. For further information please refer to the [Engineering Professional Practice Guidelines](#).

## **COSTS ASSOCIATED WITH PROFESSIONAL PRACTICE**

The costs associated with your engineering professional practice are your responsibility. Costs include (but are not limited to):

- Travel to and from professional practice site (private car, bus, train)
- Parking fees
- Accommodation (if needed)
- Meals
- Uniform or PPE purchases
- Inability to work during professional practice
- Childcare

## UNIFORMS AND EQUIPMENT

This is dependent on the host organisation and the work you will be doing. Generally, you should wear professional clothing. Prior to the commencement of your professional practice contact your host supervisor and ask if they have any particular dress requirements, including any personal protective equipment (PPE).

## CONFLICT OF INTEREST

You should avoid undertaking professional practice in a workplace where there is a possible or perceived conflict of interest. For example, where:

- A family member or members work in the area, or host organisation. This is irrespective of the role they have in the facility.

The host organisation has the final say in determining if they perceive a conflict of interest, or if a potential conflict of interest exists. If the University is advised by the host organisation that they believe there may be a conflict of interest, you will be required to source another suitable professional practice.

If you find yourself in a situation involving a conflict of interest, kindly notify both your academic supervisor and your placement officer. Failure to notify a conflict of interest is a breach of the Code of Conduct and may be subject to a report of General Misconduct. Prior to each professional practice you will be required to complete a Student Code of Conduct Form. In this form you must identify any conflict of interest.

## GRIEVANCE PROCESS

UniSC has two categories of student grievances:

1. Student grievances: These follow the [Student Grievances- Procedures](#) . Student grievances relate to administrative decisions, problems or concerns about their treatment as a student, quality or delivery of a service provided by UniSC, conduct of staff or conduct of other students.
2. Student review and appeals: These follow the [Student Review and Appeals - Procedures](#) Student review and appeals are student grievances related to University decisions that include final grades, substantiated findings of student general misconduct or student academic misconduct.

You should familiarise yourself with the [Student Grievance Resolution- Governing Policy](#) and any other relevant policies and procedures related to your grievance.

## PART B: PROFESSIONAL REQUIREMENTS

### PROFESSIONAL STANDARDS

While you are on professional practice you are expected to comply with the [professional standards framework](#) for registered Engineers. Remember you are a representative of UniSC. Prior to professional practice, you are asked to renew your understanding of the appropriate codes/requirements, as they have been introduced to you throughout your program. Please see [Engineers Australia Home- \(engineersaustralia.org.au\)](#).

### CODE OF ETHICS AND GUIDELINES ON PROFESSIONAL CONDUCT

It is important to note that the [Code of Ethics and Guidelines on Professional Conduct](#) extends from the time you spend on professional practice to your social and personal interactions. You should ensure that you are familiar with these expectations so that you can meet the requirements of your professional practice and maintain professional standards.

### CONFIDENTIALITY AND USE OF SOCIAL MEDIA

We understand that at times your professional practice experiences may require you to engage in debriefing. Debriefing is an important and necessary part of self-care and must be balanced against the confidentiality requirements of your professional practice. As such, we recommend that debriefing occurs through the appropriate channels, including your UniSC academic supervisor or [UniSC Student Wellbeing](#) services.

Confidentiality standards also apply to your use of social media sites (such as Facebook, Twitter, Instagram, Snapchat etc). You should not post pictures from professional practice or discuss information on social media platforms.

We encourage you to read the [UniSC Social Media Policy](#), and the [Information Privacy Act 2009 \(QLD\)](#) if you need further information about these requirements.

### COMMUNICATION AND PRESENTATION

For many students, professional practice may be their first experience in a professional setting. When you are on professional practice, it is important that your communication is polite and respectful. We understand that during your professional practice, there may be times you experience stress and are challenged. If you need support to maintain professional communication, please let your Professional Practice Coordinator know so that we can discuss support options.

It is important that you present yourself in a way that is neat and tidy and maintain an acceptable level of personal hygiene. You must also ensure that you are alert when you attend professional practice and are not impacted by alcohol or drug consumption.

### CONCERNS ABOUT CONDUCT

UniSC staff may become concerned about your professional conduct if your behaviour is in breach of these standards and/or if your behaviour places yourself or others at risk.

Unprofessional conduct may lead to several potential outcomes, including suspension or cancellation of your professional practice.

## STUDENT CHARTER

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the university, and what in turn is expected of students, to achieve these outcomes. You are advised to read this to understand the mutual expectations between the university and students.

## PART C: HEALTH AND WELLBEING

It is your responsibility to ensure that you are fit and healthy when undertaking professional practice. If you have a health problem that may lead to a risk in the professional practice environment you are in, you are required to act responsibly. UniSC provides a range of services, facilities information, and initiatives to help you look after yourself and maintain balance in your life. These services can be accessed at [UniSC Health and Wellbeing](#).

### INSURANCE INFORMATION FOR STUDENTS

A student who undertakes an approved, unpaid professional practice in Australia as a requirement of their course or degree program is covered by the University's Student Personal Accident, Public Liability, Professional Indemnity (where applicable) insurances whilst involved in approved professional practice activities.

For you to be eligible to be covered for university insurance whilst undertaking a professional practice, you must be a student with an active enrolment status in accordance with the definition provided in the [Admissions, Enrolments and Graduation- Academic Policy](#).

If you receive any form of payment, gratuity, or reward for professional practice undertaken, the University insurance does not extend to you. You should confirm with the professional practice organisation that you are covered as its employee. Coverage for public liability, professional indemnity or for injuries sustained whilst at work (on paid placement) should be provided by an employer.

To view the insurance cover available and assist you to make an informed decision regarding your insurance needs, information can be found on the [Insurance Information for Students](#)

### PLACEMENT DISCLOSURE STATEMENT

All UniSC students undertaking a work integrated learning activity such as professional practice must sign a Placement Disclosure Statement. UniSC requests this information to provide the best possible professional practice experience for you and ensure safety for yourself and the people you will be working with. You are required to disclose relevant personal information that could impact on your performance or ability to complete tasks or could put yourself or others at risk while undertaking professional practice.

The Placement Disclosure Statement is for the purpose of:

- identifying and evaluating risks to your own health and safety;
- identifying and organising appropriate education-related adjustments, if any, which may be made to enable you to successfully complete a learning activity;
- identifying and communicating how these adjustments may impact your ability to complete your professional practice successfully and
- assisting you to demonstrate the competencies to maintain student registration requirements in some professions, and where relevant, meet professional body requirements on graduation.

If, at any time prior to or during professional practice, there is a change in your circumstances (e.g. a new condition or an exacerbation of an existing condition), which could impact on your professional practice placement, you must complete the Disclosure Statement Variation form (this is a self-select form located under the Forms tab in [Sonia Online](#)).

Refer to the [Placement Disclosure Statement FAQs](#) for further information.

The Placement Disclosure Statement is assessed by the UniSC AccessAbility Service and Engineering academic staff to determine if reasonable adjustments can be accommodated.

## PREGNANCY

Pregnancy does not preclude you from professional practice; however we encourage you to notify us so we can work with you to minimise the potential for any harm which might put you or your baby's health at risk. Pregnant students are required to notify the Placements Office in the first instance via email [Techopswil@usc.edu.au](mailto:Techopswil@usc.edu.au). You must also disclose your pregnancy and expected due date on the Disclosure Statement Form (located in [Sonia Online](#) under forms tab).

To avoid undue risk, generally a student will not be able to continue in a professional practice after 34/40 weeks and cannot commence professional practice until at least 6 weeks postpartum (or 12 weeks in some cases).

## DISABILITY SUPPORT

If you have a disability and require any assistance, please see the [Disability and Equity](#) information. The [AccessAbility](#) team can work with you to recommend reasonable adjustments and/or provide practical advice about the support and facilities available to you to meet the [Inherent Academic Requirements for Engineering](#). Even if you have an issue that you do not believe will impact your professional practice experience, it would be worthwhile speaking with AccessAbility to know which services are on offer if there is a recurrence of an issue whilst on professional practice. AccessAbility will provide advice for anyone who may be affected by a disability, learning disorder, mental health issue, injury, or illness, or if you are a primary carer for someone with a disability or who is considered frail and aged.

## SHIFT WORK AND FATIGUE MANAGEMENT

Professional practice may involve shift work on any day of the week, including weekends and public holidays. Please read the following information on shift work and fatigue management [Preventing and Managing Fatigue in the Workplace- WHS QLD](#)

## ILLNESS AND ABSENCE DURING PROFESSIONAL PRACTICE

Attending your host's orientation is mandatory. If you are unable to attend your orientation, then you must notify your host immediately.

Absence from the scheduled professional practice because of illness, injury or misadventure must be communicated to your host supervisor at the earliest possible time.

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## INCIDENTS ARISING DURING PROFESSIONAL PRACTICE

If an incident occurs and is related to professional practice, in the first instance you should consult your host supervisor. If this is not possible, please contact your academic supervisor or [SafeUniSC](#) immediately. If there is an accident, an [Incident Form](#) is completed and submitted to the university. You and your host supervisor are responsible for reporting the incident to the university. You and your host supervisor must document the incident according to university and facility protocols. For further guidance, please see [Near-miss, hazard and incident reporting guidelines](#).

Incident Reporting Instructions:

1. access the [UniSC Injury/Illness/Near Miss Incident](#) form on the UniSC website.
2. enter your contact details in the space provided.
3. for 'Location', select 'Off campus incident' from the drop-down menu.
4. for 'Which of the following best describes the incident', select number 2- *WIL Placement*.
5. *Injury/Illness/Near Miss Incident* from the drop-down menu.
6. enter details of the incident in the spaces provided.

Students are primarily responsible for following manual handling principles, the policies and procedures of the university and the host facility, to ensure their personal safety.

If personal injury or other incidents occur while on professional practice, contact your academic supervisor immediately. Your academic supervisor will assess the situation and advise on the matter.

## CONTACT OUTSIDE OF BUSINESS HOURS

If you have an emergency on professional practice outside of business hours (between 1630hrs and 0800hrs Mon to Fri, weekends, and during the campus closure – 24th Dec – 2nd January) please call SafeUniSC on 07 5430 1168. They will be able to triage your call to the appropriate services.

Please do not ring this number for absences from professional practice.

If you are in a life-threatening emergency, you should call police or ambulance on 000.



## PART D: SONIA ONLINE

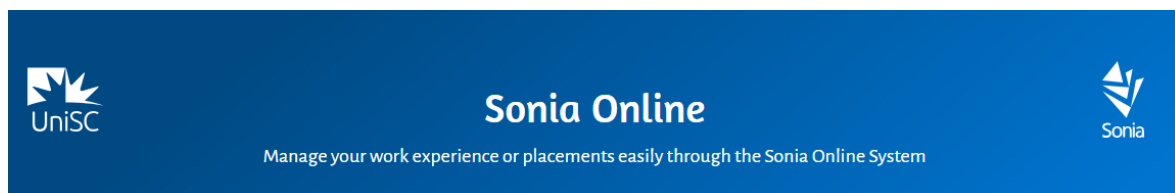
## GUIDE FOR NAVIGATING TO SONIA ONLINE

The link to Sonia Online is available on the [UniSC](#) website.

1. Once on the UniSC home page scroll to the bottom of the page.
2. Under the SERVICES heading you can click on the link to Sonia Online.
  - a. If you experience any difficulty with your 'Log in' Sonia Online can also be accessed via the following link: [Sonia- Engineering](#).

SERVICES	WEBSITE	LEGAL	CONTACT
Library	A-Z directory	Privacy	Maps and directions
Campus security and emergencies	Browsing this site	Copyright	Student Central
Online payments	Site map	Disclaimer	Staff search
<b>SONIA online</b>	Accessibility	Right to Information	Media enquiries
MyUniSC - staff resources	Explanation of terms		Work at UniSC
			Contact UniSC

3. The Home page of Sonia Online will open. Select Engineering from the list of disciplines.



## Disciplines

AHA Diploma	Fieldwork & Excursions	Physiotherapy
Biomedical Science	HDR Internships	Prosthetics & Orthotics
Business & Creative Industries	Health Science	Psychology
Connect Program	International	SCHI Onboarding
Counselling	Law	Science and Technology
Criminology & Justice	Medical Laboratory Science	Social Sciences
Dietetics	Nursing & Midwifery	Social Work & Human Services
Education – PEx	Nutrition	Sport & Exercise Science
<b>Engineering</b>	Occupational Therapy	Urban Design & Town Planning
Environmental Health	Paramedicine	WES (Work Experience Scheme)

You will be taken to the Engineering Home page.

4. Choose 'Student' as the 'Role' and click on University Sign In.
5. Enter your UniSC 'Username and Password' then click on 'University Sign In'.

Once you have logged in the Engineering 'Home page' will be activated.

## SONIA ONLINE TAB GUIDE

You will find the following on the below tabs:

- Home Tab
  - Welcome
  - Announcements
  - Mandatory Checks information Student Resources
- Professional Practice:
  - If your current professional practice has been posted it will be displayed here
  - Important dates are displayed on the right-hand side of this 'Professional Practice' page.
  - Click on the red Details tab to see more information about your professional practice. Any current notes and documents regarding this professional practice are listed here.
- Forms Tab:
  - Electronic Forms can be selected (if required) from the drop-down box. select Add (Example: Disclosure Variation Form)
  - List of forms attached for completion, see the form details for further information
    - Completed (Mine): indicates if there are any sections you need to complete
    - Completed (All): indicates where other parties may be required to complete their section of the forms
- My Details Tab:
  - Shows the Next of Kin details held on file.
- Checks Tab:
  - Mandatory requirements with due dates and their status. This is also where you will upload your evidence for your mandatory checks.
- History Tab:
  - will show your professional practice history.
- Documents Tab:
  - view, add and download other relevant documents throughout your professional practice for example: Doctor's certificates.
  - View a pdf copy of all email correspondence sent to you via Sonia Online.

To 'Log out' of Sonia Online, click on the arrow next to your 'Name Icon' in the right hand top of screen.

## SONIA ONLINE - GUIDE FOR STUDENTS APP

It is strongly recommended that you download the App to your mobile phone so that we can effectively communicate important placement information instantly to your mobile.

The App requires iOS 8.0 or later ([App Store](#)) and Android 5.0 or later ([Google Play](#)) for download.

Notifications sent directly to your phone is available, so please enable your notifications for this app to ensure you receive up to date information.

You can perform the following task right from your mobile device:

- View professional practice information;
- access professional practice Forms / Reports / Documents / Links;
- upload professional practice documents to your Sonia Online account;
- access information relating to your mandatory requirements;

- access your allocated site contacts details;
- complete your electronic professional practice reports;
- receive important professional practice notifications instantly (enable notifications for this app).

If you are still having trouble and require further assistance (ensuring you have watched the [instructional video first](#)), email [USCSoniaSupport@usc.edu.au](mailto:USCSoniaSupport@usc.edu.au)

## GUIDE TO UPLOADING MANDATORY CHECKS

Under the 'Checks' tab you will find a table at the top of the page that shows a summary of the status of each of your Mandatory Checks (see example below):

1. From the Engineering Sonia Online home page, select the Checks tab.
2. Each requirement has its own submission area. Clear instructions are provided for each check.
  - Supply all necessary documentation and information as instructed for each individual Mandatory Check.
  - Click the information icons for further information.

Checks will be reviewed by the Fit for Placement Office and approved or rejected accordingly.

### Check Table Legend

Action Required	Mandatory but not fulfilled (Expired, Missing Information, Rejected)
Action Required	Pending - due to expire; upload current evidence
No Action Required	Completed - this check has been satisfied
No Action Required	Non-Mandatory/Optional   Submitted (awaiting review by FFPO)

Name	Value	Status
PrePlace Modules	Yes	Complete
Code of Conduct	Yes	Complete
Professional Practice Report submission (after completing minimum 60 days professional practice)		Not Complete
Placement Partner Agreement - Placement Office Use Only		Not Complete
Student Placement Agreement Engineering Professional Practice	Yes	Complete
UniSC Generic Engineering Risk Assessment	Yes	Submitted
Host Organisation Risk Assessment Documents		Not Complete

Documents submitted in the Checks area will be reviewed by the Fit for Placement Office for approval.

### PLEASE NOTE:

1. Files must be PDF or JPG must be uploaded. We are unable to open heic files.
2. There is a file size restriction of 5MB.

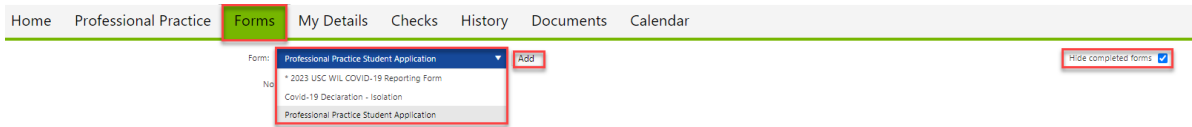
How to submit other Documents:

Documents other than Checks should be submitted to the Documents tab. This is an area for any placement related files you might wish to retain.

1. Click on the Documents tab in Sonia Online
2. Click on + Add new document
3. Select Browse to search for the required file
4. When found, select the file: and
5. Click Save
6. Sonia Online – Guide to Electronic Forms

## GUIDE TO COMPLETING FORMS

1. In Sonia Online, select the Forms tab
2. You can add a form via the drop-down menu at the top of the page by selecting the form and pressing Add



3. You can edit a form by selecting the Edit button on the right-hand side of the form.
4. Within the form(s), you can complete the sections as directed.
  - a. The \* shows all mandatory sections.
5. You can choose to either.
  - a. Save Draft to save the information entered and come back to complete the rest later or
  - b. Submit to finalise and complete the form.
6. You can print any forms by selecting the Print icon at the top right-hand corner or print to PDF.
7. Your completed form will be saved to your Sonia Online Profile.

Please note once you have signed a form you can open it but not edit the form. If you need to edit the form, email: [techopswil@usc.edu.au](mailto:techopswil@usc.edu.au) and the Placement Officer can assist.