



Engineering Education Australia



ENGINEERS  
AUSTRALIA

THE PROFESSIONAL YEAR PROGRAM  
in ENGINEERING

## **PARTICIPANT GUIDELINES**

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Engineers Australia  
11 National Circuit  
BARTON ACT 2600

Engineering Education Australia  
Suite 2, 21 Bedford St  
North Melbourne VIC 3501

# The Professional Year Program

## Participant Guidelines

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		Ann Ellis		
		Angela Rhodes-Fiume		

# The Professional Year Program Participant Guidelines

## 1. Introduction

From 1 September 2007, overseas students seeking permanent residency in Australia and who hold a Skilled – Graduate (Temporary) visa (subclass 485), must, within 18 months of graduating from an appropriate course of study, either:

- achieve an IELTS level 7 qualification; or
- be in employment related to their Graduate status, or
- *undertake a professional year program*

Engineers Australia, through its subsidiary company Engineering Education Australia, has been gazetted by the Minister of Immigration and Citizenship to provide a professional year program in engineering.

Engineers Australia is offering a 12 month 'job-readiness' Professional Year program for former international engineering students who have graduated from a university within Australia and are seeking permanent residency.

The Program is designed to enhance the participant's ability obtain employment in their chosen discipline by applying his or her technical skills and knowledge in the Australian workplace to:

- work within Australian legislative requirements applicable to workplaces and operations;
- work safely and participate in occupational safety, health and environment (OSHE) processes;
- work effectively within the organisation's requirements, including those for EEO and diversity;
- communicate effectively in the workplace;
- provide effective service to internal and (as appropriate) external clients;
- participate in a team;
- apply occupation-specific knowledge and skills to complex professional work situations; and
- implement strategies to manage their personal career development.

## **2. Engineers Australia**

Engineers Australia, as the major professional body for engineering in Australia currently undertakes skills assessment for immigration purposes on behalf of the Australian Government, accredits university programs in engineering for their professional content and relevance to benchmarked international standards, and provides continuing professional education for engineering professionals.

With 85,000 members embracing all disciplines of engineering, Engineers Australia is the largest and most diverse professional body for engineers, technologists and engineering associates in Australia.

## **3. Engineering Education Australia**

Engineering Education Australia is a subsidiary company of Engineers Australia. It brokers training and professional development activities to provide continuing professional development for the engineering profession. EEA is a national organisation which has a history of partnering with training providers, universities and consultants to achieve its outcomes. Engineering Education Australia will manage registration in the Professional Year Program in Engineering (PYear); the relationships with Professional Year Partners (Partners); oversee the quality of outcomes; and monitor participant satisfaction with the program.

## 4. Professional Year Program Structure and Outcomes

The Program is designed to provide participants with the communicative skills, practical experience and knowledge of the Australian workplace and culture, necessary to pursue employment in their fields of expertise within the Australian workforce. It occurs over at least 44 weeks within a 12 month period and includes:

- An Orientation Day to introduce participants to the program and to Engineers Australia; Appendix 2 contains a draft Orientation Day Agenda.
- practical classroom based training and workshops provided by accredited providers of education (Professional Year , or PYear, Partners);
- access to learning and career development tools and methods;
- a minimum of 20 weeks, 3 days a week, supervised engineering intern placement with a host company
- a career episode report addressing units of engineering competency;
- mandatory attendance at at least 4 Engineers Australia networking and professional development events; and
- on-going access to networking opportunities, professional development and further professional credentials as a graduate member of Engineers Australia.

At the commencement of Orientation, EEA will provide each successful applicant with a Professional Year in Engineering Handbook.

The Handbook will contain program guidelines, templates and forms to be completed by each participant during the Professional Year. The forms will include such items as:

- internship scenarios;
- skills matrix reporting
- participant journal pages
- Career Episode Report guidelines; and
- attendance sheets for Engineers Australia technical and non-technical events.

The Handbook will play a major role in the participant's record of their professional year experience.

Classes will contain no more than **25** participants and no less than **12**.

A minimum of **6** Professional Year in Engineering participants will be included in any intake class that includes participants from other DIAC approved Professional Year streams. This number will ensure participants can interact with others of their chosen profession and obtain value from the Program.

Each Professional Year Partner of the Professional Year in Engineering will determine its precise content and structure, and whether the components are conducted full time or part time.

Each Partner will ensure that the contents of the program deliver the outcomes to participants expected by the Department of Immigration and Citizenship. Each successful participant will have demonstrated the ability to:

- work within Australian legislative requirements applicable to workplaces and operations;
- work safely and participate in occupational safety, health and environment (OSHE) processes;
- work effectively within the organisation's requirements, including those for EEO and diversity;
- communicate effectively in the workplace;
- provide effective service to internal and (as appropriate) external clients;
- participate in a team;
- apply occupation-specific knowledge and skills to complex professional work situations; and
- implement strategies to manage their personal career development.

Appendix 1 includes more information on the core competencies related to each of the desired outcomes.

On successful completion of the Professional Year program, a participant may be awarded 10 points under the General Skilled Migration points test.

Refer to the Department of Immigration and Citizenship for details of the General Skilled Migration points requirements.

Successful participants will be issued with a Certificate.

## 5. Eligibility

Former international engineering students at Australian universities who have been issued or have applied for a Skilled – Graduate (Temporary) visa (subclass 485), or who hold a Bridging Visa A or B and who have graduated from an Engineering course of at least 2 years duration undertaken at an Australian university may apply for entry into the Professional Year in Engineering.

Those who do not have a 485 Skilled Graduate or Bridging visa should contact the Department of Immigration and Citizenship (DIAC) for further details. The Department's website <http://www.immi.gov.au/skilled/general-skilled-migration> contains all relevant information regarding eligibility for the Professional Year Program in Engineering.

Application forms and information regarding applicant eligibility can be downloaded from the Engineering Education Australia site at <http://www.eeaust.com.au/eea/page/40>

The completed application form should be forwarded to:

**Professional Year Applications  
Engineering Education Australia  
Suite 202, 21 Bedford Street  
NORTH MELBOURNE VIC 3051**

The application form must be accompanied by:

- **certified copies** of:
  - Applicant's current passport;
  - Applicant's current visa;
  - Applicant's Letter of Skills Assessment from Engineers Australia;
  - Proof of successful completion of an engineering course of study at an Australian University, including date of graduation;
- A current passport size photograph;
- Full Payment of the Professional Year fee in a bank cheque drawn on an Australian Bank and payable to **EEA Pty Ltd.**; and
- Evidence of IELTS6 English language proficiency.

Fees must be paid to EEA on application to the program. Fees will be refunded in full by EEA if the applicant is not accepted. There is no discount for participants who are already members of Engineers Australia. Acceptance decisions are final and are not subject to appeal.

Each class will have no more than 25 participants and no less than 12, including a minimum of 6 PYear participants in blended classes.

There will be one Professional Year Partner in each participating state of Australia. Information about the content of each Partner's Professional Year in Engineering program curriculum can be found on each Partner's web site. Refer to the Engineering Education Australia website <http://www.eeaust.com.au/eea/page/40> for contact details and links to each Partner's program.

All enquiries regarding application and registration are to be directed to the EEA website or to the Professional Year email: [professionalyear@eeaust.com.au](mailto:professionalyear@eeaust.com.au)

Engineering Education Australia will allocate accepted applicants to the Partner in the state in which they reside.

Where intake class registrations fall below the minimum number, EEA will endeavour to place participants with another Partner. PYear participants may elect to relocate to undertake the PYear program at their own discretion and expense. The Application Form contains an area in which applicants are to indicate their preferred location(s) for the PYear.

Local Partners may have multiple classes at the same time; however the Partner will place the accepted applicants in the earliest possible intake class. EEA and Partners will ensure that the intake date does not compromise the ability of the participant to complete the PYear within the timelines decreed by DIAC.

Acceptance into the Program will be made on the basis of the applicant's credentials, as well as a face to face interview.

EEA will advise successful applicants of their success and provide them with their intake and Orientation dates.

Once accepted into the Program applicants will also be required to have a further photograph taken, which will be taken by EEA during Orientation.

All application information will be made available to the Department of Immigration and Citizenship.

Information collected about the applicant and about their progress in the Professional Year program will be used only to assess their eligibility, for the assessment of their progress, or to report the completion of their program or a changed participation status to the Department of Immigration and Citizenship.

Permanent residents or Australian citizens may apply for entry to the program, provided they meet the same DIAC stipulated guidelines.. As the program is an initiative of the Department of Immigration and Citizenship, international graduates will receive priority access to the program. Applicants should be aware that the program is full fees paying and HECS does not apply.

## 6. Internship

Participants will be placed in suitable industry internships engineering or engineering related Australian based Host Companies(Host Companies) after they have completed the Orientation and the theoretical components of the Professional Year Program.

The internships will be structured so that the theoretical elements of the Professional Year are incorporated into a practical engineering work situation. The internships should enhance the ability of the participant to work effectively in the Australian environment.

The internships will be based on a training plan that provides participants information about the industry in which they are seeking to work; the company in which they are undertaking the internship; and the relationship between their role and other aspects of the business. The interns must also participate in a specific engineering task during their time with the organisation, where they can demonstrate their engineering capability and enhance their engineering competencies.

Engineers Australia's Stage 2 Engineering Competencies for Engineering Chartered Status, in particular Engineering Practice, Engineering Planning and Design and Self Management in the Engineering Workplace, will be used as a guide by participating Host Companies when devising the engineering content of the internship for each participant. The Competencies include technical as well as business and cultural elements, which can largely be directly related to the expected Professional Year outcomes. Refer to the Engineers Australia site for more information on Engineering qualifications and competencies

[www.engineersaustralia.org.au/index.cfm?B1A5ECD3-AFF4-DB85-6AAA-E0A45A35657E](http://www.engineersaustralia.org.au/index.cfm?B1A5ECD3-AFF4-DB85-6AAA-E0A45A35657E)

### Internship Outcomes

During the internships, participants are expected to:

- Demonstrate knowledge of the industry.
- Demonstrate knowledge of the specific company, including its structure and the functions of various sections of the company, particularly the section within which the professional internship is located.
- Demonstrate the practical use of the learning outcomes from the other components of the Professional Year in the internship.
- Develop a Career Episode Report of the internship period, relating the work performed to the Engineers Australia Stage 2 Engineering Competencies.
- Demonstrate knowledge of OSH&E, equal opportunity in the workplace, and follow OSH&E regulations.
- Maintain appropriate standards of dress and punctuality.
- Demonstrate the capacity to work independently and as a member of a team.
- Perform assigned engineering and administrative tasks and demonstrate a variety of job-seeking and job-keeping skills.
- Demonstrate and evaluate their employability skills.

- Understand a variety of management and organisational structures existing in Australian workplaces.
- Relate legislation governing employment to their experiences in the workplace.
- Use their experiences in the workplace to evaluate personal, educational, and career plans.
- Evaluate the effect of lifestyle choices on society and the workplace.
- Relate emotional health and well-being to personal productivity.
- Evaluate components needed to build and maintain healthy relationships in their adult lives.
- Set short-term goals and evaluate long-term goals, revising as necessary.
- Access, use, and evaluate services, resources, and advice related to the work performed during the internship and their educational, career, and personal goals.

## 7. Assessments

Every component of the program must be passed within 12 months of acceptance into the program. For the face-to-face learning components, the assessment will be based solely on the Partner facilitator's report of the work undertaken by the participant. There will be no exams. Participants will either pass or fail each component. The Partner will determine whether a participant who has not passed an individual Program component is capable of successfully completing the program, and, if so, how the Partner will ensure all components are completed within the twelve (12) months.

To be successful, participants must complete all tasks in each component of the program to a satisfactory standard in English (IELTS level 6).

EEA will receive periodic reports from the Partners regarding the progress of every participant.

Assessment of the internship component will be based on an internship report by the participant's allocated industry supervisor within the host company.

The program Partner will also visit the internship work site a number of times during the internship to ensure the placement activities and environment are consistent with the desired outcomes.

Participants must complete a Career Episode Report at the end of the internship. Engineers Australia is presently developing an online tool to access and write a Career Episode Report, which will be made available to participants.

Participants must attend at least two (2) technical and two (2) non-technical Engineers Australia events during the program to enhance their ability to network in the local environment. Participants' attendances should be recorded in the participants' Handbook and provided to the Partner for checking and reporting to EEA.

Attendance at Orientation is mandatory. Failure to attend will prohibit the participant from commencing the Professional Year face-to-face classroom components.

Program participants must attend 100% of all classes and the internship.

Participants must supply a medical certificate for any illness necessitating absence. Continued participation in the program in the event of a prolonged absence will be at the discretion of the Partner in consultation with EEA.

Participants will be encouraged to provide feedback on the quality and usefulness of the program and the learning facilitators through a number of surveys and face-to-face conversations during the course of and at the end of the program.

## 8. Fees

The fee for the Professional Year in Engineering program is \$12,950, including GST. Fees are to be paid on application to the program. Fees will be refunded if the applicant is not accepted. HECS does not apply.

The amount includes all core components of the program, Engineers Australia membership, as well as registration on the Engineers Australia Professional Development Program (PDP).

- Membership of Engineers Australia

Becoming a member of Engineers Australia is vital to the professional development for Overseas Graduates. Benefits include status and recognition, opportunities to build a network of professional engineering contacts in Australia, keeping up to date via the monthly hardcopy publication Engineers Australia, employment and careers services, and access to discounts on a wide range of exclusive benefits and services. . Engineers Australia will determine the appropriate membership class for each applicant.

- Registration on the Engineers Australia Professional Development Program (PDP)

The Professional Development Program (PDP) is designed to help members develop their practice competencies and achieve Chartered membership of Engineers Australia. Throughout the PDP, support is offered to participants through workshops, continuous assessment, mentoring, feedback and counseling. Chartered Status should be the aspiration of all Overseas Students. This credential signifies to the community and potential employers that the member is recognised as having the highest standard of professionalism, up-to-date expertise, practices with quality and safety and can undertake independent practice and exercise leadership within the Engineering Team.

### Refund Policy

All fees will be refunded if the applicant is not accepted into the Professional Year program.

All fees will be refunded if an industry workplace internship can not be found for the accepted participant.

In no other circumstances will any fees be refunded.

## **9. Appeals and Complaints**

Acceptance into the Professional Year in Engineering program is based on presented credentials and a face to face interview and is at the discretion of Engineering Education Australia and its accredited Partners. There is no appeal process.

Complaints regarding any component of the program, including the assessment processes, are to be made, firstly, to the accredited Partner, through their standard complaints and appeal processes.

Any further complaints should be made in writing to The General Manager, Engineering Education Australia, who will nominate an officer to investigate the merits of the complaint and communicate the outcome to the complainant.

## 10. Frequently Asked Questions

### **What is a Professional Year (PYear)?**

A Professional Year is a twelve-month 'job-preparedness' program aimed to equip participants with the professional and communications skills needed for a successful career in the Australian workforce whilst also helping to address Australia's engineering skills shortage.

### **Is the PYear in Engineering only open to engineering graduates?**

Yes. Applicable Engineering categories for Professional Year are:

- Professional Engineer, and
- Engineering Technologist,

Other PYear programs are available for former international ICT and Accounting graduates. Please refer to the [Department of Immigration and Citizenship](http://www.immi.gov.au) website for further information on all other PYear programs.

### **Who can apply for the PYear in Engineering?**

Recent engineering graduates of accredited Australian university courses who have been issued a Skilled-Graduate (Temporary) 485 Visa, or a Bridging Visa A or B, may apply for entry into the program. Applicants must also have undergone a successful Migration Skills Assessment to be applicable for entry into the PYear program.

Australian citizens and permanent residents who are also recent graduates may also apply for the program but the PYear is full-fee paying and HECS does not apply.

### **What if I don't hold the appropriate Visa?**

If you do not hold a 485 Skilled-Graduate Visa, or an applicable Bridging Visa, please contact the Department of Immigration and Citizenship for further details.

The department's website is <http://www.immi.gov.au/skilled/general-skilled-migration> and contains all the relevant information regarding eligibility for the PYear in Engineering.

### **Does completion of a Professional Year guarantee permanent residency?**

The Department of Immigration and Citizenship may award an individual who successfully completes a Professional Year 10 points under the General Skills Migration points test, but permanent residency is not guaranteed.

Engineers Australia (EA) and Engineering Education Australia (EEA) cannot comment on immigration policy or decisions.

### **Does completion of a Professional Year guarantee me employment in Engineering?**

Whilst the PYear is designed to enhance a participant's ability to obtain employment in their chosen field it does not guarantee job placement.

The program will help participants apply for jobs and be 'job-ready' for the Australian workforce, and also provides networking opportunities through participation in Engineers Australia technical and non-technical events, but cannot guarantee employment on completion of the program.

### **Can I relocate to undertake the PYear?**

It is intended that the PYear will be offered in all states and territories across Australia within the next 6 to 12 months, but PYear participants may elect to relocate to undertake the PYear program at their own discretion and expense.

### **Can I do the PYear on a part-time basis?**

The PYear program occurs over a minimum 44-week, maximum 12-month period. Each PYear Partner will structure the PYear program as they deem appropriate to facilitate the needs of the majority of participants.

### **What is a PYear Partner?**

A PYear Partner is a recognised learning institution authorised to deliver the PYear in Engineering by Engineering Education Australia.

### **How is the Professional Year in Engineering structured?**

The PYear in Engineering provides practical training and workshops as well as access to learning and career development tools and methods.

Designed to enhance the participant's ability to obtain employment in their chosen discipline by applying his or her technical skills and knowledge in the Australian workplace, it also includes submission of a Career Episode Report (as part of Engineers Australia's professional development program), mandatory attendance at two technical and two non-technical Engineers Australia events as well as ongoing networking opportunities, professional development and further professional credentials as a Graduate Member of Engineers Australia.

Importantly, the program includes an invaluable minimum 20 weeks (unpaid) supervised engineering intern placement with a host company.

### **What will I learn?**

Communicating effectively in the workplace, participating successfully within a team and implementation strategies to manage your personal career development are just some of the components of the PYear, along with effectively providing service to internal (and as appropriate) external clients.

The PYear also looks at the Australian legislative requirements applicable to workplaces and operations as well as occupational safety, health and environment (OSHE) processes, how to work effectively within an organisation's requirements, including those for EEO and diversity, and strategies for applying occupation-specific knowledge and skills to complex professional situations.

### **Is there a guarantee the industry work placement (internship) will be in my area of expertise?**

The industry work placement (internship) component of the program is a key element of a successful professional year; providing participants with workplace experience in an engineering firm or department.

PYear partners will make every effort to ensure participants are placed with organisations with relevant engineering work but if, for some reason, no industry

internship is available, participants will not be able to complete the professional year and all fees will be refunded.

**How will I be assessed?**

Assessment is based on facilitator reports of work undertaken by the participant. There are no exams, but to be successful all participants must complete all tasks in each component of a satisfactory standard in English (IELTS level 6 minimum).

Assessment of the work placement (internship) component will be based on a work placement report by the participant's industry supervisor within the host company.

**What will happen if I fail one of the PYear components?**

Each PYear Partner will determine policy surrounding whether a participant can repeat a component of the PYear program. The objective of the PYear is to adequately equip participants for a career in Australia and each partner will make every effort to ensure that outcome is achieved for every participant, but the program must be completed within 12 months of the original registration and no extension can be granted.

**Is the Industry Work Placement (internship) paid or unpaid?**

The PYear is a 'job-preparedness' program and as such, the internship component is unpaid.

**Can I work while I undertake the PYear?**

Please refer to the [Department of Immigration and Citizenship](#) for all Visa enquiries

**How much does the Professional Year in Engineering cost?**

The recommended fee for 2009 for the Professional Year in Engineering is \$12,950, including GST.

**How do I apply for the Professional Year in Engineering?**

The application for the Professional Year in Engineering is available for download at [www.eeaust.com.au/eea/page/40](http://www.eeaust.com.au/eea/page/40) or by contacting [professionalyear@eeaust.com.au](mailto:professionalyear@eeaust.com.au)

Completed applications should be sent to:

**Professional Year Applications  
Engineering Education Australia  
Suite 202, 21 Bedford Street  
NORTH MELBOURNE VIC 3501**

## 11. Glossary of Terms

### 1. **Assessment:**

- The processes by which each Professional Year in Engineering Program participant's ability to successfully complete the Program will be ascertained. Assessments will be undertaken by the Partner facilitator and the Host Company supervisor and will be on a pass/fail basis for each Program component. No exams are included in the assessment process.

### 2. **Bridging Visa:**

- A temporary visa issued by DIAC while the merits of another visa application are in the process of being decided by DIAC. Bridging Visa A or B can be held by PYear applicants, provided applicants have applied for a 485 Visa.

### 3. **Career Episode Report (CER)**

- A documented component of professional experience that indicates an experience related to relevant elements of competency. A PYear CER documents the participant internship experience.

### 4. **Core Competencies**

- Those competencies which DIAC have designated must be shown to be attained to successfully complete the Professional Year in Engineering Program.

### 5. **DIAC:**

- The Department of Immigration and Citizenship, the Australian Federal Government Department which established the Professional Year Programs for the ICT, Accounting and Engineering professional streams to assist prospective migrants who have recently completed degree courses at Australian universities to obtain employment in their professions in Australia. DIAC is responsible for issuing the visas which are essential pre-requisites for entry to the Programs.

### 6. **Engineering Education Australia:**

- A subsidiary company of Engineers Australia delegated by Engineers Australia to manage the Professional Year in Engineering. Also referred to as **EEA**.

### 7. **Engineers Australia:**

- The major professional body for engineering in Australia and the official approved Professional Year in Engineering Provider. Also referred to as **EA**.

### 8. **Host Company:**

- An engineering company or organisation, or one which contains an engineering function, which agrees to conform to the EEA Internship Terms and Conditions and accept and train one or more Professional Year in Engineering Program participants as unpaid Interns for a period of at least 20 weeks, 3 days a week.

### 9. **Host Company Supervisor**

- The person within the Host Company who is charged with supervising and assessing the training and work of one or more PYear interns.

#### **10. IELTS:**

- International English Language Testing System, the tests designed to measure whether a candidate has a sufficient level of English language proficiency to undertake a course of study. Applicants to the PYear in Engineering must provide proof they have achieved at least IELTS level 6 proficiency in English.

#### **11. Internship:**

- A period of no less than 20 weeks during the PYear, usually occurring after the classroom components of the PYear, during which participants will be placed in engineering or engineering related Australian based Host Companies and undertake unpaid training in an engineering discipline and in the culture and ethos of that organisation.

#### **12. Orientation**

- The mandatory first day of each PYear intake class, during which the participants receive an introduction to the PYear and to Engineers Australia and have an opportunity to gain an initial assessment of their capabilities in the Australian workplace context.

#### **13. Participant**

- An Engineering graduate of an Australian University who meets DIAC's enrolment requirements for the Professional Year in Engineering Program and who has been accepted into the PYear program by EEA and assigned an intake Partner and date.

#### **14. Participant Journal Pages**

- Pre-formatted forms in the Participant Handbook to be used by participants to record selected events and activities

#### **15. Professional Year in Engineering Program;**

- The DIAC approved twelve-month 'job-preparedness' program for recent Engineering graduates of Australian universities from overseas countries. The program is designed to equip participants with the professional and communications skills needed for a successful career in the Australian workforce whilst also helping to address Australia's engineering skills shortage. Also referred to as **PYear**.

#### **16. Professional Year Partner:**

- A recognised learning institution authorised to deliver the Professional Year in Engineering by Engineering Education Australia. Also referred to as **Partner** or **PYear Partner**.

#### **17. Professional Year Program Provider:**

- The professional association approved by DIAC to manage the delivery of the Professional Year Program. Engineers Australia is the Provider of the Professional Year in Engineering Program. Also referred to as the **Provider**.

**18. Skills Assessment:**

- An assessment of the skills level of a 485 Visa applicant undertaken by Engineers Australia to determine whether the applicant meets the engineering professional skills criteria to be eligible for the 485 Visa and for possible enrolment in the PYear in Engineering.

**19. Skills Matrix**

- A matrix that depicts the designated Core Competencies for the Professional Year program and relates them to the Engineers Australia Stage 2 Engineering Competencies for Engineering Chartered Status. Used to help assess the progress of participants in the face-to-face classroom and internship components of the PYear program. Included in the Participant Handbook.

**20. 485 Visa:**

- The Skilled – Graduate (Temporary) visa (subclass 485) visa issued by DIAC on application to overseas graduates of Australian universities who fulfil the requisite skills immigration points criteria to be eligible to apply to enrol in the Professional Year in Engineering. Applicants to the PYear in Engineering must have applied for a 485 visa before EEA can process the application.

## APPENDIX 1 CORE COMPETENCIES FOR PROFESSIONAL YEAR PROGRAM

Core Outcomes:	Graduates of the program should be able to demonstrate that they would be able to:
Work within Australian legislative requirements applicable to workplaces and operations	<ul style="list-style-type: none"> <li>▪ Access and apply to their work current, relevant information about the range of domestic and international legislation</li> <li>▪ Clarify compliance requirements to confirm their understanding and ensure consistency of interpretation and application, including implications of non-compliance</li> <li>▪ Access and apply an organisation's procedures and practices to their work practices to meet compliance requirements</li> <li>▪ Seek feedback and review their work to identify areas of uncertainty related to legislation and compliance requirements and take action to clarify issues, including obtaining advice</li> <li>▪ Contribute to continuous improvement within organisation to ensure ongoing compliance with organisation's procedures and practices and with legislation</li> <li>▪ Follow organisation's procedures for dealing with concerns regarding the practices of external organisations that could compromise compliance</li> </ul>
Work safely and participate in safety, health & environment (SHE) processes	<ul style="list-style-type: none"> <li>▪ Identify designated personnel for SHE matters</li> <li>▪ Identify existing and potential hazards in the workplace</li> <li>▪ Apply reporting and recording procedures for emergency incidents and injuries</li> <li>▪ Implement workplace procedures and work instructions for controlling risks</li> <li>▪ Participate in SHE consultative processes</li> <li>▪ Follow safety procedures, including responding to emergency incidents.</li> </ul>
Work effectively within the organisation's requirements, including those for EEO and diversity	<ul style="list-style-type: none"> <li>▪ Access and relate personal work role and responsibilities to the organisation's goals and objectives</li> <li>▪ Identify and apply the organisation's standards, values and guidelines, including ethical standards, duty of care and EEO, seeking advice from appropriate persons, where necessary</li> <li>▪ Appropriately apply to work role a working knowledge of employee and employer rights and responsibilities</li> <li>▪ Measure and maintain personal performance in varying work conditions, work contexts and contingencies</li> <li>▪ Identify the roles and responsibilities of colleagues and immediate supervisors within the organisation</li> <li>▪ Recognise and respect individual differences in colleagues, clients and customers and respond appropriately to create effective work relationships</li> <li>▪ Accommodate diversity using appropriate verbal and non-verbal communication</li> </ul>
Communicate effectively in the workplace	<ul style="list-style-type: none"> <li>▪ Communicate complex concepts to a wide range of audiences, including: <ul style="list-style-type: none"> <li>▪ Articulating, presenting and debating ideas</li> <li>▪ Using appropriate mode of communication</li> <li>▪ Using appropriate language for target audience</li> <li>▪ Writing complex documents</li> <li>▪ Making presentations</li> </ul> </li> <li>▪ Give and receive instructions and feedback in the workplace, including: <ul style="list-style-type: none"> <li>▪ Using effective listening and speaking skills</li> <li>▪ Using effective questioning techniques</li> </ul> </li> <li>▪ Complete workplace documentation and correspondence within designated timelines to organisational standards of style, format and accuracy.</li> </ul>

Core Outcomes:	Graduates of the program should be able to demonstrate that they would be able to:
	<ul style="list-style-type: none"> <li>▪ Plan and carry out effective negotiations, including use of strategic communication techniques such as conflict resolution.</li> </ul>
<p>Provide effective service to internal and (as appropriate) external clients</p>	<ul style="list-style-type: none"> <li>▪ Maintain personal presentation in line with organisational requirements including dress and observation of appropriate protocols of interaction</li> <li>▪ Develop and maintain relationships to promote benefits consistent with client requirements</li> <li>▪ Seek specialist advice in the development of contacts, as appropriate</li> <li>▪ Use appropriate interpersonal skills and behaviour to facilitate the exchange of accurate and relevant information, including the identification of client needs</li> <li>▪ Follow organisational procedures for client service, including requirements for recording and reporting</li> <li>▪ Accurately match available services to client needs</li> <li>▪ Provide services in a timely fashion</li> <li>▪ Identify and act on opportunities for the promotion and enhancement of client service</li> <li>▪ Recognise, seek and act on client feedback</li> <li>▪ Identify and implement organisational requirements for response to and reporting of complaints by clients</li> <li>▪ Monitor client service delivery</li> <li>▪ Identify and contribute to opportunities for improvement of client services</li> </ul>
<p>Participate in a team</p>	<ul style="list-style-type: none"> <li>▪ Observe routine meeting protocols as appropriate</li> <li>▪ Contribute to small group discussions to reach agreement on workplace related issues</li> <li>▪ Acknowledge information and feedback provided by other team members</li> <li>▪ Identify and utilise skills and experience of others in relation to team objectives</li> <li>▪ Interact respectfully, effectively and supportively with team members</li> <li>▪ With team members, identify team and individual goals, tasks, responsibilities and schedules</li> <li>▪ Share information relevant to work to enhance outcomes of team's work</li> <li>▪ Renegotiate responsibilities, tasks and schedules to meet changes in the workplace</li> <li>▪ Contribute to evaluation of the team's performance.</li> </ul>
<p>Apply occupation-specific knowledge and skills to complex professional work situations</p>	<ul style="list-style-type: none"> <li>▪ Reflect analytically on work-related issues and situations</li> <li>▪ Develop effective questioning processes to apply to diverse situations</li> <li>▪ Distil key issues of a situation</li> <li>▪ Identify and access information needed to find solutions, including other work personnel, as appropriate</li> <li>▪ Sort facts in developing a solution</li> <li>▪ Evaluate validity of solution, including consideration of personal preconceptions and assumptions</li> <li>▪ Apply solutions effectively with respect to cost, timing, etc.</li> <li>▪ Evaluate outcomes of application of solution to achieve continuous improvement of processes with respect to subsequent situations</li> </ul>

<b>Core Outcomes:</b>	<b>Graduates of the program should be able to demonstrate that they would be able to:</b>
Implement strategies to manage their personal career development	<ul style="list-style-type: none"> <li>▪ Identify key industry sectors and occupations relevant to their career</li> <li>▪ Consult with appropriate persons regarding possible career directions</li> <li>▪ Articulate career objectives</li> <li>▪ Identify and articulate personal and professional skills, knowledge and achievements appropriately for a range of situations (job applications, performance reviews, etc)</li> <li>▪ Identify, prioritise and plan for professional development needs in consideration of career objectives</li> <li>▪ Identify and use dedicated job-search instruments and strategies appropriate to their profession</li> <li>▪ Identify and use supplementary strategies for furthering career and job opportunities, e.g. industry events</li> <li>▪ Develop and maintain professional networks and associations to obtain and maintain personal knowledge and skills and to provide access to potential job opportunities</li> <li>▪ Prepare and submit effective job applications appropriate to the job opportunity.</li> </ul>

## APPENDIX 2 SAMPLE ORIENTATION AGENDA

### PROFESSIONAL YEAR FOR ENGINEERS ORIENTATION DAY AGENDA (1 day)

#### Morning:

Time	Topic & Overview	Delivery
9.00 – 9.30am (30 minutes)	<b>Registration</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Name tags</li> <li>• Handbooks</li> </ul>	EEA & PYP
9.30 – 10.15am (45 minutes)	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Review timetable &amp; core outcomes,</li> <li>• EEA expectations of participants,</li> <li>• Participant expectations,</li> <li>• Explain &amp; Work through Participant Handbook,</li> </ul>	EEA
10.15 – 10.45am (30 minutes)	<b>Program Overview</b> <ul style="list-style-type: none"> <li>• Introduction of the PYear Partner,</li> <li>• The role of the PYear Partner &amp; relationship to the participants,</li> </ul>	PYP
10.45 – 11.00am (15 minutes)	<b>Morning tea (catered)</b>	
11.00 – 11.30am (30 minutes)	<b>EA Overview</b> <ul style="list-style-type: none"> <li>• Introduction to EA</li> <li>• EA role in program</li> <li>• Participants meeting EA requirements</li> </ul>	EA Division Representative
11.30 – 12.00pm	<b>Industry Talk</b> <ul style="list-style-type: none"> <li>• An employer/industry representative to talk with participants re: employer expectations</li> </ul>	Industry/Employer (To Be Sourced)
12.00 – 1.00pm (60 minutes)	<b>Exercise (Handbook)</b> <ul style="list-style-type: none"> <li>• Review core outcomes of the PYear</li> <li>• Participants to rate their abilities against each core outcome</li> <li>• Participants to indicate what would help them improve</li> </ul>	EEA & PYP

#### Afternoon

1.00 – 2.00pm (60 minutes)	<b>Lunch (catered)</b>	
2.00pm – 3.00pm (60 minutes)	<b>Group Discussion</b> <ul style="list-style-type: none"> <li>• Strategies for addressing core outcomes</li> <li>• Identify key learning activities that emerge</li> </ul>	EEA & PYP

## The Professional Year in Engineering Program Participant Guidelines

<b>Time</b>	<b>Topic &amp; Overview</b>	<b>Delivery</b>
3.00 – 3.30pm (30 minutes)	<b>Strategies</b> <ul style="list-style-type: none"><li>• PYP to discuss identified strategies to be adopted,</li><li>• Discuss how participants can gain the most from the PY experience</li></ul>	PYP
3.30 – 4.15pm (45 minutes)	<b>Engineering Competencies</b> <ul style="list-style-type: none"><li>• Engineering competencies,</li><li>• Process for achieving chartered status,</li><li>• Career Episode Report (CER) writing</li><li>• Process &amp; support for writing a CER</li></ul>	EA Assessor
4.15 – 4.30pm (15 minutes)	<b>Participant Q &amp; A</b>	EA, EEA & PYP