



# Engineering Placement Application

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The current version of Adobe Acrobat Reader is required for full functionality.

- Computer version: <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>
- Mobile app version to assist with form on devices: <https://acrobat.adobe.com/au/en/mobile/acrobat-reader.html>

- Placement Application must be approved before commencing placement. Submission is compulsory.
- Charles Sturt University will handle your personal information contained in this form pursuant to its obligations contained in the *Privacy and Personal Information Protection Act 1989 (NSW)* and the university's Management Plan.

Placement level

Year commencing

## SECTION 1: Student details

Family name

First name

Student ID

Email

Preferred contact number

### Ability to undertake placement

Do you have a disability/medical condition or personal circumstance which may impact on participation requirements of workplace learning? If Yes, please detail/describe the impact your condition or circumstance will have on participating on placement. If this is a disability/medical condition please complete the Workplace Learning Health and Safety Disclosure form located at <https://policy.csu.edu.au/document/view-current.php?id=363#section5>

Do you have a study access plan?

## SECTION 2: Stream

### Select the most appropriate stream:

**Stream 1:** Placement with new host organisation (*where business is not the current employer*)

**Stream 2:** Placement with existing employer (*where business is the current employer*)

**Length of service:** How long have you worked for this organisation?

If Stream 1 was selected in stream, choose Not Applicable.

**Host relationship:** Does a member of your family own or work at the organisation?

**Organisation relationship:** What is your relationship to the family member?

If No was selected in host relationship choose Not Applicable.

**Management relationship:** Will a member of your family be supervising you?

If No was selected in host relationship choose Not Applicable.

**Supervisor relationship:** What is your relationship to the supervisor?

If No was selected in host relationship choose Not Applicable.

### SECTION 3: Placement details

Name of host organisation/department

Organisation address (*No post office boxes*)

City

State

Postcode

Organisation phone number

Organisation website

Location *Where will you be working?*

Working site address *if different from organisation address*

Main focus areas

General civil

Water

Structural

Geotechnical

Environmental

Council infrastructure/public works

Site works/construction

Project Management

Other

Main role

Design

Project Management

Construction Management

Asset Management

Number of previous placements with this employer? If 2 or more, please justify

Your placements need to cover a range of roles, experiences, organisations and specialties of civil engineering. Your roles must include time in design, construction and project management. What will your next placement contribute to your development and learning?

I acknowledge that Intermediate and Professional placements have a thesis component. Provide details below if required.

Placement standard arrangements (refer [Student Guidebook](#))

Meets standard  
arrangements

**Duration:** Proposed start date Proposed end date

**Paid work:** Days per week Hours per week

**Study day:** Paid study day provided each week

**Salary (*excluding superannuation*):** Weekly Annual

If any of the items above do not meet the standard arrangements, a [Placement Variation](#) must be submitted

### SECTION 4: Student consent

I give my consent to Charles Sturt University to provide my name, email and contact telephone numbers to relevant personnel at the placement organisation to be able to contact me in relation to the placement if necessary.

I give my consent to Charles Sturt University to disclose to relevant personnel at the placement organisation any personal information which I have provided in this application to ensure that my learning needs can be met and to ensure the success of the placement.

I declare the information and supporting documents provided in this form are correct and complete. I acknowledge that submitting deliberately false or misleading information may result in the application being rejected and action being taken against me pursuant to applicable Charles Sturt University student misconduct policies.

I give consent for Charles Sturt University to use collective data from this placement for other purposes.

Signature:

Date:

[How to create a digital signature link](#)

Should submit button not work: Save form to a hard drive and email to Workplace Learning team.  
([engineering-wpl@csu.edu.au](mailto:engineering-wpl@csu.edu.au))

## SECTION 5: Host supervisor *(to be completed by host organisation)*

### Host Supervisor Details

Title First name Family name Position

Preferred contact number Email

I confirm the nominated host supervisor meets the minimum requirements for the level of cadet placement being applied for, as outlined in section 6 of the [Host Organisation Guidebook](#)

Name of degree

Institution Year graduated

I confirm nominated supervisor has completed the Charles Sturt Engineering online Host Supervisor Training

If no, I confirm nominate supervisor will complete Charles Sturt Engineering online Host Supervisor Training

Do you anticipate there will be commercial in confidence issues? If yes, please specify

If yes, will these issues affect student submission requirements? If yes, please specify

### Placement contact details (if different from supervisor)

Title First name Family name Position

Preferred Contact Number Email

Placement contact or supervisor signature: Date:

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### Charles Sturt office use only

#### Approved by CSU Engineering

**Comments:** *(to be advised to the student and host organisation)*

Approvers Name Signature Date

**Email to WPL**