



## Practical Experience Approval Form

**Submit your form to:**

Ask ECMS, Level 1 Ingkarni Wardli Building, North Terrace Campus

T: +8313 4148 F: +61 8 8313 6492 E: [askecms@adelaide.edu.au](mailto:askecms@adelaide.edu.au)

**IMPORTANT GRADUATION NOTE: If you are intending to graduate, please submit this form no later than six weeks before the Application Deadline, which is set by the Graduations Office:**

<https://www.adelaide.edu.au/student/graduations/>

Section A – Student to Complete: Student Details	
Given Name:	Family Name:
Student ID: a _____	Phone:
Degree (circle one): Bachelor of Engineering (Honours)      Master of Engineering	
Program Name (i.e. Civil and Structural):	
Placement Details	
Name of Organisation:	
Address:	
State:	Country:
Length of Placement	
Note: 12 weeks of practical experience equates to 441 hours based on a 36.75 hour working week. If you undertook your placement part-time, the number of weeks will be calculated based on a 36.75 hour working week. Up to 6 weeks of general practical experience may be included in the 12 week period.	
Start Date:	Finish Date:
Total Hours Worked: (not including days lost for holidays or other absences)	Total Number of Weeks Worked: (Total Hours worked ÷ 36.75) No. of Eng Weeks: No. of General Weeks:
School of Mechanical Engineering who have successfully completed either MECH ENG 2101 Mechatronics IM or MECH ENG 2102 Sports Engineering I, will be granted 1 week of engineering experience for completing the workshop practice component. Have you successfully completed or received credit for one of these courses? (circle one): <b>YES</b> <b>NO</b>	
Section B – Attach Practical Experience Summaries to this form	
<b>1. Responsibilities and Work Undertaken (100 words)</b> <i>Summarize your responsibilities and work undertaken during your period of practical experience.</i>	
<b>2. Word Summary</b> <i>Describe how your period of work experience has assisted in your development of the Stage 1 Professional Competencies. Refer to Appendix A (on the back of the form) for guidance.</i>	
<b>Student Declaration</b> -I confirm that the information contained in this form is correct. I have made a copy for my own records.	
Student's Signature:	Date:

**Section C – Supervisor to Complete**

Please affix a business card or company stamp



Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Engineering Qualification(s) if applicable: \_\_\_\_\_

I confirm that the company is available to support future practical experience placements.

I certify that the information provided regarding this student's period of practical experience is correct

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Section D – Practical Experience Coordinator to Complete**

\_\_\_ weeks of Engineering experience approved

\_\_\_ weeks of General experience approved

Please advise this student to make an appointment with me to discuss this application

Summary content is insufficient – please revise

Experience not approved due to the following:

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix A

### Development of Professional Competencies

In order to fulfil the requirements of accreditation of your engineering degree to international standards, the University must certify that our engineering graduates have attained the Engineers Australia Stage 1 Professional Competencies, required in order to commence professional practice upon graduation. The duties undertaken during your practical experience placement must serve the purpose of contributing to the development of the full set of Professional Competencies.

List of Stage 1 Professional Competencies:

#### 1. Knowledge and Skill Base

- 1.1 Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.
- 1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences, which underpin the engineering discipline.
- 1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline.
- 1.4. Discernment of knowledge development and research directions within the engineering discipline.
- 1.5. Knowledge of contextual factors impacting the engineering discipline.
- 1.6. Understanding of the scope, principles, norms, accountabilities and bounds of contemporary engineering practice in the specific discipline.

#### 2. Engineering Application Ability

- 2.1 Application of established engineering methods to complex engineering problem solving.
- 2.2. Fluent application of engineering techniques, tools and resources.
- 2.3. Application of systematic engineering synthesis and design processes.
- 2.4. Application of systematic approaches to the conduct and management of engineering projects.

#### 3. Professional and Personal Attributes

- 3.1 Ethical conduct and professional accountability.
- 3.2. Effective oral and written communication in professional and lay domains.
- 3.3. Creative, innovative and proactive demeanour.
- 3.4. Professional use and management of information.
- 3.5. Orderly management of self, and professional conduct.
- 3.6. Effective team membership and team leadership.

Please refer to the Engineers Australia Stage 1 Competency Standard if you need more information:

[https://www.engineersaustralia.org.au/sites/default/files/shado/Education/Program%20Accreditation/doc21\\_p05pe\\_ea\\_stage\\_1\\_competency\\_standards\\_for\\_pe.pdf](https://www.engineersaustralia.org.au/sites/default/files/shado/Education/Program%20Accreditation/doc21_p05pe_ea_stage_1_competency_standards_for_pe.pdf)

## Duties Undertaken - Addressing the Professional Competencies

You are required to reflect on your development of the Professional Competencies, which appear under the headings of: Knowledge and Skill Base; Engineering Application Ability; and Professional and Personal Attributes. There is no need to discuss each competency individually but you should aim to write a 1500 word summary describing the work you undertook and the competencies you developed during your placement(s).

Present your summary in sections:

1. **A section describing the company** - its products or services, locations, number of employees and outline of company structure
2. **A section describing your work** - the project or system in which you worked, your role, and details of your specific contribution
3. **A section reflecting on your experience in terms of the Professional Competencies** – Reflect on how you developed specific competencies, how you handled any problems, and in what ways the experience was valuable or difficult. It might help you to think about the extent to which you think you possessed these competencies before, and then after your period of practical experience.

Use the check boxes above to help you identify which professional competencies you have addressed in your summary.

Some useful words to help describe your experiences are:

Analysis, design, drafting, construction, testing, repair, manufacturing, installation, operation, maintenance, facilities, working with electronic equipment, process, extraction, ventilation, drainage, filtration, pollution, refining, optimising, materials, control, assembly, programming, software, supervising, budgeting, communication, quality control, inventory, planning, implementation, website development, initiative, responsibility, leadership, creativity, data processing, attention to detail, information management, ordering, accuracy.

Note the 1500 word summary is applicable for a 12 week placement. If you participate in a shorter placement, you should aim for the following word count:

- 1-3 weeks: 500 words
- 4-6 weeks: 1000 words
- 7-12 weeks: 1500 words