

TO BE SUBMITTED TO EMPLOYER AT COMMENCEMENT OF PRACTICUM
PLACEMENT

**CERTIFICATE OF PRACTICAL WORK
PERFORMED DURING VACATION**

*BACHELOR OF COMPUTER SCIENCE
8 WEEKS*

STUDENT NAME STUDENT NO.

NAME OF EMPLOYER

ADDRESS.....

CONTACT
NUMBER.....EMAIL.....

DESCRIPTION OF WORK

SECTION FOR COMPLETION BY EMPLOYER

NUMBER OF WEEKS WORK EXPERIENCE COMPLETED WITH EMPLOYER.....

CONDUCT DURING SERVICE

EMPLOYER'S REMARKS

SIGNATURE OF EMPLOYER
(AND OFFICIAL STAMP)

The University of Western Australia

NOTES TO THE EMPLOYER

Thank you for assisting this student to gain practical work experience in the field of Computer Science and Information Technology. Each student enrolled in the Bachelor of Computer Science must complete a total of at least 8 weeks practical experience as a compulsory part of their course. A student is unable to graduate without a satisfactory level of experience.

Relevant practical experience is normally obtained through paid employment during vacations. Practical experience should complement the formal studies of the course and ideally should contain several different types of experience.

- *In the student's early years of the course* - they are given the opportunity to observe human and industrial relations, job organisation, maintenance, safety and environmental procedures from the viewpoint of the general workforce. This is an important component in the early preparation for a career as an IT professional, irrespective of the detailed nature of the work undertaken.
- *Later in the course*, work in an office or laboratory directly assisting IT professionals would offer the student a valuable insight into professional practice.

Certificate of practical work from Employer

The University requires educational establishments to ensure that this requirement is fulfilled as a necessary part of the course leading to the degree. At the end of each component of practical experience the student is required to submit a certificate, completed by the employer or representative indicating the tasks undertaken by the student on the student's conduct during the period of employment.

Written report completed by Student

At the completion of one of the periods of practical employment students are required to submit a written report on their experiences. This report is required of all students as a compulsory part of their course and is assessed by the School of Computer Science and Software Engineering.

Student Plan Personal Accident Insurance

Student Plan Personal Accident Insurance is a comprehensive Personal Accident Insurance program which provides currently enrolled University of Western Australia students with 24 hour cover – only if the student is **NOT BEING PAID** by the Company.

Please contact the UWA Insurance Office on extension 6488 2783 or go to the web address for more details:

URL: <http://www.safety.uwa.edu.au/policies/student>

Enquiries : Contact the School of Computer Science and Software Engineering

Phone 6488 2716

email : info@csse.uwa.edu.au

web : <http://www.ecm.uwa.edu.au/for/students/prac>