



TO BE SUBMITTED TO EMPLOYER AT COMMENCEMENT OF PRACTICUM
PLACEMENT

**CERTIFICATE OF PRACTICAL WORK
PERFORMED DURING VACATION**
ENGINEERING - 12 WEEKS
BCompSc/BE – 16 Weeks

STUDENT NAME STUDENT NO.

SCHOOL :
(Civil, Mechanical, E/E etc.)

Do you wish your report to be
Considered for the Engineering
Graduates Association Prize?
If so, **two copies** of the report are
required to be submitted by the last
day of semester 2. One to your School
and one to the Faculty Office.

DEGREE :
(BE, BSc/BE, BCom/BE, etc.)

NAME OF EMPLOYER.....

ADDRESS:.....

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

DESCRIPTION OF WORK

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SECTION FOR COMPLETION BY EMPLOYER

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

CONDUCT DURING SERVICE

EMPLOYER'S REMARKS

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SIGNATURE OF EMPLOYER
(AND OFFICIAL STAMP)

NOTES TO THE EMPLOYER:

Thank you for assisting this student to gain practical work experience in the field of engineering. Each student enrolled in the Bachelor of Engineering course must complete a total of at least 12 weeks practical experience as a compulsory part of their course. Students in the combined degree course BCompSc/BE must complete 16 weeks. Without a satisfactory level of experience a student will be unable to graduate and will not be eligible for registration with Engineers Australia.

Engineers Australia requires that students aggregate at least 12 weeks of relevant practical experience during their engineering courses. This will normally be 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 - the opportunity to observe human and industrial relations, job organisation, maintenance, safety and environmental procedures, from the viewpoint of the general workforce, is an important component in the early preparation for a career as an engineer, irrespective of the detailed nature of the work undertaken.

Later in the course, work in an engineering office or laboratory directly assisting engineers would offer the student a valuable insight into professional practice.

Certificate of practical work from Employer

Engineers Australia 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 and 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 in which the student studies.

Student Plan Personal Accident Insurance – UNPAID WORK ONLY

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, 365 days per year **ONLY IF THEY ARE NOT BEING PAID BY THE EMPLOYER.**

Employers are asked to take out insurance cover for the student when employing them for any vacation work experience.

Please contact the UWA Insurance Officer by telephoning 6488 2783 or go to the web address for more details:

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

Enquiries : Please contact the relevant School Secretary
(School that co-ordinates your Engineering Programme)

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