

# UNSW Engineering Industrial Training Employer Evaluation Form

Complete this Employer Evaluation Form for every Industrial Training placement you undertake.

1. At the start of the placement, the supervisor and student create up to 3 goals to be achieved.
2. Arrange a date to meet at the end of the placement
3. Supervisor and student review the 3 goals that were created – both providing comments in needed.
4. Supervisor to rate the student's professional attributes using Engineer's Australia Table 3 Professional and Personal Attributes: Elements and Indicators
5. Supervisor to complete the total days worked and provide proof via company email or company letter to student
6. Student to complete student reflection
7. Student to upload this form and proof of total days worked (company email or company Letter) to Moodle

## Placement Information

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_ UNSW zID: \_\_\_\_\_

Start of placement: \_\_\_\_\_ End of placement: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

## Goals (To be agreed upon at the start of the placement by the supervisor and student)

Use the SMART criteria to create the goals:

### SPECIFIC



Define the goal  
as much as  
possible

### MEASURABLE



Quantify or suggest  
an indicator of  
progress

### ATTAINABLE



Make sure the goal is  
not out-of-reach or  
below standard  
performance

### RELEVANT



How does the goal tie  
into your key  
responsibilities?

### TIME-FRAME



The goal should have  
a time limit

Goal 1:

Goal 2:

Goal 3:

**Review of goals (To be completed by supervisor at the end of the placement)**

Poor = Development below expectations

Good = Mostly competent in this area

Fair = Would benefit from more experience

Excellent = Demonstrates excellent competence in this area

Goals	Poor	Fair	Good	Excellent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>				
<i>Student Comments:</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>				
<i>Student Comments:</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>				
<i>Student Comments:</i>				

**Total Days worked (To be completed by supervisor)**

The days that are written here are used to credit the student towards the 60-day requirement to complete Industrial Training.

In addition, please supply the student with evidence confirming the total days worked, by either:

- An email with company signature (translated if required)
- Letter on company letterhead (translated if required)

**TOTAL NUMBER OF DAYS WORKED:**

**Student's Professional Attributes (To be completed by supervisor at the end of the placement)**

Refer to Engineer's Australia Table 3 Professional and Personal Attributes: Elements and Indicators

Poor = Development below expectations

Good = Mostly competent in this area

Fair = Would benefit from more experience

Excellent = Demonstrates excellent competence in this area

Student's Professional Attributes	N/A	Strongly Disagree	Disagree	Agree	Strongly Agree
<b>Ethical</b> conduct and professional accountability.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					
<b>Effective</b> oral and written communication in professional and lay domains.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					
<b>Creative</b> , innovative and pro-active demeanour.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					
<b>Professional</b> use and management of information.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					
<b>Orderly</b> management of self and professional conduct.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					
<b>Effective</b> team membership and team leadership.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor Comments:</i>					

Supervisor's signature:

Date:

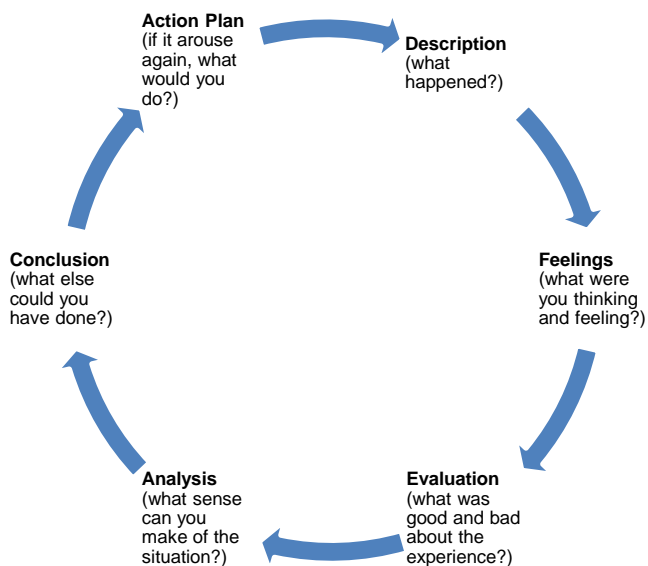
Student's signature:

Date:

## Student Reflection (To be completed the student at the end of the placement)

Use the questions and flow chart below to help you write a brief reflection on your placement and the feedback given by your supervisor.

This reflection will help you write your Written Report.



Gibbs G. (1988) *Learning by Doing: A guide to teaching and learning methods*. London: Further Education Unit.

1. A description of what happened during your placement.

--

2. How did the feedback from your supervisor make you think and feel?

--

3. What was good and bad about your placement?

--

4. What have you learnt from the placement?

--

5. What do you now need to develop, learn or change now you have had this experience?

--

6. What actions are you now going to put into place before you graduate?

--

**Table 3 Professional and Personal Attributes: Elements and Indicators  
(Stage 1 Competency Standard for a Professional Engineer)**

ELEMENT OF COMPETENCY	INDICATORS OF ATTAINMENT
<b>3.1 Ethical</b> conduct and professional accountability.	<p><b>a) Demonstrates</b> commitment to uphold the Engineers Australia - Code of Ethics, and established norms of professional conduct pertinent to the engineering discipline.</p> <p><b>b) Understands</b> the need for 'due-diligence' in certification, compliance and risk management processes.</p> <p><b>c) Understands</b> the accountabilities of the professional engineer and the broader engineering team for the safety of other people and for protection of the environment.</p> <p><b>d) Is aware of</b> the fundamental principles of intellectual property rights and protection.</p>
<b>3.2 Effective</b> oral and written communication in professional and lay domains.	<p><b>a) Is proficient in</b> listening, speaking, reading and writing English, including:</p> <ul style="list-style-type: none"> <li>- comprehending critically and fairly the viewpoints of others;</li> <li>- expressing information effectively and succinctly, issuing instruction, engaging in discussion, presenting arguments and justification, debating and negotiating - to technical and non-technical audiences and using textual, diagrammatic, pictorial and graphical media best suited to the context;</li> <li>- representing an engineering position, or the engineering profession at large to the broader community;</li> <li>- appreciating the impact of body language, personal behaviour and other non-verbal communication processes, as well as the fundamentals of human social behaviour and their cross-cultural differences.</li> </ul> <p><b>b) Prepares</b> high quality engineering documents such as progress and project reports, reports of investigations and feasibility studies, proposals, specifications, design records, drawings, technical descriptions and presentations pertinent to the engineering discipline.</p>
<b>3.3 Creative,</b> innovative and pro-active demeanour.	<p><b>a) Applies</b> creative approaches to identify and develop alternative concepts, solutions and procedures, appropriately challenges engineering practices from technical and non-technical viewpoints; identifies new technological opportunities.</p> <p><b>b) Seeks out</b> new developments in the engineering discipline and specialisations and <b>applies</b> fundamental knowledge and systematic processes to evaluate and report potential.</p> <p><b>c) Is aware of</b> broader fields of science, engineering, technology and commerce from which new ideas and interfaces may be drawn and readily <b>engages</b> with professionals from these fields to exchange ideas.</p>
<b>3.4 Professional</b> use and management of information.	<p><b>a) Is proficient in</b> locating and utilising information - including accessing, systematically searching, analysing, evaluating and referencing relevant published works and data; is proficient in the use of indexes, bibliographic databases and other search facilities.</p> <p><b>b) Critically assesses</b> the accuracy, reliability and authenticity of information.</p> <p><b>c) Is aware of</b> common document identification, tracking and control procedures.</p>
<b>3.5 Orderly</b> management of self, and professional conduct.	<p><b>a) Demonstrates</b> commitment to critical self-review and performance evaluation against appropriate criteria as a primary means of tracking personal development needs and achievements.</p> <p><b>b) Understands</b> the importance of being a member of a professional and intellectual community, learning from its knowledge and standards, and contributing to their maintenance and advancement.</p> <p><b>c) Demonstrates</b> commitment to life-long learning and professional development.</p> <p><b>d) Manages</b> time and processes effectively, <b>prioritises</b> competing demands to achieve personal, career and organisational goals and objectives.</p> <p><b>e) Thinks critically and applies</b> an appropriate balance of logic and intellectual criteria to analysis, judgement and decision making.</p> <p><b>f) Presents</b> a professional image in all circumstances, including relations with clients, stakeholders, as well as with professional and technical colleagues across wide ranging disciplines.</p>
<b>3.6 Effective</b> team membership and team leadership.	<p><b>a) Understands</b> the fundamentals of team dynamics and leadership.</p> <p><b>b) Functions as</b> an effective member or leader of diverse engineering teams, including those with multi-level, multi-disciplinary and multi-cultural dimensions.</p> <p><b>c) Earns</b> the trust and confidence of colleagues through competent and timely completion of tasks.</p> <p><b>d) Recognises</b> the value of alternative and diverse viewpoints, scholarly advice and the importance of professional networking.</p> <p><b>e) Confidently pursues and discerns</b> expert assistance and professional advice.</p> <p><b>Takes initiative and fulfils</b> the leadership role whilst respecting the agreed role of others.</p>