

School of Engineering and Technology
Internship Placement Objectives & Training Plan

COIT13239 – Undergraduate ICT Internship
COIT20276 – Postgraduate ICT Internship

Student Details	
Student Number	12221816
Student Name	Ejan Shrestha
Mobile	+61 450460225
Course Name & Code	COIT20276
Campus	Central Queensland University

Internship Details	
On-site or Remote	On-Site
Specialisation of Internship	Networking/DevOps Intern
Start Date	10/03/2025
End Date	15/05/2025
Working Days of the Week	Monday - Thursday

Host Company Details	
Company	Amaze Communication
ABN	41079466274
Address	2/340 George St, Waterloo NSW 2017
Website	https://www.amaze.au
Business Hours	8:30 am – 5:30 pm
Telephone	1300137136
Supervisor Name	Andrew Heyward

Supervisor Position	Technical Account Manager & Compliance Officer
Supervisor Qualifications	
Supervisor Email	a.heyward@amaze.com.au
Supervisor Mobile	+61 451951253

Placement Objectives and Plan (student to complete and submit)

In line with your Unit Learning Outcomes, four objectives established relative to the internship placement.

This form needs to be submitted twice during your internship placement period:




- **Planned Tasks:** Week 1 of your internship placement
- **Reflection (Week 4):** Week 4 of your internship placement

Objective 1	Planned Tasks – Week 1 (student to complete)	Reflection - Week 4 (student to complete)
Legal & Ethical Issues – Develop & demonstrate an understanding of the relevance of legal and ethical issues related to ICT discipline	<ul style="list-style-type: none"> • Learn and follow data security policies such as VPN authentication and access control. • Understand and apply BitLocker encryption for device. • Follow company cybersecurity policies which include emergency response plans and physical security measures. • Maintaining confidentiality and ethical data handling during the work on company systems and customer FAQs. • Participating in meetings, and workplace discussions on code of conduct as well as harassment policies. 	<ul style="list-style-type: none"> • Understanding depth of data security, privacy policies and compliance requirements, focusing on BitLocker, VPNs and NAS device. • Following company policy to handling sensitive information and user access management.

Objective 2	Planned Tasks – Week 1 (student to complete)	Reflection - Week 4 (student to complete)
Knowledge & Skills – Apply academic knowledge and skills in an authentic work environment	<ul style="list-style-type: none"> Understanding and researching about company tools like M365, Gitlab, Asana and toggl. Creating a network diagram and configuring Fortinet VPN. Gain practical hands-on experience in hardware installation such as firewalls, switches NAS devices etc. Apply the concept of cybersecurity in the real world such as securing work devices. 	<ul style="list-style-type: none"> Applied network security, troubleshooting, installing device and system administration skills. Network diagram created and followed to uninstall device. Gained hands-on experience in NAS, Putty and remote desktop tools, router, switches, firewall. Understood Linux commands for system configuration.

Objective 3	Planned Tasks – Week 1 (student to complete)	Reflection - Week 4 (student to complete)
Teamwork – Work collaboratively in teams in the context of a workplace	<ul style="list-style-type: none"> Participate in daily and weekly meetings while sharing ideas and setting goals. Work with frontend and backend developers to modify and update website content. Discuss IT security policies with the senior technical manager Use Microsoft Teams, outlook and Asana for communication and tracking tasks. 	<ul style="list-style-type: none"> Continue attending daily, weekly meeting and completing most of the goal that is allocated for the day. had one to one meeting, discussion with the team member. Worked with team member to resolve technical issues Communicated effectively through Microsoft Teams, emails and discussion. Followed the guideline provided by supervisor and asked related problem-solving question. Contributed to project and learned about importance of coding such as (docker, next.JS, python, JS & TS) Assigned, modified and review documents used for the project.

Objective 4	Planned Tasks – Week 1 (student to complete)	Reflection - Week 4 (student to complete)
Critically reflect on strength and weakness in knowledge and skills related both to your discipline and workplace experience	<ul style="list-style-type: none"> • Strength: Strong communication skills, curious to learn and ability to adapt to new technologies. • Weakness: require to improve time management and scheduling meetings effectively. • Action plan: Use tools such as toggl to track time and ask for feedback regularly and actively engage in the real world project and take part in more technical problem solving activities. 	<ul style="list-style-type: none"> • Focused on making effective planning before starting task and used toggl to allocate and track time. • Time management is improving better than before and effective plan is made before and after the meeting. • Due to strong communication skills and hunger to learn new things, easily got familiar with new technologies and understand in depth.

	Week 1	Week 4
Student Signature:		
Host Company Supervisor Signature:	 Digitally signed by Andrew Heyward Date: 2025.03.13 15:15:50 +11'00'	
Date:	13/03/2025	03/04/2025