Engineering

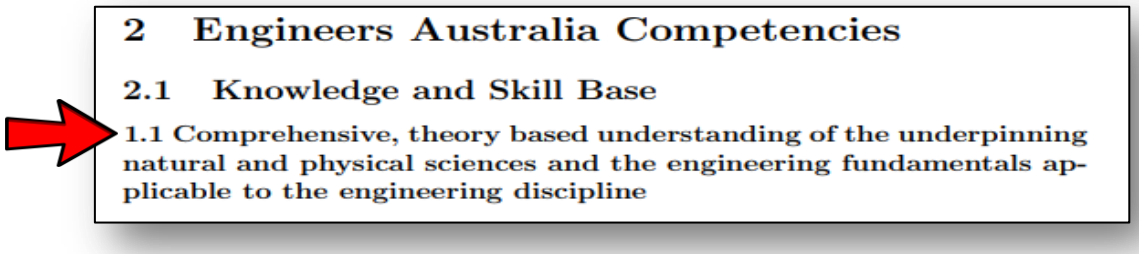
Industrial Training Report Format Guide

Your Industrial Training report is an opportunity for you to compare and contrast what you have learned at University with your experiences as a professional engineer in the workplace. It is the final step to completing your Industrial Training requirements for an accredited engineering degree.

Your report should address 5 of the 16 (**NB:** at least 1 from each of the sections - Knowledge and Skill Base, Engineering Application Ability, Professional and Personal Attributes) Engineers Australia (EA) indicators of attainment of the Stage 1 Competencies for Professional Engineers. You will have to describe how your placement(s) has furthered your understanding of these competencies, giving specific examples to illustrate how your work exemplifies the Indicators of Attainment you have chosen. You will necessarily need to refer to Stage 1 Competencies for Professional Engineers in order to complete your report.

The following are report format requirements:

- 2000 - 3000 words in length (excluding Table of Contents)
- Table of Contents
- Written in first-person perspective (e.g. “I completed drawings of a building” or “I was responsible for a set of calculations”)
- 3 sections
    - Introduction
        - 300 - 500 words
    - Engineers Australia Stage 1 Competencies for Professional Engineers
        - 3 sub-sections:
            - Knowledge and Skill Base
            - Engineering Application Ability
            - Professional and Personal Attributes
                - 300 - 500 words each Indicator of Attainment (5 Indicators of Attainment, 1500 words minimum total)
                - NB: When writing about a particular Indicator of Attainment, be sure to use the EA numbering system in the sub-section title (see image below)



    - Reflection and Conclusion
        - 300 - 500 words

The next page has instructions regarding content of each section.

Introduction

Describe the company you worked for and the tasks you undertook. If you undertook more than one placement to complete your 60 days, each company and the work you did there should have 300 - 500 words written about it. Some technical detail may be included in order to demonstrate the complexity of the work you undertook (or to demonstrate how you met a particular Engineers Australia competency).

Be sure to state the specific dates you worked at your placement(s) and how long the placement(s) was for. It helps to define your experience to your report marker, as although 60 days is the minimum amount you must complete for your Industrial Training requirements, many students work longer than this amount. This also adds clarity if you worked at multiple placements.

Engineers Australia Stage 1 Competencies for Professional Engineers

Choose **5** of the 16 Indicators of Attainment from the Stage 1 Competencies and discuss how specific examples from your work experience demonstrate your chosen competency and furthered your understanding of it. Each response should have a real-life example of work you performed during your placement(s) to demonstrate how you have met each graduate attribute. **NB:** At least 1 indicator of attainment must be chosen from each of the 3 Stage 1 Competency graduate attributes.

If you worked at more than one company, your experiences at each company should be represented proportional to the length of time you worked there. For example, if you did 10 days in Year 2 and 50 days in Year 4, experiences from the latter should form the majority of your examples.

For numbering your Stage 1 Competency sections, use the following format (for example):

2. Engineers Australia Stage 1 Competencies for Professional Engineers

2.1 Knowledge and Skill Base

1.5. Knowledge of contextual factors impacting the engineering discipline

Reflection and Conclusion

Conclude your report with a reflection on your experience(s), its role in preparing you to be a professional engineer and how it has furthered your understanding of the EA graduate attributes.