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Checklist for Engineer Australia (CDR Pathway)

Coloured scanned copies of the following documents.

1. Recent passport style photograph (35mm x 45mm)
2. Current passport
3. NID (National Identity Card)
4. Education: i) Transcript
ii) Completion letter
iii) Award Certificate
5. Updated Resume
6. IELTS Test Report Form or TOEFL (If test is held before 26 July 2023) or PTE result (IELTS 6 each or equivalent)
 - i. IELTS can be general or academic
7. CDR documents
 - i. List of Continuing Professional Development (CPD)
 - ii. Three Career Episodes
 - iii. Summary Statement for the nominated category Official English language translations of above documents where applicable.
7. Employment : I) Contract letter or Offer letter
II) Payslips (start date/middle/end date)
III) Super statement or NOA
IV) Employment Letter: i It must be on a company letterhead (including name and

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location details)

- ii. include the date of document,
- iii. dates and duration of employment
- iv. the name and position of author.

. Registration certificate under the relevant licensing authority where applicable (e.g. Philippine Regulations Commission)

1. Official Change of Name documents where applicable (e.g. gazette publication, letter/certificate issued by registry)

How to prepare CDR

- ❖ It is three stage processes and involves much more than just writing three career episodes.
- ❖ In addition to writing three career episodes, you are also required to write your continuing professional development and complete summary statement. This document act as guide on how to complete these documents one by one:

1. Identification of Continuing Professional Development:

- Continuing Professional Development (CPD) means that you have to tell the EA, that after finishing you studies till now, how you have updated yourself.
- It can include, but not limited to:
 - Post-graduate study;
 - short courses related to engineering,
 - preparation and presentation of material for courses, conferences, seminars and symposia;
 - Volunteer work, board or committee volunteering, mentoring, etc. related to Engineering field
 - any books, journals, manuals you have read related to Engineering etc.).
 - conferences at which you have delivered papers or attended;

- any workshops, seminars, discussion groups, technical inspections and technical meetings you have attended;

Important points:

- ✓ it must be in point form
- ✓ must not be more than one page
- ✓ You must include, title, date, duration and venue related to CPD.
- ✓ usually you are not required to provide evidence related to your CPD

2. Writing your Three Career Episodes:

- ❖ As part of the skill assessment, you must write three career episodes.
- ❖ Important points to consider when writing Career episodes:
 - It can be based on your studies or work experience.
 - It must be written in first person singular, for example as **what I did**, you should avoid writing **what we did**.
 - If you were part of team in completing a project, then you should state your role clearly in first person explaining your role in completing that project.
 - It must address different aspect of your engineering activity. These activities could focus upon a specific period or distinct aspect of your engineering skills.
 - The career episodes must be written in plain English. EA will also test your English skills when evaluating these career episodes.
 - It should be between 1000 and 2500 words.

It can be based upon:

- an engineering task undertaken as part of your educational program;
- a project you have worked on or are currently working on;
- a specific position that you occupied or currently occupy (in this case, the career episode must comprise more than a mere duty statement);
- a particular engineering problem that you were required to solve.

- It must be able to demonstrate your engineering knowledge and skills. How you have solved some engineering problems using your skills. You should explain the techniques you employed to solve that particular problem.
- You must emphasize on your role in episode
- You should avoid excessive technical details such as photos, calculations or tables.

Writing guide for Career episode

- Each career episode should be in essay form and not formatted into a table.
- It is recommended that paragraph be format in the following system:
 - Career episode 1 (paragraphs 1.1, 1.2, 1.3 etc.)
 - Career episode 2 (paragraphs 2.1, 2.2, 2.3 etc.)
 - Career episode 3 (paragraphs 3.1, 3.2, 3.3 etc.)
- It can be divided into four parts, detailed as below:
 - a) Introduction (approx. 100 words)**
 - This introduces the reader to the career episode and should include such things as:
 - the chronology - the dates and duration of the career episode;
 - the geographical location where the experience was gained;
 - the name of the organisation;
 - the title of the position occupied by you.
 - b) Background (200-500 words)**
 - This sets the scene and provides the context in which you have been studying/working. It should include such things as:
 - the nature of the overall engineering project;
 - the objectives of the project;
 - the nature of your particular work area;
 - a chart of the organisational structure highlighting your position, in relation to the

career episode;

- a statement of your duties (provide an official duty statement where available).

c) Personal Engineering Activity (500-1000 words)

- In this section you must describe in detail the actual work performed by you.
- You should state what you did and then describe how you did it. It is not sufficient to describe the activities performed by a team or group - your own role must be clearly identified.
- This section should include such things as:
 - how you applied your engineering knowledge and skills;
 - the tasks delegated to you and how you went about accomplishing them;
 - any particular technical difficulties/problems you encountered and how you solved them;
 - strategies devised by you including any original or creative design work;
 - how you worked with other team members.

d) Summary (50-100 words)

- This section sums up your impressions of the engineering activity and your role in it. It should include such things as:
 - your view of the overall project;
 - how the project fared in meeting the goals / requirements;
 - how your personal role contributed to the project.

3. Preparation of the Summary Statement

- Once you have completed your career episodes you must analyse them to ensure you have addressed all the competency elements for the nominated occupational category.
- The results of your analysis will be demonstrated in your Summary Statement.
- The Summary Statement cross-references the competency elements with the particular paragraph in your Career Episode where each element occurs. To do this, you will need to

number the paragraphs in your career episodes.

- You must download and complete the appropriate summary statement for your nominated occupational category. (we will provide you sample corresponding to your nominated occupation.
- **Important points:**
 - You do not need to cover all the indicators within each competency element.
 - Please note that only one Summary Statement is required for all three episodes.