



Engineers Australia Professional Year

Guide to completing your Work Placement Report

This guide is intended to give you an understanding of how you should complete your Work Placement Report (WPR) to be successful in the Professional Year in Engineering Program.

Introduction

The purpose of the Work Placement Report is to describe the experience that you have had in your internship as part of the Professional Year Program. The report should allow us to understand what work duties you took part in, what skills you were able to learn/practice, and in what ways the experience was most valuable to you as a professional engineer.

This guide outlines what Engineers Australia expects to see in your Work Placement Report, including how to format your report.

Please keep in mind the following general information regarding completing your work placement report:

1

Perfect spelling and grammar are not a requirement. We are interested in your understanding your experiences as part of your work placement as opposed to your English language fluency.

2

Page 1 of your report may be handwritten, but the remaining pages must be typed.

Page 1 - Section 1



Professional Year in Engineering

Work Placement Report

The Professional Year Work Placement Report is a record of your achievements during your work placement.

*You must submit this report to the team at professionalyear@eeaust.com.au in order to successfully complete your Professional Year.

Section 1: Your Details

Full name	<input type="text"/>
Engineering discipline	<input type="text"/>
Your host company name	<input type="text"/>
Work placement start date	<input type="text"/>
Work placement end date	<input type="text"/>
Your PYear provider	<input type="text"/> (e.g. Navitas/Monash Professional Pathways/ICTE - UQ)
Supervisor signature	<input type="text"/>
Supervisor name	<input type="text"/>

Section 1 contains basic information regarding who you are and where you undertook your internship

1

All fields on this page must be filled in. We need to know the 'Work placement start date' and 'Work placement end date'.

2

A digital or physical signature must be visible. Some participants encounter difficulty getting their work supervisor to sign resubmissions each time they need to make changes to their reports. If their original submission has a signature, then this satisfies this requirement.

Page 2 - Sections 2 and 3

Section 2

Section 2 is the main section of your report and is you answer two questions about your experiences in your work placement role and in the Professional Year Program overall.

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

When writing your response to this question, ensure that you both describe the work responsibilities that were assigned to you AND what engineering / technical skills or knowledge you learned from your host company.

You may find it helpful to use examples of times you performed your job responsibilities and link them directly to the things that you learned as a result of these responsibilities, such as how to use software or equipment, admin processes, research, building etc.

In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

Your response to this question must focus upon what skills and training you received from the Professional Year in Engineering program. When writing your response, describe what soft skills you learned AND include examples of where you learnt these. Examples might include the networking training sessions, resume writing workshops, workplace health and safety training etc. If you learnt anything about Australian workplace culture, include it in this answer.

General tasks undertaken by your provider to arrange and monitor your internship should not be included in your response to this question, as well as any feedback about your provider, host company or the Professional Year.

Formatting

When writing your answers to the questions, it must be written in **short paragraph form**.

Dot-point lists are not acceptable.

See below for some examples of unsatisfactory and satisfactory answers.

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

1. The host company help me to do some certifications such open register and optical fibers.
2. Company help me to understand UMTS/LTE and 5G network and trasmission projects.
3. Learn how to read Network framing diagrams SWO's and ITC's.
4. Usage of PIM tester and spectrum analyzer.
- 5 And learn how to build and fix telecom network.

Duties

1. Install fixed & wireless network equipment & setup new telecommunications services.
2. Installing and commissioning radio equipment.
3. Ensure that equipment & circuit installations are of high quality.
4. Troubleshooting, fault finding and repairing communication networks.
5. Decommissioning of old transmission equipment.
6. Thorough understanding/experience of IP based networks.
7. Accurate and detailed record keeping, FTTC FTTN.



In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

I am still working with ~~another~~ company. I have learnt many things which is helping me in my job.

1. It improve my communication skills and provide professional experience.
2. Provide command on some softwares such as ZOOM, convas and so on.
3. learn how to make digital portfolio.
- 4 professional year provides a platform from where I can start my professional journey



In the example above, the student has used lists to respond to both questions which provides insufficient detail. They will need to resubmit and will be asked to expand upon their answers to provide more detail about what their duties involved and how the things they learned will be useful to them moving forward.


Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

During my internship, my responsibilities included producing 3D modelling and 3D rendering images of houses and other structures. I was able to learn and improve my skills in using software such as revit and twinmotion.

One of the major learning was from a project which required me to produce concept design of home office pod. Apart from the design, I also had to do research about buildability of that design as well as the suitable materials needed. I also had chances to work on few estimation projects. I had studied concepts of cost estimation during my bachelors degree, but this internship gave me an opportunity to understand the methods as well as factors that influences a real life project.

I had a good learning experience in my time with IBuild. I was able to learn important technical skills by working in the projects as well as from the meeting with my supervisors. This experience has definitely added value to me and will be very helpful for my career.




In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

Professional year in Engineering has helped me to develop my professionalism by making me aware of the values and behaviors that are needed in workplace. Moreover, the program has also taught me about the etiquettes needed to be followed in e-mail communications, telephone conversations and workplace meetings.

During my internship I employed the skills I learnt in the program mostly when working with team, and even during my interview for the placement. Now I am more confident in networking as well as developing meaningful professional relationship with colleagues.

This program has definitely provided me with a framework to follow in developing my professionalism. During the program, I was able to identify my strengths and weaknesses, and it has given me resources and guidelines that can be used to improve my professional behavior.



Compared to the previous example, the example above shows a student who has answered each part of the question in some detail, provided examples, and connected parts of their learning and assigned job duties together into a good description. This example shows the minimum length for answers are acceptable.

More examples

Refer to the caption below each image for each example shown for our assessment of each report.

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

Different kinds of engineering duties were assigned to me from time to time during my professional placement. I was assigned to work in office, design on software, and worked on the floor to gain practical experience. Company re-utilise and repair the old torque converters. The parts are also designed here according to the wear and tear that happened to the old torque converters. I was given few parts first to design on the AutoCAD Inventor software. The names of these parts are C9 spigot of high stall converters, Ford 6R80 bearing adaptor, 6F35 lockup spring cap and Ford Kuga 6F35. All these parts were designed successfully by me on the scale with the help of my supervisor. C9 spigot is for Ford's 3 speed torque converters that came from 1960's to 1980's. Now those transmissions are being used for performance applications. Company design and develop those torque converters according to the customer's engine output requirements. Ford 6R80 bearing adaptor is used in the current models of the Ford Ranger and Ford Territory transmissions. Company use this part to refurbish the old torque converters. Bearing adaptor is placed inside the torque converters in order to upgrade and eliminate the failure problems. All these parts were designed as 3D and then a drawing was created with different angle views and dimension so that the machine operator can understand and machine the parts accordingly. I learnt how to show the same drawing from different angles and to see how the drawings is a solid as

In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

Professional year program assisted me in improving my soft skills as well as overall personality as a human being. The skills that I learnt during my professional year assisted me during my professional placement from time to time. The crafted elevator pitch helped me to introduce myself clearly and professionally to the host company and to the work-colleagues which helped me to secure the professional placement and to interact with colleagues. Mock interviews assisted me to practice for professional interviews and to gain confidence in me. I was taught how to handle some questions by providing examples and the end results obtained from efforts. These interview ways helped me to get the professional placement and will be helpful in professional interviews for my future career.

My writing skills were improved by the Navitas professional year whether it is for email or curriculum vitae. These skills helped me at my placement while contacting suppliers and transport companies. E-mail writing skill is very important as it is a number one preference for professional contacts including formal and informal purposes. Resumes have to be modified for different jobs and internships according to the skill set needed for those particular positions. These tips helped me to secure the professional internship. Professional year program also taught me how to conduct the

It isn't necessary for student reports to go into this much detail, but it is better than too little detail.

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

- Assessing and investigating traction failures of the bridge saw and CNC machine
- Creating solutions to the problems
- Liaising and engaging with supervisor and factory manager to ensure the corrective work is done correctly
- Analysing and reporting the problems to the management team
- Provide technical support to the maintenance team in relation to electrical areas
- Work with all departments to reduce downtime and improve reliability of equipment to meet operational targets
- Providing suggestions on design and monitoring the status of the solar system
- Assessing and optimizing the maximum usage of the solar system to reduce the cost
- Creating solutions to fix the issues of the solar system

To be a good engineer, responsibility and accuracy are the **two most important** points. Accuracy is a must as an engineer to make sure the machine or system running smoothly without damaging anything, because it will be a potential risk or even harm to the people using it. Secondly, an engineer should be responsible for what they have designed and made.

In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

Firstly, **the program** gives me an impression of the engineering industry. Secondly, safety is always the most important thing wherever we are or whatever we do. Especially, **as an engineer**, sometimes we have to go to the real field to see what is happening. **And we have to** see the real machine or system to obtain more ideas on how to make the design better.

The very important non technical aspect is the culture. No matter where we are, we must know its culture. Company culture, industry culture and the culture of the country. Knowing more about the cultures gives me more information and shortens the time to get into the new position.

Teamwork is always the way to success. It is hard to do everything alone. Cooperation gives people more ideas, increases the efficiency and less mistakes. No one can live or work alone, so keeping a good relationship with team members and leaders is an important point to be a good engineer.

The response to the first question is in list format and so is not acceptable. The small paragraph at the end is also too general in terms of what the student learned; it should be more specific to the person who wrote the answer (such as adding in what things they were responsible for designing and making, what specific problems could have come up with their machines and systems if they were not mindful of safety, etc.)

The response to the second question is the bare minimum of quality but does sufficiently answer the question. A more complete response would include specific examples of the items they've listed (teamwork, eld-work, culture etc.)

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

Working at **ARCA Energy** was an enriching experience. It has given me the opportunity to put my theoretical knowledge into practice and experience the Australian workplace culture. My supervisor, **Shane** and the HR manager, **Shirley** were very supportive during my learning process.

I worked in the operations department. I learned to use their Customer Relationship Management (CRM) software, Vtiger, which the company utilises as a database for all its customers. I had lots of opportunities to interact with customers, and learn the daily operations of the company. I have also become more familiar with the solar PV system products (such as panels and inverters) available on the market and have gotten exposure in renewable energy related documentation work. I have also been able to enhance my teamwork, communication and customer service skills.

With the help and guidance of my supervisor, I have developed a spreadsheet that can calculate energy consumption, greenhouse gas emissions and saving options for daily activities. **Shane** wants to expand **ARCA Energy** services to provide energy efficiency solutions as well, and in that perspective, we conducted meetings to discuss how to achieve that.



In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

I have improved my communication skills and understanding of workplace relationships prior to my work placement thanks to my Professional Year coursework. I did lots of presentations and class activities that helped me to combat my shyness. Learning about business meetings during class has helped me a lot during meetings with my supervisor.

Customer service is another module that assisted me during my work placement as I constantly had to interact with clients. The importance of good communication with customers and keeping them well informed has been underlined in class and applied during my work placement. The coursework had also prepared me for work placement through the work simulation exercises conducted in class with my teacher. She prepared and guided us to act in a professional manner in a workplace environment.



This report meets all the criteria to pass. Student may choose to type their report, print it for a signature from their supervisor and then scan it back into the computer which often results in the report a lower-quality appearance. This doesn't matter, as long as the content of the report is still readable.

Section 2: Your Work Placement

What engineering duties were assigned to you during your work placement? What did you learn from your host company?

* Duties :

- Autocad drawings
- Report writing
- Information / Data collection
- Traffic count
- Sidra Intersection Analysis
- Swept Path vehicle simulation
- Arc GIS survey platform to use on-site and to generate reports

* I learned how to gather information and use engineering tools to produce detailed report analysis.

In what way did the Professional Year in Engineering assist you in performing your role during your professional placement?

- Assisted in writing professional reports and emails
- Task management skills
- Teamwork skills
- Extensive research skills
- Communicate effectively

This report is unacceptable because it is handwritten. Additionally, all answers need to be re-worded to be in short paragraph form with the level of detail necessary so that the questions are answered in full.

Summary

Key points

- All fields in the report must be filled out
- A supervisor's signature must be present on at least the initial report submission
- Handwritten reports will not be accepted
- Each response to the questions in section 2 must address the entire question
- Dot point lists are insufficient
- Answers to section 2 should aim to be specific to the student's own experience(s)