

Professional Practicum Certificate of Work Performed

This document has four sections:

1. Employer's Contact Details (to be completed by the student or employer / work supervisor)
2. Future Practicums (this section is optional and to be completed by the employer)
3. Certificate of Work Performed (to be completed by the employer / work supervisor)
4. Notes to the Employer

Note to the student: Sections 1, 2 and 3 of this form are to be attached to your professional practicum report as appendices. A separate Certificate of Work Performed must be completed for each work placement or volunteering activity.

1. Employer's Contact Details

To be completed by the student or employer / work supervisor

Name of company

Company address

Phone number

Email address

Website

2. Future practicums

This section is optional. To be completed by the employer.

Would your company be willing to offer practicum placements to UWA students in the future?

YES NO (please circle your answer)

Would your company be willing to have its name advertised on the UWA website as a potential employer of practicum students?

YES NO (please circle your answer)

Human Resources contact name

Signature of company representative

3. Certificate of Work Performed

To be completed by the employer / work supervisor

Student's Name

Supervisor's name

Supervisor's position title

Email address

Number of hours / days / weeks that the student was employed or volunteered

Please provide a brief description of the tasks undertaken by the student

Please comment on the student's conduct during the employment period

Any other comments or remarks

Signature of supervisor / employer

Date

4. Notes to the Employer

Thank you for assisting this student to gain work experience that will contribute to their development as a professional engineer and/or computer scientist. Students enrolled in the Master of Professional Engineering or the Bachelor of Engineering at the University of Western Australia must complete a total of at least 12 weeks work experience as a compulsory part of their course. Students enrolled in the Bachelor of Computer Science are required to complete 8 weeks and those in the combined degree course BCompSc/BE must complete 16 weeks. Without a satisfactory level of experience, a student will be unable to graduate and will not be eligible for registration with Engineers Australia.

Engineers Australia strongly recommends that students undertake at least 12 weeks of relevant work experience during their engineering courses. To qualify as suitable practicum experience, the work must complement the formal studies of the course and ideally should contain several different types of experience:

In the student's early years of the course – the opportunity to observe human and industrial relations, job organisation, maintenance, safety and environmental procedures, from the viewpoint of the general workforce is an important component in the early preparation for a career as an engineer, irrespective of the detailed nature of the work undertaken.

Later in the course – work in an engineering office or laboratory directly assisting engineers would offer the student a valuable insight into professional practice. Roles undertaken in a non-engineering work environment that require leadership, management and strong interpersonal skills also provide valuable professional development opportunities for our students.

Certificate of Work Performed (to be completed by the Employer)

Students are required to submit a Certificate of Work Performed after each placement. This is to be completed by the employer or their representative. The certificate describes the tasks undertaken by the student and also allows the employer to comment on the student's conduct during the period of employment. We appreciate your honest feedback.

Written report or portfolio (to be completed by the Student)

Students are required to submit a written report or portfolio on their professional practicum experiences. This item is required of all students as a compulsory part of their course and is assessed by the school in which the student studies. Details on what is expected can be found at:

<http://www.ecm.uwa.edu.au/students/professional-practicum/#assessment>

Insurance cover

If the employer is paying the student, then the employer is expected to provide adequate insurance cover for the student during the period of employment.

If the employer is not paying the student, then the student will be covered by the University's insurance policy. UWA's Student Placement Cover is only available to students currently enrolled at UWA who are undertaking unpaid work as part of their professional practicum. Students must obtain a certificate of currency from the EMS Student Office before they commence any unpaid employment.

For more information, please refer to: <http://www.student.uwa.edu.au/life/insurance/placement>

Further Information

If you require any further information about the Professional Practicum, then please contact the ECM Student Office by phone or email: <http://www.ecm.uwa.edu.au/contact>