



Information about Career Episode Reports

Career Episodes

The purpose of the career episodes is to demonstrate to the Assessor that your underpinning engineering knowledge for entry to the profession has been:

- ▶ Consolidated and
- ▶ Applied appropriately to confirm the Stage 1 competencies

You should prepare and upload three career episodes describing engineering experiences through which you believe you developed and demonstrated Stage 1 competency. Before starting, you should read the competency standard for your chosen occupational category. Choose three major learning experiences that you believe are able to demonstrate the range of competencies for your occupational category. A substantial project or design exercise, for example, may have required you to demonstrate many different competencies, and could be a very suitable basis for one of your career episodes. You should not try to write separately about each element of competency, nor is it expected that each career episode will demonstrate all elements of competency. Rather, you should aim to ensure that your career episodes, taken together, cover all the elements.

You must describe work you have actually performed yourself and write in the first person singular (I ...) to make your personal contribution very clear. A total of 1500 words should be enough for each career episode, and you should not exceed 2000 words for each. When writing about a team project, you should describe the project overall, but you must also describe the specific part you played personally, how it contributed to the overall objective, what you actually did, and what competency or competencies you believe this demonstrates. Number each career episode and each paragraph. For example, paragraph 3 in Career Episode 2 would be referred to as CE2.3.

As you write your career episodes, ask yourself continually: How can the Assessor, reading my application, be satisfied that I have actually demonstrated Stage 1 competency? The Assessor will expect that you, in your series of career episodes will have covered every element of competency. You must try to show that you have demonstrated each element in an overall sense. In judging whether or not you have demonstrated each element, the Assessor will rely on the indicators for that element as a guide. Remember always that you

must write about your personal performance. It is not enough to say that a project or unit of study in which you took part covered certain competencies. You must describe what you did yourself, as an individual. Formulae, tables, photographs, and drawings are no substitute for a concise description of individual activity and their relationship to the Stage 1 Competencies.

Please ensure that each work-based career episode includes:

► Introduction

- Dates and duration of the project or appointment you are writing about
- Name of employing organisation and location of worksite
- Title of the position you occupied
- Background, nature, and objectives of the overall engineering project
- Nature of your particular work area
- An organisation chart highlighting your position

► Personal performance

- Detailed description of the work you performed personally
- Technical details of the work-How you applied your engineering knowledge and skills
- The tasks delegated to you and how you went about accomplishing them
- Any particular engineering problems you encountered and how you solved them
- Strategies you devised, including any original or creative design work
- How you worked with other team members

► Summary

- Your view of the overall project (brief summary)
- How well the project succeeded in meeting its goals and requirements
- How your personal role contributed to the project