

### 3.2 Certified copies of qualifications and academic record(s)

Certified copies of the testamur (degree certificate) and transcript are mandatory documents. Many applications for a skills assessment are delayed because documents are not properly certified. See item 5 of Section A for full details of the certification requirements.

Documents not properly certified will not be accepted, and your application for assessment will not proceed.

Evidence must be provided of any postgraduate qualification completion, or at least enrolment if qualification not completed. This is especially important if material from such study is used in one or more career episode.

### 3.3 Curriculum Vitae (CV) or Resume

Engineers Australia requires a full summary of your education and engineering work history to gain a full perspective of your engineering workplace practice.

Your CV must be a complete record of your activities and must not contain significant periods where no activity is recorded.

#### For each workplace provide:

- organisation name and location including contact details where possible
- dates and duration of employment
- title of position occupied by you
- your defined role (provide a duty or appointment statement where available) and/or a brief description of your activities

Your CV should be no more than three A4 pages.

The CV is to be a chronological listing of employment, not projects.

### 3.4 Evidence of Employment

If in your CV/Resume you claim engineering work experience of 12 months or more, then you must provide documentary evidence (originals or certified copies) of employment and certified translations into English where necessary.

The documentary evidence is to include; company letterhead (including name and location details), date of document, name and status of author, dates and duration of employment, title of position occupied and a brief description of duties/tasks/responsibilities.

If a career episode is based upon engineering work, then you must provide documentary evidence of employment, as above.

This instruction applies to the standard assessment service only. Go to Section D for further instructions on the additional assessment service for the identification of periods of skilled employment.

### 3.5 Identification of Continuing Professional Development

Continuing Professional Development (CPD) is the means by which you keep up-to-date with developments in your field of engineering **after you have gained your undergraduate qualification**. A brief summary of CPD you have undertaken must be included in your CDR. This CPD must take the form of a listing (title, date, duration, venue) of:

- formal post-graduate study;
- conferences at which you have delivered papers or attended.
- short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings you have attended;
- preparation and presentation of material for courses, conferences, seminars and symposia
- service to the engineering profession (volunteer work, board or committee volunteer, mentoring, etc)
- private study (includes books, journals, transactions, manuals, etc)

**Your CPD listing need be no more than one A4 page. There is no necessity to include certificates from each course.**

### 3.6 International English Language Test Result

All applicants applying to have their skills assessed by Engineers Australia are required to provide evidence of their English language competency. See item 4 of Section A for full details of the English competency requirements.

### 3.7 Writing your three career episodes

You are required to present an account of your engineering activities on each of three separate career episodes.

A career episode is a documented component of your engineering education and/or work experience which captures a particular period or distinct aspect of your engineering activity. It needs to clearly demonstrate the **application** of engineering knowledge and skills **in the nominated occupation**, not the acquisition of knowledge.

It may use material from:

- 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.

Each career episode must be in your own words and must be written in English.