

How to write career episodes and a summary statement

Career episodes

For the assessment you'll need to provide written accounts of three episodes in your career where you've applied your engineering knowledge. At the start include the:

- title of the engineering activity or project
- dates and term of the career episode
- geographical location of the experience
- organisation or employer name.

If your career episodes are academic projects, also include the name and email address of your supervisor and the subject name and code.

Write your career episodes in English, in essay format and in the first person. This task is also an opportunity to show evidence of your communication skills.

Your career episodes are the most important part of the assessment. Each career episode should be based on a project or a piece of work you've worked on or are currently working on. Explain the project and your role in the work. Use the engineering method to describe how you approached the tasks – define, plan and design, deliver, evaluate.

Detail the particular problems you needed to solve, how you applied your engineering knowledge and skills and the learning experiences you gained.

Make sure you explain how you developed and demonstrated all the entry to practice competencies listed for your specific occupational category. You must be able to demonstrate all the competencies at least once somewhere in your three career episodes.

Each career episode should be between 1000 and 2500 words. The majority of your career episode should focus on the engineering activity. Include sufficient engineering evidence to support each career episode. For example, diagrams, photos, calculations, tables, standards or software.

To help you put together your summary statement, number the paragraphs in your career episodes. This will help you to cross-reference it against each of the competency elements in the summary statement template.

If you're a recent graduate and don't have much work experience, you can use experiences you've had while you were studying, for example during a major academic project. If you worked in a group, explain your personal contribution to the project and how your work added to the project's outcomes.

Summary statement

A summary statement is an overview of the competencies you've demonstrated in each of your career episodes. Your summary statement should list each element of the entry to practice competencies for your [occupational category](#) and how you've addressed them.

Download and complete the summary statement template for your occupational category:

- [professional engineer](#)
- [engineering technologist](#)
- [engineering associate](#)
- [engineering manager](#).

As you work through the template, analyse each of your career episodes and detail where you've addressed each element of competency. Use the numbered paragraphs in your career episodes to help you cross-reference.