

## Guidelines to Writing your Work Experience Statement

### 1. Getting started

You may find it useful to complete the acquired competence self-assessment worksheet to help you in deciding the evidence to include in your work experience statement.

Please write your work experience statement in chronological order with your most recent and relevant experience first.

### 2. What to include in your Work Experience Statement

You must demonstrate that you have accumulated a minimum of five (5) years of engineering experience in the seven (7) years prior to applying for registration on the NER relevant to the area(s) of practice in which you are seeking registration.

**For the NER, the assessment will be seeking to confirm that your technical competencies are currently functional in the area(s) of practice in which you are seeking registration and that you are practising in an ethical manner.**

Each element of competence in the acquired competence self-assessment checklist is an aspect of your roles, responsibilities and key achievements described in your work experience statement.

If you have had a lengthy career, your engineering experience in the earlier positions may be summarised briefly or grouped together at the end of your work experience statement.

For each position you have held in the last seven (7) years, include:

- Your employer's name, location and address
- Your position title(s), including the start and finish dates for each position
- A brief description of your role and responsibilities in each position, including your key achievements in that position.

Key achievements include the engineering tasks you have worked on that best demonstrate your competencies (i.e. your skills, knowledge and abilities) and accomplishments as listed in the acquired competence self-assessment worksheet.

Key achievements may include:

- projects, products, systems, programs or services you have worked on;
- situations, problems and opportunities you have faced;
- quality improvements to which you contributed;

- specialist skills or knowledge you have used;
- outcomes you achieved;
- the actions you took to address a situation, including innovation and creativity;  
and
- extra duties you undertook.

### **Completing the Acquired Competence Self-Assessment Worksheet (optional)**

You have the option to upload your completed self-assessment worksheet with your NER application.

Competence is characterised by the four areas that make engineering what it is:

- (i) your personal commitment;
- (ii) your obligation to the community;
- (iii) your value in the workplace; and
- (iv) your technical proficiency.

When considering each competence, assess the extent to which you believe you demonstrate each competence by ticking the relevant column as 'Developing', 'Functional' or 'Proficient'.

- *Developing*: an aspect of practice that you are learning, with help from more experienced practitioners and possibly supervision to help you practice at an acceptable standard.
- *Functional*: an aspect of practice in which you have a basic capability to practice independently at an acceptable standard without help or supervision.
- *Proficient*: an aspect of practice in which your capability to practice independently has been recognised through formal peer review, and in which you have the capacity to help others develop their capability.

#### **Note:**

Some areas of competence will have a different meaning in practical terms according to your occupational category. Where such differences exist they are referenced according to occupational category - professional engineer, engineering technologist or engineering associate.

### **3. Professional Referee Details**

At the end of your *work experience statement*, please include the details of two professional referees Engineers Australia may contact to discuss your work experience and claims of competence.

Your referees:

- must have known you for at least 12 (twelve) months;
- must have an engineering qualification, and at least 5 years' experience in your area(s) of practice;
- could be your supervisor, mentor, other senior colleague or an engineer client;  
and



- should preferably be a Chartered member of Engineers Australia or equivalent.

One referee is to be from your current employer. The other referee is to be from your current employer, if you have been with the current employer for more than 5 years.

If you have changed employer more recently, the other referee may be from a previous employer where you worked within 5 years prior to lodgement of your application. The referee can be an external mentor, but cannot be a just a friend from your workplace or elsewhere.

Please provide these details for each referee:

- Title
- Given Name
- Surname
- Organisation
- Position/Title
- Professional relationship
- Phone #
- Mobile #
- E-mail

### **Professional Referee Statement by Statutory Declaration**

In exceptional circumstances, if for a genuine reason (e.g. relocation of a potential referee or you recently moved to Australia from overseas) you are unable to provide referee details you may submit a properly witnessed Statutory Declaration in lieu of a referee statement. The Statutory Declaration should state that your *work experience statement*, and acquired competency self-assessment if provided, represents an accurate reflection of your career history and current competence.

Engineers Australia reserves the right to not accept or rely upon a Statutory Declaration.