WORK EXPERIENCE DIARY

To be submitted for Assessment prior to the Commencement of Semester 7

I confirm that the information contained in the document is correct. I give my permission for the Course Co-ordinator, or his nominee from the School to contact any of the employers for further information if so required.

Student Name: ____________________________

Student Number: __________________________

Date of Submission: ________________________
What is Work Experience?
Work experience is any work that you undertake that is directly related with the construction industry. The requirements are very broad and can cover any of the following (Plus a lot of others):

- Labouring on site, assisting in the office – photocopying, ringing sub-contractors etc, working in the site office as assistant site clerk, drafting work, assisting the estimator, schedular etc. working with the tradesmen, assisting the project manager with day to day activities.

On larger sites, some union restrictions may apply as to what you can actually undertake.

It is expected that your level of responsibility and independence should increase as you gain more experience. We are looking for a range of experience.

With whom can I obtain this work experience?
It may be undertaken with a house builder, in commercial or industrial work, with sub-contractors or suppliers. Working for manufacturers may count towards some time – such as if with a concrete or brick manufacturer.

If you have any doubts clarify it with me first – partially credit may become available.

How much do I need?
The requirement is for a minimum of 80 working days. In normal 5 day weeks – this equates to sixteen weeks.
However, if you work weekends etc. the days are more important than the actual week.

Diary
You fill in the weekly sheet as you undertake the work – preferably daily. It must be signed by your employer at the end of the week, or employment period if not a full week.

The summary sheet should give a general description of the work you have undertaken.

PROOF
The weekly signed sheets are the primary proof of your employment. It is advisable to obtain a letter from your employer when you finish your employment with them as additional proof – on their letter head.

We reserve the right to contact any employer to obtain additional information on the work you claim to have undertaken, should we deem it necessary.

Association Recognition of Work Experience
The Australian Institute of Building and the Australian Institute of Quantity Surveying require work experience as part of the course for recognition of graduates for ‘Graduate’ membership.

The AIB states (CI. PM7)
‘To ensure that students benefit in their studies from work experience, they shall be required to be employed in the industry, during the course, either regularly or in substantial blocks, for a minimum of 80 working days before starting final academic year’.

The AIQS has similar requirements.
# Work Experience Diary

## 16 Week Summary

*Student Name: ____________________

*Student #: ____________________

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I………………………………………………………….(First name, Family name), **Student Number** ………………………………… hereby confirm that the above information and the attached sheets are a true record of the work experience which I have carried out at the times and places indicated.

Signed ……………………………………… Date ……………………..
Work Experience Diary

Student Name: ……………………
Student No: ……………………

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Date: ……………………
Project: …………………… Location: ……………………
Employer: ……………………

Work Being Undertaken (provide as much detail as possible.)

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EITHER at the end of each week OR at the end of the employment which occurs during
the week, your employer must sign below, confirming that you have carried out the
above.

I confirm that ………………………………….. has been employed by this company and
has carried out the work detailed above.

Employer Representative:

Print Name ………………………………… Signature ………………………

Date: ………………………………. 