

# How to write career episodes and a summary statement

If you're applying for an assessment that requires you to provide career episodes and a summary statement, the detail you include is important. It ensures the assessor has all the information required to make their assessment.

## Career episode

Your career episodes are one of the most important parts of the assessment.

You'll need to write three career episodes in English using essay format and in the first person. This is also an opportunity to demonstrate your communication skills.

Each career episode should be based on a project or a piece of work you have worked on or are currently working on. You need to explain the project and your role in it.

If you're a recent graduate and don't have much work experience, you can use experiences you have 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 supported the overall outcomes.

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

Each career episode should be between 1000 and 2500 words, focusing on the engineering activity you undertook.

### Career episode details

At the start of each career episode include the:

- Title of the engineering activity or project.
- Project's start and completion date.
- Geographical location of the experience.
- Name of the employer or company.

### Project outline

At the start of each career episode, provide a brief outline of the project and a summary of the project objectives. You also need to define your role in the project, summarising your responsibilities.

### Project details

In this next section, provide details of the problems you investigated, how you applied your engineering knowledge and skillset, and the learning outcomes you gained through this project.

Include sufficient detail of the project to demonstrate:

- What engineering methods, principles, techniques and strategies you decided to use, how they were applied in the project, and importantly, why you chose them.
- How you used those engineering methods and principles to investigate, analyse results and interpret data to formulate reliable conclusions.
- How you applied the conclusions from your investigation to come up with the best solution, and how it was integrated into the bigger project.

Include sufficient engineering evidence to support your career episodes, including diagrams, calculations, designs and data. Supporting documentation for an academic project could be an academic report, an academic transcript showing the project name and details or a reference letter from the university.

### Project summary

At the end of each career episode, summarise how your work contributed to the success of the project and highlight what you learnt.

## Important

In writing your career episodes, explain how you developed and demonstrated the Entry-to-Practice (Stage 1) competencies listed for your specific occupational category. You must be able to demonstrate all 16 elements of competency at least once across your three career episodes.

You should number each paragraph in your career episodes as this will enable you to cross-reference it against each of the competency elements in your summary statement.

## Summary statement

A summary statement is an overview of the competencies you have demonstrated in each of your career episodes. Each competency element should be mapped to a specific paragraph in your career episodes.

Select the relevant summary statement template for your [occupational category](#) to complete:

- [Summary statement: Professional engineer](#)
- [Summary statement: Engineering technologist](#)
- [Summary statement: Engineering associate](#)
- [Summary statement: Engineering manager](#)

As you complete your summary statement, analyse each of your career episodes and detail where you have addressed each competency element. Use the numbered paragraphs in your career episodes to provide reference.

