

INSTRUCTIONS TO FILL IN WORK HISTORY SUMMARY FORM - CA04

The Work History Summary form is used by the Assessors as it gives the Assessors examples of work evidence where you consider appropriate and relevant that will show the Assessors that you have met the various requirements of the relevant standard. The Standard used to benchmark you against is the Professional Engineer Standard.

HOW TO FILL IN THE CA04 FORM

1. Ensure to type your Full Name
2. Your Membership Number if you are renewing and if you are a New applicant, please leave the space blank
3. Starting with your current Employer, list the organizations you have worked with, in the last **THREE** years (or since your last assessment if undertaking a continued registration assessment) your position title, from start date to end date and the summary of your engineering responsibilities, activities undertaken, major achievements and/or projects.
4. You are also required to provide your detailed CV of your engineering work experiences as indicated on the CA04 form as evidence.

Here you are assessing yourself against the twelve competence standards. You are putting forward evidence of all the work / projects you have been involved in to your engineering peers (Assessors) who will consider your evidence from the CV or from this form that you have provided. You are actually telling the Assessors that you ARE Competent as a Professional Engineer and you are backing your claim with evidence of what you have actually been doing so far in your career as a professional engineer.