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| **PERSONAL AND CONTACT INFORMATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Address** |  | | |
|  | | |
|  | | |
| **Work phone** |  | **Mobile** |  |
| **Email** |  | | |
| **Eligibility to work in Australia**  [Australian permanent resident or visa type/status] | |  | |

|  |  |
| --- | --- |
| **CURRENT ROLE** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current job title** |  | | **Commencement date** |  |
| **Responsibilities**  [Summarise your current responsibilities in one or two sentences] | | | | |
|  | | | | |
| **Organisation name** | |  | | |
| **Organisation address** | |  | | |
|  | | |
|  | | |

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| **EDUCATION AND TRAINING** | **[List qualifications in order of relevance]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree or certificate** | **University or institution** | **Year commenced** | **Year completed** |
|  |  |  |  |
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| **OTHER QUALIFICATIONS AND TRAINING** | **[List other qualifications and training relevant to the mechanical engineer – HVAC&R building services discipline]** |

|  |  |  |
| --- | --- | --- |
| **Qualification and training** | **Name of institution** | **Year completed** |
|  |  |  |
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| **PROFESSIONAL MEMBERSHIPS** | **[List organisations of which you are a current member]** |

|  |  |
| --- | --- |
| **Name of organisation** | **Membership level** |
|  |  |
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| In the next section (**Work experience, competence, and commitment**), the assessor will be seeking to identify whether:   * You have required professional experience of the law, codes, and standards * You can identify, assess, and manage risks * You know and can apply mechanical engineer – HVAC&R building services principles * You can analyse problems and develop safe and sustainable solutions * You can work with others and make sound decisions * You have the ability to carry out and take full responsibility for professional engineering services within mechanical engineering – HVAC&R Building Services. |

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| **WORK EXPERIENCE, COMPETENCE, AND COMMITMENT** |

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| --- | --- |
| **PREVIOUS WORK EXPERIENCE** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position title** | |  | | | | |
| **Commencement date** | |  | **End date** |  | **Number of years** |  |
| **Organisation name** | |  | | | | |
| **Organisation description**  [Provide one or two sentences describing the organisation and what it does] | | | | | | |
|  | | | | | | |
| **Responsibilities**  [List your responsibilities and tasks undertaken] | | | | | | |
|  | | | | | | |
| **Key achievements**  [List three to five major accomplishments | | | | | | |
| **1** |  | | | | | |
| **2** |  | | | | | |
| **3** |  | | | | | |
| **4** |  | | | | | |
| **5** |  | | | | | |

**[Repeat the above table for your employment history]**

**COMPETENCE**

**[Describe how you applied engineering knowledge and understanding to practical situations; handle wider implications of your work; and demonstrate interpersonal and leadership skills. You must also show evidence of how you undertake professional development and how you are committed to high standards of professional and ethical conduct.]**

*Your evidence should be kept to around 100-300 words for each section.*

|  |
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| **1. Evidence you apply Mechanical Engineer – HVAC&R Building Services technical knowledge and understanding to your engineering activities.** |
| a) Applying appropriate theoretical and practical methods to identify or define problems, opportunities, or projects |
|  |
| b) Combining ideas and contributions of different people and disciplines to arrive at appropriate engineering and technical solutions |
|  |
| c) Developing creative and innovative solutions, designs, and technological approaches to engineering problems |
|  |
| d) Undertaking technical evaluation and optimisation to address the brief you were given or the requirements you identified |
|  |
| e) Planning and execution of technical work and projects |
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| **2. Evidence you can handle the wider implications of your work as a mechanical engineer – HVAC&R building services.** |
| a) Ability to handle health, hazard, and safety aspects and meet legal and legislative requirements |
|  |
| b) Ability to handle sustainable and resilience aspects and to work effectively with other disciplines to achieve optimum outcomes in the built environment |
|  |
| c) Ability to handle commercial and economic aspects |
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| **3. Evidence of your interpersonal, leadership, and communication skills.** |
| a) Managing interpersonal relationships |
|  |
| b) Demonstrating leadership in a professional role |
|  |
| c) Communicating ideas and plans by report writing and thorough presentations |
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**COMMITMENT**

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| **4. Evidence of your personal commitment, and of working to high standards of professional and ethical conduct.** |
| a) Undertaking professional development |
|  |
| b) Working in an ethical manner and meeting legal and regulatory requirements |
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| **REFEREES** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Name** |  | | | | | |
| **Company** |  | | | | | |
| **Position** |  | | | | | |
| **Business phone** |  | | **Mobile phone** | |  | |
| **Email** |  | | | | | |
| **Accreditation status** |  | | | | | |
| **Academic qualifications** |  | | | | | |
| **Work or other relationship** |  | | | **Period of relationship** | |  |
| **Declaration**  **(Insert referee name and applicant name)** | I, |  | | | | |
| [referee name] | | | | |
| do hereby declare that the particulars shown in this resumé are true and correct, | | | | | |
| and that |  | | | | |
| [applicant name] | | | | |
| has the ability to carry out and take full responsibility for professional engineering services within mechanical engineering – HVAC&R building services. | | | | | |
| **Signature** |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **Name** |  | | | | | |
| **Company** |  | | | | | |
| **Position** |  | | | | | |
| **Business phone** |  | | **Mobile phone** | |  | |
| **Email** |  | | | | | |
| **Accreditation status** |  | | | | | |
| **Academic qualifications** |  | | | | | |
| **Work or other relationship** |  | | | **Period of relationship** | |  |
| **Declaration**  **(Insert referee name and applicant name)** | I, |  | | | | |
| [referee name] | | | | |
| do hereby declare that the particulars shown in this resumé are true and correct, | | | | | |
| and that |  | | | | |
| [applicant name] | | | | |
| has the ability to carry out and take full responsibility for professional engineering services within mechanical engineering – HVAC&R building services. | | | | | |
| **Signature** |  | | | | | |

**APPLICANT STATEMENT AND SIGNATURE**

I, the above applicant for accreditation on the AIRAH Professional Engineer Register, do hereby declare that the particulars shown in this resumé, and also in any other documents provided with my application, are true and correct in every particular. I have read and agree to be bound by the APER By-Laws; APER Guidelines; and APER Code of Professional Conduct and Ethics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed |  |  | Date |  |