

Sample layouts for completing OARs
1st Year submissions (CEng)

SAMPLE 1:

No and Title of Competence Objective	C2 Plan, budget, organise, direct and control tasks, people and resources.
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Range:

Analysis of tenders, examination of qualifications and their significance, preparing tender reports and attending tender interviews.

Practical Experience:

For my school projects, St George's C of E School and St John's C of E School, I opened tenders in front of witnesses and evaluated each, producing a chart indicating cost for sections by each Contractor, and made ensure all issues had been covered. From this we made recommendations to the Schools, and Contractors were selected and appointed.

I analysed the Tender returns from the two lowest priced Contractors for Sport England. This involved detailing any qualifications and identifying the implications of these. I then attended the Tender interviews with both Contractors. The Contractors presented how they would approach the project. We were then able to ask questions on their approach and Tender return. From these interviews we produced a Tender evaluation and the Contractor was selected based on their Tender return, interview and final cost.

Structured Learning: None

Private Study: None

Observations:

I enjoy analyzing tender returns and checking everything is covered. I try to highlight any variations/clarifications at this stage to prevent the Contractors claiming additional money for items which should have been included in the tender, at a later stage in the project.

The tender interviews highlighted which company had fully investigated the job but errors were made in each. I think it is difficult to judge which company would provide a better service and often Contractors are chosen on price, which may not always be the best way.

Supervisors Comments:

(name) will continue to broaden his/her experience on this objective over the next year.

Supervisor's/Sponsor's Signature _____ Date: _____

SAMPLE 2:**NB: Supervisor's comments are also required under each competency****E: Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.**

<u>Objective No.</u>	<u>Examples/Evidence of Experience</u>
<u>E1</u>	Comply with relevant codes of conduct.
	I am constantly aware of building regulations and codes of conduct. I am up to date with the quality system and have issued CDM letters, SSOW and Risk Assessments. Whilst working on Royal Mail projects I am aware of their particular design philosophy throughout the job. When researching designs for the primary care trusts it was necessary for me to be up to date with the NHS' standards and regulations.
	When designing the services for Wolverhampton NWDO it was quite a challenge, as the building was an existing structure. The architect was advised that the mechanical design would be based on a building that met L2 and that the building fabric would need to be brought up to this standard. The electrical and mechanical design was done in accordance with regulations, for example; restricting the length of hot water services pipework due to heightened risk of legionella growth.
	<i>Insert supervisor's comments, date and signature</i>
<u>E2</u>	Manage and apply safe systems of work.
	<u>Whilst working on Moortown DO I prepared the Mechanical Health & Safety Risk Assessment Pack. I considered the different aspects of the job and analysed the potential risks that may arise. I utilised my knowledge of the design and examined previously created risk assessments.</u>
	<i>Insert supervisor's comments, date and signature</i>
<u>E3</u>	Undertake engineering activities in a way that contributes to sustainable development.
	Through completion of the BREEAM Assessment for York University I have fully understood how crucial it is to implement low energy or sustainable solutions at the very beginning of the project. Unfortunately for York many of the design solutions were value engineered and so when completing the BREEAM Assessment certain credits were impossible to achieve. These solutions need to be in place at the beginning of the project with any hopes for a positive assessment firmly etched into the design teams minds. A lack of foresight can cause major problems in the long term. After a lot of time and hard work a good assessment was achieved, much of the time spent on this could have been avoided.
	I have completed a study for Northwich, Shavington and Rainbow Medical Centres, Primary Care Trust developments to establish the benefits that can be afforded this developer from sustainability and low energy solutions. I compiled a report that included costs and realistic technologies that could be applied for these projects. This research included talking to manufacturers of solar panels and rainwater harvesting technologies.

	Through arranging and attending a plastic pipe CPD I was able to recognise the benefits and savings, both monetary and environmentally that can be achieved through its use. I have seen its application at York University and I hope to utilise it on future projects.

	<i>Insert supervisor's comments, date and signature</i>
<u>E4</u>	Carry out continuing professional development necessary to maintain and enhance competence in one's area of practice.
	<u>I have consistently attended CPD Seminars and kept a training and development record. I am keen to develop my skills and through attendance of Health and Safety, Prevention of Legionella and Asbestos awareness seminars I am able to do that. I recently attended an energy exhibition that allowed me to advance my knowledge of solar panels and wind farms and enabled me to build on existing knowledge of CO emissions.</u>
	<u>I am also completing the Building Services Journal CPD Collection each month.</u>
	<i>Insert supervisor's comments, date and signature</i>

Private Study:

I have continued to read Part L2 throughout my time and have recently made myself aware of the changes to Part L2, L1 and F. I have familiarised myself with the companies Health and Safety Policy document and CDM Regulations.

Observations:

I am maintaining professional records leading to competencies towards chartered engineer status. These reviews will form the basis of demonstrating examples leading towards achieving this goal over the next few years.

Further development:

- Imperative that one of my focus' need is related to Health and Safety awareness, in particular CDM and Designers responsibilities. This will ensure compliance within existing legal framework and improve on my design skills.
- Focus on "value for money" solutions more. Appraisals for designs should include capital, recurring revenue, energy, disposal and capital investment. This will ensure that ideas and solutions are robust.

Name: _____

xxxxxxx has made considerable inroads into sustainable solutions providing valuable input on a bespoke Breeam assessment and the new Part L building regulations.

xxxxxxx To coincide with the launch of the revised CDM Regulations the company will be undertaking a programme of further training for our Engineers. Xxxx will be attending this training and this will give her the fundamental tools for her to improve her competence in areas like Health and Safety and CDM.

Supervisor's signature

Date
