



"Revolutionising Personal  
Transport"

The University of Western Australia  
Renewable Energy Vehicle (REV) Project  
Website: [www.rev.ee.uwa.edu.au](http://www.rev.ee.uwa.edu.au)  
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## Vacation Work (Professional Practicum) with the UWA REV Project

As of 26<sup>th</sup> October 2005

Team members of the UWA REV Project are able to take part in work on a REV-related project over the vacation period, and have this time counted towards vacation work (or professional practicum) hours.

In a similar way to undertaking vac work with a company, the "employee" students will be required to apply for their position, provide reasoning for their acceptance, and will then have the option of selecting a project to work on for an agreed amount of time. The details of this project and the hours spent on it are to be agreed beforehand with your "employer", being a supervisor at UWA along with REV Management.

You may commence your vac work any time from Monday 28th of November, until the return of University in 2006 on the 27th of February. The week commencing Monday the 26th of December will be a no work period. In total, there is the opportunity for a full 12 weeks of vacation work to take place. As stated in the requirements for vacation work, you must complete the equivalent of a certain number of weeks. For Engineering, this is 12 weeks, or roughly 480 hours (8 hours per day, 5 days per week for 12 weeks). The full 12 week period does not need to be completed with a single employer, so a student may complete some of their time with REV, and complete the remainder of their time at a later date.

As in a standard workplace, students conducting vac work for REV will be required to complete their time in blocks, rather than scattered hours. To be negotiated with your supervisor, a typical arrangement would be to work from 9am until 5pm for 5 days, counting as one full week of work. If you can only work a certain number of days in a week, or limited hours during the day, then this must be agreed to in your initial contract. While there is some flexibility, such as the opportunity to work for 3 days a week as an example, requests to work for scattered hours or very short weekly time periods will not be accepted, as this will not allow for a continuous flow of work.

During your working period, you will be required to maintain regular contact with both your supervisor, and also your group leader within the REV Project and management. You will need to keep a log of your working hours, which will be checked regularly, and a system of logging in and out may be put into place if there is any doubt of working hours taking place.

There will be various projects available for students to undertake, and details of these will be made available at the start of the working period. Application will be by email, giving first, second and third preferences. Projects will be allocated based upon a person's application for vac work with the project, their current state of study, their past performance or experience, and also the amount of time they can dedicate and/or their commencement date. Certain projects will have higher priority than others, in order to ensure that development of the vehicle is not delayed. However, providing a certain number of basic projects are covered, a person will have a high likelihood of getting their first preference.

If you are gaining academic credit for your involvement on the team either at present or in the coming semester, it is recommended that you select the same supervisor as you currently or are intending to use at commencement. Also, if gaining credit, the project that you select may NOT be on the same subject as your present or future credited project, as stated by professional

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practicum guidelines. For example, if doing a project for EP307 on selection of springs for the REV's suspension, you may not carry out any work on spring selection during the vacation period. However, you may work in a similar field area, such as the design of the suspension geometry.

If you are not an engineering student, but are doing a course which also requires vacation work hours to be completed, you may take part in REV vac work provided the following conditions are met:

- 1) You seek approval from your faculty to ensure that your hours will be satisfactory
- 2) You can find a supervisor within your faculty
- 3) Your work with REV relates to your studies in some way

At the completion of your work period, your supervisor will fill out an evaluation, in the same way that an employee will write an assessment of your performance at the completion of your work period. This report will be based on the criteria set down for Engineers by the faculty of Engineering, Computing and Mathematics, available at <http://www.ecm.uwa.edu.au/for/students/prac> (.). For non-engineering students, check with your own faculty policies.

Students will have their vacation work acknowledged by the engineering faculty by enrolling in the zero-point "Professional Practicum" unit towards the end of their degree. This unit is often not listed in the required units on course web pages, but is a necessary part of the course if you wish to graduate! There are no contact hours or any course structure for this unit; the only requirement is that you **MUST** hand in your report, summarising your experiences during vac work, by the last teaching day of the semester. See the faculty website for more details.

**IMPORTANT:** Please note the following...

- 1) Vac work with the REV Project at UWA is UNPAID. There may be some scholarships offered to students, details of which will be provided at a later date
- 2) Future employers may look more highly upon people who have completed their vacation work in actual company, rather than at UWA with the REV Project. This should be considered when accepting vac work with REV
- 3) Not all applications for vac work with the UWA REV Project may be accepted. If too many students have applied than is necessary, your application or proposed research are not sufficient, a supervisor cannot be identified
- 4) Your supervisor and the REV Project reserve the right to cancel your vacation work with the REV Project if you act inappropriately at any stage, including failure to attend work during agreed periods, acting in an unsafe manner or not achieving your set goals.

If you have any further questions, contact the Project Manager Greg Dick ([dickg01@student.uwa.edu.au](mailto:dickg01@student.uwa.edu.au)).