

ENGINEERING

TIMESHEET & CERTIFICATE OF ATTENDANCE

This form is to be used as evidence of the student's attendance while undertaking their placement. A separate Timesheet & Certificate of Attendance form must be used for each placement undertaken. Upon completion of the placement, upload the completed timesheet and signed certificate of attendance into InPlace. If you have any questions or require assistance, please contact the UniSA STEM Industry Experience team on ph +61 (08) 8302 5900 or email STEM.Placements@unisa.edu.au

STUDENT & WORKPLACE DETAILS – Student to complete

Student ID number: _____ Title: _____ e.g. Mr / Mrs / Miss / Ms / Dr

Given name/s: _____ Family name: _____

Full name of program: _____ e.g. Bachelor of Engineering (Honours) (Mechanical) Program code: _____

Name of host organisation: _____

Address of placement location: _____

Name of workplace supervisor: _____ Supervisor's position title: _____

Contact email: _____ Contact phone number: _____

TIMESHEET OF HOURS – PLACEMENT

The timesheet is to be completed by the student for each day attending the workplace and signed off regularly by the Workplace Supervisor. This may be daily, weekly or at the end of the placement. Copy and attach more timesheet pages if necessary. Please rule off any unused lines in this timesheet.

DATE	START TIME	BREAK	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
E.g. 03/02/2020	08:00	30 mins	16:00	7.5	XXXXXXXXXXXX
TOTAL HOURS					

TIMESHEET OF HOURS – PLACEMENT

[illegible]

TIMESHEET OF HOURS – PLACEMENT

DATE	START TIME	BREAK	END TIME	TOTAL HOURS	SUPERVISOR SIGNATURE
E.g. 03/02/2020	08:00	30 mins	16:00	7.5	XXXXXXXXXXXX
				TOTAL HOURS	
				TOTAL PLACEMENT HOURS IN-INDUSTRY	

WORKPLACE SUPERVISOR DECLARATION – Supervisor to complete

I, _____, confirm that _____, has
(Workplace Supervisor name) (Student name)

attended a placement at my organisation for the period _____ to _____

- ☐ I understand that the student is required to complete a report reflecting on this experience and submit it as their assessment.
- ☐ I confirm that the student completed _____ hours (max. 450 hours) in the workplace, as evidenced by the attached timesheet.
- ☐ I confirm that I am authorised by my organisation to certify this document.

Signature: _____
(Workplace Supervisor)

Please attach a business card or affix company stamp:

UNIVERSITY STAFF USE ONLY – University staff to complete**UniSA STEM Industry Experience Team to verify hours:**

Total confirmed number of placement hours: _____

- ☐ Updated InPlace record
- ☐ Notified student

Name of staff member: _____

Comments: