

# API Bursary Vacation Placement

## Written Report Requirements



### Purpose

The purpose of this report is to provide you with the opportunity to demonstrate that learning has taken place over your work placement as part of the API Bursary Program and that you have acquired knowledge and experience in written communication of technical ideas. The Executive Summary of this report will be used by the Bursary Partners for evaluation of the quality of your work experience.

### Description

It is suggested that your report be concise and of professional standard, 4 up to 5 pages long from “Introduction” to “Conclusion” inclusive, presented on the A4 sheet/page, 300 words per page – altogether total of about 1200-1500 words. You should use 12pt font, with appropriate standards of referencing, language, grammar and presentation (template of this document is detailed below). If you would like to include material from your workplace (e.g. diagrams, maps or tables) these should appear in an Appendix and are not counted in the 4-5 pages. Only include these items if you discuss them in the main text of the report.

**As part of this report, an Executive Summary of about 300 words needs to be provided for distribution to bursary partners.**

### Template

The following is only a suggested structure of your report:

- (1) Title page (1 page)
- (2) Statement of authorship (1 page)
- (3) Executive Summary (300 words = 1 page)
- (4) Table of contents (1 page)
- (5) Acknowledgements (1 page)
- (6) Main body of text (1200-1500 words = 4-5 pages)
- (7) The appendices and reference list.

#### **(1) Title page**

The title page should include the report title, the bursary program title, your name, the company name, the supervisor’s name, and the year in which the report is submitted. The report title should be sufficiently explanatory for the reader to understand what your placement is about.

## **(2) Statement of Authorship**

The following statement must be signed and dated by your supervisor:

“I have read the report and agree that it is basically and factually correct record of the student’s employment.

Further, I give approval on behalf of <insert company name>, for the report to be made available to interested stakeholders, such as other bursary sponsor companies and other bursary holders via the API website.”

If possible, please scan the signed Statement of Authorship page and email as a separate document with your report. Otherwise, provide an email confirmation from your supervisor.

## **(3) Executive Summary**

In no more than 300 words, state the purpose of the report and its outcomes simply and explicitly. Describe the main problems encountered outlining the approaches taken in solving them and summarizing the recommendations. Statements should be made in past tense.

## **(4) Table of contents**

In the table of contents you may like to include a statement of the section titles, appendices, or any supplementary material (e.g. diagrams, maps or tables etc), which do not form part of the main body of text.

## **(5) Acknowledgments**

On this page it is suggested that you mention the contributions of the bursary partners and all other contributions to the project from other people. You may like to acknowledge the assistance of industry personnel or the assistance of other student etc. Feel free to acknowledge the support of family and friends.

## **(6) Main body of text**

The following are suggestions of what you may like to discuss in each of the sections:

### **a) Introduction and objectives**

Set the scene for your placement and state its objectives. State the technical and/or economic objectives including problems to be solved, or the methodologies/systems to be developed.

### **b) Company Background**

Here you can include brief background information on the company (type, organisational structure, products, size, turnover) and the particular process studied, including flow charts or block diagrams if necessary, to point out the need for the work.

### **c) You and the Company**

Describe your position within the company’s organisational structure, highlighting your role in the company and your duties. If you have undertaken a project during your placement a brief review of the literature may be needed to state the development in the project area and the need and significance for your project to be carried out. You may wish to include a brief review of the techniques or methodologies used in the project and their applications, as well as reference to relevant user manuals and technical standards.

**d) Analysis and Discussion**

The analysis should uncover all the information needed to make decisions including opportunities, problems, constraints and assumptions. A summary of methods used or the proposed approaches/systems may be included.

**e) Conclusions**

Briefly highlight the overall impression of your placement/project, including the problems identified, the approaches/systems/methodologies used or developed, the results obtained, either key recommendations or the technical and/or economic achievements.

**(7) Appendices and reference list**

All supplementary material submitted together with the bursary report must be in electronic format.

**Submission**

Only electronic submission of this report is required. Submit to your State Bursary Coordinator upon completion of your placement. In case you are submitting your document in PDF format, the Executive Summary must be provided in a format that allows for copying of the content.

**Policy on Plagiarism**

When writing your report, you need to comply with your university's Policy on Plagiarism. Please check the information and policies on plagiarism before writing this report.