Template –

Typical structure for narrative, **for each competency element**

A suggestion by Hassan Basri (others may have better ideas)

Example:   
In Competence Area B - **PRACTICAL APPLICATION OF ENGINEERING:**

Competence Element B2: **Investigations, analysis, design or development of engineering solutions.**

*Paragraph 1*

Narrate your summary of your overrall experience for the competence element.

*Paragraph 2*

Narrate in more detail one good example experience which highlights this competency element.

- the task you handled

- the solution you developed

- lessons learnt

\* For experience in assessing how to solve the task, this could be reported in Element B1.

\* For any form of experience during implementation stage (e.g. supervision issues, lessons & feedback for CQI, managing changes in design & specs, etc), this could be reported in Element B3.

*Paragraph 3*

May repeat paragraph 2 for another good example.

If the first example is very good and extensive, you may further explain in this paragraph 3, and skip the second example.

*Paragraph 4*

Concluding remark – recommend to examiner what marks to give for this element (refer marking rubrik). e.g.

“With the evidences narrated above relating to the experiences contributing to competence element A1, i.e. “ xxx…yyy…”, I have attained a competence level which can be described as good~~(4)/satisfactory(3)/adequate with some shortfalls(2)/little or minimal(1)~~.”

Notes:

1. It’s OK if for any of the elements you are very lacking (or even none) in practical experience.
   1. In this case, you should do some read up and at least be familiar with the competency element in theory, explain it honestly in Paragraph 1.
   2. Then in Paragraph 2 summarise the understanding you have gained from reading up the article/info.
   3. In the concluding Paragraph, you should target for a mark of at least 1 03 2.
2. Total length for each element: around 300 – 500 words, or visually 0.5 to 1.5 pages depending on font size.