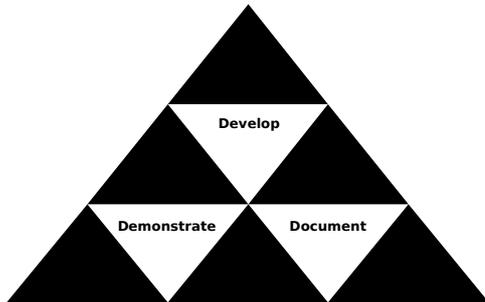


TEMPLATES



Work Experience Portfolio

Personal Details

Name: Hamish Sams

Department: Engineering

Course: EEE(Electronic & Electrical Engineering)

Email: hcsams1@sheffield.ac.uk

Registration no: 160160327

Skills Record Sheet

Registration Number:160160327

ORGANISATION WHERE EXPERIENCE TOOK PLACE: Eco-Energ

DATE: June 2017 - Present

JOB TITLE & BRIEF DESCRIPTION OF WORK UNDERTAKEN: Engineering Apprentice :

Worked as an installer for an engineering company, I also worked in the office creating risk assessments for installation jobs and worked on customer outreach via mail and email.

| Skill/Attribute/Work-Related Knowledge Developed | Example(s) To Demonstrate This In Action | Supplementary Evidence Ref. No. |
|--|---|---|
| 1. Problem solving | For one installation we were working with a pressurised and unpressurised (sealed and vented) systems due to connecting the new boiler to the old farm-house and so we were connecting up a heat exchanger so there was no need to completely re-do the system, while crimping the pipes together we noticed we didn't have enough pipe lengths to hook up they system so we were left with a few joints and a pile of random length pipes and instead of giving up and ordering more pipes I sat down and worked out using the lengths the best (most rigid looking) solution and got the system working that day instead of delaying that by another day. | I have an employment letter to prove I worked there |
| 2.Intuition | While validating the installation of a boiler one of the interfaces on the Arbour Electrogen, I believe it was a pressure sensor on a pipe, hadn't been set up yet and so we turned on the system and started to try and get the system working but we soon realised the interface like the product was swedish and at the time the offices hadn't opened yet meaning we couldn't get the system up and running without waiting. Instead of agreeing and waiting like the rest I got down and used the internet to translate all of the system and got it running not long after. | I have an employment letter to prove I worked there |

| Skill/Attribute/Work-Related Knowledge Developed | Example(s) To Demonstrate This In Action | Supplementary Evidence Ref. No. |
|--|--|--|
| 3.Teamwork | <p>When working together as a group there were a lot of different levels of knowledge with some being experienced and others new to the field meaning when working as a team we had to always change the way we explained things to make sure that they would be done correctly and efficiently and as everything while working there was a group job it meant teamwork was never far away.</p> | <p>I have an employment letter to prove I worked there</p> |
| 4.Communication | <p>Due to working as a team constantly communication is a huge part of getting the job done and, like previously explained, while working together you must understand that everybody has a different level of understanding and technical knowledge meaning communication must vary person to person to get the job done exactly how you want it to be.</p> | <p>I have an employment letter to prove I worked there</p> |
| 5.Attention to detail | <p>When you are working with things that are constantly on display such as the pipes for a heat exchanger or the ash auger from a boiler. It is key to have an attention to detail as if there is something you don't notice such as a pipe isn't quite right there could be boiling water sprayed everywhere which is a huge health hazard and would cause hell throughout a company. While working at Eco Energy I was paired with a perfectionist who wouldn't stop until his work was as perfect as he wanted it to be which certainly increased my attention to detail while working.</p> | <p>I have an employment letter to prove I worked there</p> |
| 6.Desire to learn | <p>On my first few days at the company I was expecting to turn up and know about everything that was working as I was the person with the highest level of education but in fact I realised that there were so many things that those surrounding me understood about installation and how these systems should be built and it drove me to go out and read about all of these installation tactics of which I would've never known and I still do want to learn more by practice throughout industry.</p> | <p>I have an employment letter to prove I worked there</p> |

| Skill/Attribute/Work-Related Knowledge Developed | Example(s) To Demonstrate This In Action | Supplementary Evidence Ref. No. |
|---|--|---|
| 7.Written skills | One of my first jobs while working at the company was to write risk assessments which would be used to protect the company incase of an issue and help reduce those issues. Writing those documents for the company increased my confidence. | I have the risk assessments on my pc |
| 8.Programming | While working in customer outreach it was my job to get possible customers addresses and emails to do this my boss told me to go through lots of different websites and gather data that matched his criteria. After writing around only 8 down I decided there must be a better way and so I wrote a program to go through websites and put the data into a spreadsheet where I wrote more code for the spreadsheet that limited the data to the specified and then mail merged and printed a letter to the possible customer. | I have the program and the spreadsheet still |

**UNIVERSITY OF SHEFFIELD
PERSONAL DEVELOPMENT PLANNING
Dept. of Electronic & Electrical Engineering**

Work Experience Portfolio Special Development Plan

After reflecting on your experiences during the Organisational Behaviour and Team Management SHIPS exercise you will be in a good position to plan future personal development aimed at strengthening some of those skills that you used during SHIPS and also to plan how you might learn new skills that you may have realised you lack as a result of the taking part in SHIPS. Use this form to describe the goals you would like to set yourself in terms of learn new skills and develop existing skills in the coming 12 months and also describe how you plan to go about achieving those goals.

Name: Hamish Sams

| Goal: | Method: |
|------------------------------|---|
| Qualified electrician | sit the 17th electrical exam |
| Teamwork | Get involved with societies for teamwork experience and get involved with things such as ships more |
| Public speaking | Do work for societies such as EEE that involve public talking and practice using events like ships |
| Work experience | Look for placements online and look for volunteer jobs no matter the field including university societies |
| Online existence | Update my current personal website and get up to date with platforms such as linkedin which should keep a log of my experience |
| Written communication | Keep writing reports for uni and start writing my own personal reports when I have time at home |