**OBJECTIVE ACHIEVED REPORT**

Guidance on completing your OAR can be found in the CIBSE [T&D Manual for Trainees](https://cibse.egnyte.com/dl/PkkrmPOJjb)

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| **Target Level:** | | | | | | | |
| **MCIBSE (CEng)** |  | **ACIBSE (IEng)** | | |  | **LCIBSE (EngTech)** |  |
| **CIBSE Membership No:** | | |  | | | | |
| **No and title of Competence Objective (e.g. A1 | B2 | C1):** | | | |  | | | |

Construct your report using the following headings for guidance and **date** your entries:

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| 1. **Description of Practical Experience:** | |
| ***Example: Reflect over the last quarter, using detailed examples from projects you have led or been involved in. “I’ve contributed to a number of components of ‘X’ project, including drawing up ductwork schematics using AutoCAD, determining heating and cooling loads using ISEVE, and using REVIT to understand the layout of a plantroom”*** | |
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| 1. **Any structured learning: training, events, seminars, etc.** | |
| ***Example: Use examples from both internal & external training, for instance, attending a CIBSE seminar. “I attended the Fire Rated Ductwork TKS session presented by my mentor. The session increased my knowledge on the different types of fire rated ductwork including smoke extract ventilation”.*** | |
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| 1. **Private Study: books, articles, other media - description** | |
| ***Example: For instance, reading the CIBSE Journal. “I read the CIBSE ‘Guide to HVAC calculations’ to broaden my understanding of the theory and mathematics behind the calculations I’ve been using in projects”.*** | |
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| 1. **Observations: your own commentary on what you have learnt** | |
| ***Example: What have your learnt over the last quarter to expand your professional experience & competence? “In this quarter I completed a project lifecycle. I have widened my knowledge of the industry and have a better understanding of what goes into the different design stages of a project”.*** | |
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| 1. **Mentor’s comments:** | |
| ***Example: “X’s involvement in X project is providing them with the right exposure to processes and tools which will be part of X’s development. X has used different software and tools to carry out design activities for the design tasks assigned to them.”*** | |
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| **Mentor’s Name:** |  |
| **Mentor’s Signature:** |  |

**You can expand each sections box to include more comments.**